

AGENDA

COMMUNITY SERVICES COMMITTEE

Regular Meeting
July 23, 2014
9:30 A.M.

Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637

AGENDA DESCRIPTION: The agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed. Any person wishing to address the Community Services Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the Public Comment section of the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. COMMITTEE BUSINESS

A. Community Services Grant Program Administrative Policy

RECOMMENDED ACTION: Recommend that the City Council approve the proposed modified version of Administrative Policy 2.8 pertaining to the Community Services Grant Program.

B. 2014 Community Services Grant Program On-Site Evaluations

RECOMMENDED ACTION: Appoint up to three Community Services Committee members to participate in each of the on-site evaluations of 2014 Community Services Grant Program recipients.

IV. COMMITTEE MEMBER COMMENTS

V. PUBLIC COMMENTS

VI. ADJOURN

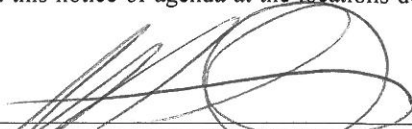
The next regular meeting of the Community Services Committee will be at 9:30 a.m. on August 27, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

AMERICANS WITH DISABILITIES ACT: In compliance with Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at (949) 639-0500 (Voice) or, TDD (949) 639-0535 or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting should enable the City to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The Community Services Committee agenda and agenda back-up materials are available from the Office of the City Clerk, after 4:30 p.m., on the Friday prior to the Community Services Committee meeting. The office of the City Clerk is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Copies of the agenda are provided at no cost. Agenda back-up materials are available at City Hall for inspection and copies are available at no charge prior to the meeting. A per page copy cost does apply after the meeting. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made to the City Clerk in writing. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The City of Laguna Woods mailing address is 24264 El Toro Road, Laguna Woods, CA 92637. Phone: (949) 639-0500, FAX (949) 639-0591.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 02-33.

7/18/14
Date


Marc Donohue, Deputy City Clerk

RECAP COMMUNITY SERVICES COMMITTEE

REGULAR MEETING

May 28, 2014

9:30 A.M.

**Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637**

I. CALL TO ORDER

Chair Oakes called to order at 9:37 am.

II. ROLL CALL

Present: Oakes, Brians, Gorman, Levine, Sheppard, Singer, Rhodes, Unatin
Absent: Coles, Portlock, Unger

III. COMMITTEE BUSINESS

A. 2014 Community Services Grant Program Recipients' Quarterly Reports

Community Services Manager Foley reviewed with the Committee the first quarterly reports from the 2014 Community Services Grant Program recipients. The Committee felt that the recipients were meeting the goals and objective for the programs and services that they had established in their grant applications.

B. Fiscal Year 2014-15 Budget Preparation

Community Services Manager Foley reviewed the agenda report and the Committee discussed matters regarding the Fiscal Year 2014-15 budget.

IV. COMMITTEE MEMBER COMMENTS

Member Unatin mentioned a television program that she watched on hoarding and wondered how much was occurring in the Village.

Vice Chair Sheppard noted that clubs inside Laguna Woods Village are sponsoring events to promote the mingling of members.

Member Gormin stated that clubs are willing to contribute to and assist with community causes when necessary.

Chair Oakes commented on the Committee's responsibility to provide input to the City Council on community services issues.

V. PUBLIC COMMENTS – None

VI. ADJOURN

The meeting was adjourned at 10:40 a.m.

The next regular meeting of the Community Services Committee will be at 9:30 a.m. on June 28, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

**City of Laguna Woods
Agenda Report**

DATE: July 23, 2014 Community Services Committee Meeting
TO: Honorable Chair and Committee Members
FROM: Patrick Foley, Community Services Manager
AGENDA ITEM: Community Services Grant Program Administrative Policy

Recommended Action

Recommend that the City Council approve the proposed modified version of Administrative Policy 2.8 pertaining to the Community Services Grant Program.

Background

The annual Community Services Grant Program was initiated in Fiscal Year 2000-01. Since then, over \$1.5 million dollars in zero-match grants have been awarded to nonprofit organizations that provide social and other services to city residents.

The City's budget policy states that, annually, "the City should allocate an amount of money for the competitive community services grant program for not-for-profit organizations that provide services to residents." The Fiscal Year 2014-15 budget includes funding in the amount of \$150,000.

Administrative Policy 2.8 (Attachment A), which was originally approved by the City Council in 2002, relates to the distribution of community grant funds.

Discussion

At the meeting on May 28, 2014, the City Council provided input to staff regarding potential modifications to Administrative Policy 2.8 with the goals of ensuring that the Community Services Grant Program continues to be responsive to community needs and functions in a manner that is reflective of the City Council's goals and intent. Staff has used that input to prepare a proposed modified version of Administrative Policy 2.8 (Attachment B) that, if approved by the City Council, would become effective immediately for the 2015 grant award cycle.

Fiscal Impact

The recommended action could be accommodated in the current year budget.

Conclusion

Community Services Committee input on this subject is vital to ensuring that grant funds continue to be awarded in a manner that is responsive to community needs. A proposed modified policy will be presented to the City Council for review and consideration of approval at the meeting on August 20, 2014.

Attachments: A – Administrative Policy 2.8, Community Grant Fund Distribution (existing)
B – Administrative Policy 2.8, Community Services Grant Program (proposed)

ITEM III-A
ATTACHMENT A

This page is intentionally blank.

CITY OF LAGUNA WOODS

ADMINISTRATIVE POLICY 2.8 COMMUNITY GRANT FUND DISTRIBUTION

2.8.01 PURPOSE

To define guidelines and procedures for the allocation of municipal funds, or provision of services in lieu of funds, that will, in part, finance Community Services programs and activities conducted by non-profit/not-for-profit organizations that provide services to the residents of the City of Laguna Woods.

2.8.02 GENERAL POLICY

- A. The City of Laguna Woods will consider requests for grant funding only during periods determined in this Council Policy and submitted on the appropriate application form.
- B. Public grant funds shall only be made available when funds are to be expended for a Community Services program or activity that will contribute to the quality of life in the City of Laguna Woods.
- C. Grant funds **shall not** be donated to political action committees or to any candidate seeking election to office, nor for the conduct of any religious activity.
- D. Approval of grant funds **shall not** constitute a precedent for grant allocations in subsequent years.

2.8.03 ELIGIBLE ORGANIZATIONS AND SERVICES

The following organizations/services are eligible to apply for a community services grant:

- A. Social Services
 - Crisis Intervention / Elder Abuse
 - Health and Safety

- Special Senior or Disabled services, such as Deaf or Speech Relay Service, Critical Life systems, Physical Fitness, Occupational/Home Training, Financial Assistance for Living, or Mobility Training.

B. Transportation

- Special Senior or Disabled services
- Connective services within and outside the community
- Golf cart and other alternative travel services
- Recreational bus or other transportation services
- Driver training for golf cart, motorbike, auto users
- Shuttle or other services within the City.

C. Other Services

Provide support for those services needed in the community which may not be described adequately in the preceding definitions, including recreation and arts programs

2.8.04 APPLICATION

- A. Each year, during its annual budget deliberations, the City Council shall determine if sufficient funding is available to establish a grant fund for community services organizations.
- B. If funding is available, the City manager or his/her designees shall publish notice in a local newspaper that grant funding is available and that the City is soliciting applications.
- C. The City manager's Office shall maintain a list of past applicants and interested organizations and shall mail applications to these organizations as well as ant current applicants.
- D. Non-profit/not-for-profit organizations shall make formal request to the City Council by filing an application for Grant Funding of Community Services Programs during the application period established by the City manager or his/her designee. An application should cover one category, such as social service or transportation. Application forms may be picked up from Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637, from 8:00 AM to 5:00 PM, Monday through Friday, Phone: (949) 639-0512, or through the City's website at www.lagunawoodscity.org.

2.8.04 APPLICATION REVIEW

Staff and the Community Services Committee will review applications and forward recommendations to the City Council for action. In its evaluation, the Community Services Committee shall consider and evaluate the following:

- A. The non-profit/not-for-profit status of the organization.
- B. The number of individuals within the community who will directly benefit from the grant.
- C. Adherence to goals and policies of the City of Laguna Woods.
- D. The public need that will go unmet without the grant allocation.
- E. How this service has been recognized as a contribution to the community (i.e., meets state/federal law, waiting list, number of requests, professional recommendations)
- F. Whether the service will expose the City to civil liability.
- G. The amount of the request.
- H. The ratio of overhead administrative costs to the actual direct benefit to the participants.

2.8.05 GRANT AWARD

- A. All grant awards shall be for a calendar year, and shall be approved by the City Council taking action in a noticed public meeting are for a calendar year basis.
- B. Organizations approved for grant funding will receive quarterly grant payments. The first quarterly payment will be mailed to the applicant with a fully executed contract. The remaining grant payments will be mailed to the organization within 10 business days of the City's receipt of their completed quarterly report of program activities and expenditures. The city, at its sole

discretion, may determine to make other than quarterly grant payments if necessary for a particular project.

- C. Grantees shall return any and all unexpended funds to the City at the end of the one-year funding period.
- D. If the City determines that the grantee has not performed in accordance with the approved program proposal or is unable to finish the program, and all unexpended funds shall be returned to the City.
- E. City grant monies shall be used only for the purpose(s)/program(s) duly authorized and in accordance with the approved budget. Deviation from the approved grant program proposal/scope of work may be made only with the City's prior written approval.

2.8.06 GRANT RECIPIENT REQUIREMENTS

Grant recipients shall:

- A. Carry adequate liability insurance naming the City of Laguna Woods as additional insured as may be required by the City.
- B. Not discriminate in employment or in clients served because of age, race, religion, national origin, or sex.
- C. Account for revenue and expenditures through careful record keeping procedures (standard bookkeeping procedures). An annual audit at the applicant's expense may be required, with the results available to the City of Laguna Woods upon request.
- D. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the progress of the program.
- E. Provide the City with quarterly **and** end-of-year full financial accounting of the grant allocation and progress report.
 - 1. The quarterly reports shall be submitted in writing, and shall include a progress report and a financial summary indicating how

funds have been expended during the reporting period.

2. The end of year report shall be in writing and submitted within 60 days after the close of the grant. This report must include a complete financial statement detailing all expenditures of City grant monies for the program(s). The financial and a narrative report shall compare actual expenditures and accomplishments with the budget and tasks cited in the original proposal.

Approved by the City Council: September 18, 2002

This page is intentionally blank.

ITEM III-A
ATTACHMENT B

**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 2.8**

COMMUNITY SERVICES GRANT PROGRAM

2.8.01. Statement of Purpose.

The City of Laguna Woods recognizes that nonprofit organizations fill an important role in improving and maintaining a high quality of life for residents. To encourage nonprofit organizations to develop, provide, and enhance beneficial services, the City has established a Community Services Grant Program to award monetary grants to qualified nonprofit organizations using the process described herein.

2.8.02. Eligibility Requirements.

An organization is eligible to be awarded funding from the Community Services Grant Program if it is recognized as a tax-exempt organization under Section 501(c)3 of the Internal Revenue Code and provides social services, transportation services, or other services that contribute to the quality of life for Laguna Woods residents. Religious and political activities are not eligible for funding consideration.

2.8.03. Prioritization of Eligible Services.

Social services (e.g., health, safety, crisis, mobility, disabled, and financial assistance programs for older adults) are the highest priority for funding from the Community Services Grant Program, followed by transportation services (e.g., disabled, golf cart and alternative vehicle, connective, shuttle, bus, and driver training programs for older adults), and other services (e.g., arts and recreation). This prioritization of eligible services is intended to help prospective applicants prepare compelling applications that focus on areas of significant need within the community and does not in any way limit either the Community Services Committee's ability to make recommendations to the City Council or the City Council's ability to award funding at its discretion.

2.8.04. Determination of Funding Availability.

Each fiscal year, as a part of its annual budget development process, the City Council shall determine at which level to fund the Community Services Grant Program for the upcoming fiscal year. This determination shall be made taking into account community needs, as well as the City's financial position, funds availability, short and long-term obligations, and other fiscally prudent considerations.

2.8.05. Application Period and Submittal Process.

- A. Application Period – When funded by the City Council, the Community Services Grant Program shall accept applications for a 45-day period beginning no earlier than July 1 of the applicable fiscal year. Applications shall be accepted for grants to be awarded effective on January 1 of the subsequent calendar year.
- B. Application Period Notices – A public notice announcing the application period and the availability of grant funds shall be published in the *Laguna Woods Globe* and the *Orange County Register* prior to the beginning of the application period. In addition, notices shall be mailed to (1) applicants that submitted applications for funding consideration in any of the five immediately preceding Community Services Grant Program cycles; (2) organizations identified through an annual consultation with the Orange County Office on Aging; (3) organizations that have requested such notification by contacting the City in writing; and, (4) Laguna Woods Village TV6. A notice shall also be posted on Channel 31.
- C. Application Form – Applications must be made on a standardized form approved by the City Manager and the City Attorney. In addition to a complete form, all applicants shall submit a determination letter from the Internal Revenue Service (IRS) verifying that the applicant is recognized as a tax-exempt organization under Section 501(c)3 of the Internal Revenue Code. The City reserves the right to request supplemental information from any or all applicants at its discretion. Application forms shall be distributed with a listing of the funding awarded as a part of the two previous grant cycles for information purposes.
- D. Late and Incomplete Applications – Applications must be received no later than the published application deadline. Postmarks will not be accepted. Applicants that submit incomplete applications will be notified by the City and asked to submit the missing information within five calendar days of notification. Failure to do so will result in the application being deemed ineligible.

2.8.06. Community Services Committee Responsibilities.

- A. Prior to grant awards by the City Council, the Community Services Committee shall be responsible for all of the following activities:
- Reviewing eligible grant applications;
 - Receiving applicant presentations and conducting follow-up interviews; and
 - Making grant award recommendations to the City Council.

DRAFT

To ensure that there are multiple opportunities for public input, the Community Services Committee shall fulfill the above described responsibilities over the course of at least two open and publically noticed meetings – the first to receive applicant presentations and conduct follow-up interviews and the second to make grant award recommendations to the City Council.

Community Services Committee members who serve on the board of directors for any applicant shall not participate in the Committee’s responsibilities under this subsection (A) with respect to the subject organization.

- B. Following grant awards by the City Council, the Community Services Committee shall be responsible for all of the following activities:
- Reviewing the quarterly and year-end reports from each funded organization;
 - Conducting an on-site evaluation of each funded organization; and
 - Making grant-related recommendations to the City Council.
- C. The Community Services Committee shall seek to maximize public value in its recommendations to the City Council and shall, at a minimum, consider all of the following, in the fulfillment of its responsibilities:
- The nonprofit status of the organization;
 - The number of residents directly or indirectly benefited;
 - The scope and extent to which one or more public needs is advanced;
 - The amount of the request, including administrative overhead ratios;
 - The manners in which effectiveness and outcomes can be evaluated;
 - The potential for exposure to liability or other legal concerns; and
 - Conformance with the provisions of this administrative policy.

2.8.07. City Council Responsibilities.

All grant awards must be approved by a majority vote of the City Council in an open and publically noticed meeting. The City Council reserves the right to exercise its discretion in the approval of grant awards and may require applicants to participate in additional presentations or follow-up interviews, or provide such other information as it deems necessary to make decisions regarding grant awards.

2.8.08. Grant Agreements.

As a condition of grant awards, organizations shall execute an agreement with the City

DRAFT

of Laguna Woods. In addition to a binding description of grant purposes, deliverables, and amounts, agreements shall, at a minimum, require all of the following:

- A. Proof of insurance and indemnification in form, type, and amounts determined necessary by the City Attorney and City's risk manager.
- B. Commitment not to discriminate in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, marital status, or sexual orientation in connection with or related to the performance of services for which grant funds are awarded.
- C. Assurances that the organization shall provide the City or its agents with on-site access to evaluate the services for which grant funds are awarded.
- D. Assurances that the organization shall submit quarterly and year-end reports to the City in accordance with all applicable policies, terms, and conditions.
- E. Assurances that financial records shall made available to the City and/or its agents upon request; maintained in accordance with generally accepted accounting principles; and, be sufficiently complete and detailed so as to permit an accurate evaluation of the services for which grant funds are awarded.
- F. Acknowledgment that the City reserves the right to perform an independent audit of grant fund expenditures by an auditor of the City's choosing, with or without cause, at any time within five years of the end of the agreement. Accordingly, the organization shall retain all records related to the expenditure of grant funds for a period of no less than five years from the end of the agreement.
- G. Acknowledgement that any breach of the agreement that results in termination of the agreement shall require the repayment of the full amount of the grant funds distributed, to date, by the City within 30 days of the termination date.
- H. Acknowledgement that any unused grant funds as of the end of the agreement must be returned to the City within 30 days of the end of the agreement.

Grant agreements are subject to approval as to form by the City Attorney and shall be signed by the Mayor on behalf of the City.

2.8.09. Grant Reporting.

- A. Each funded organization shall be responsible for preparing and submitting three

DRAFT

quarterly reports and one annual report during the term of the agreement. The City reserves the right to require additional reporting at its discretion.

- B. At a minimum, all reports shall include a progress and financial summary stating the manner in which grant funds were expended and services delivered during the specified period. The annual report shall additionally include a comparison of actual expenditures and accomplishments to the deliverables and amounts set forth in the grant agreement.
- C. The City Manager is authorized to establish requirements related to reporting, including, but not limited to, requiring certain forms and information.

2.8.10. Grant Payments.

Following grant awards by the City Council, organizations shall receive quarterly payments from the City of one-fourth of the overall grant award. The initial payment shall be mailed by the City within 10 days of the start of the calendar year for which funding was awarded. Subsequent payments shall be mailed following the receipt of quarterly or annual reports in form sufficient to the City. Failure to submit a report in form sufficient to the City shall preclude the organization from receiving subsequent payments until the required reports are submitted and deemed complete by the City.

Quarter	Quarterly Report Due	Annual Report Due	Quarterly Payment Mailed
1 (January-March)	April 30	N/A	By January 10
2 (April-June)	July 30	N/A	Within 30 days of the receipt of the required report in form sufficient to the City
3 (July-September)	October 30	N/A	
4 (October-December)	N/A	January 30	

2.8.11. On-Site Evaluations.

The Community Services Committee shall conduct at least one on-site evaluation of each funded organization during the term of grant agreements. The Committee may appoint up to three of its members to participate in each on-site evaluation. On-site evaluations shall be coordinated by City staff and scheduled for the third quarter of each grant cycle. Committee members shall evaluate the effectiveness of the services for which grants were awarded and provide an oral report to the Community Services Committee, as a whole, at its next regularly scheduled meeting.