

CITY of LAGUNA WOODS COMMUNITY GRANTS OVERSIGHT COMMITTEE AGENDA

Regular Meeting
Thursday, May 28, 2015
9:30 a.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637



Welcome to a meeting of the Community Grants Oversight Committee!

Public Comments: Persons wishing to address the Committee are requested to complete and submit a speaker card to City staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Committee on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the Committee on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the City to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods Community Grants Oversight Committee regularly meets on the fourth Thursdays of February, May, August, September, and November at 9:30 a.m.

AGENDA POSTING AND AVAILABILITY

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act, the City of Laguna Woods posts agendas at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website (www.lagunawoodscity.org); and, at other locations designated by Resolution No. 02-33, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City’s website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies.

Special Meetings: Agenda posting and availability for special meetings is conducted pursuant to all applicable provisions of California Government Code (Ralph M. Brown Act).

AGENDA DISTRIBUTION LISTS

Electronic Distribution: The City of Laguna Woods provides notification of agenda posting and availability via email. To register to receive email notifications, please email cityhall@lagunawoodscity.org or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

Mail Distribution: The City of Laguna Woods is able to mail agendas and/or agenda materials if provided with advance payment for postage and printing (if applicable). To request mail distribution, please email cityhall@lagunawoodscity.org or contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535.

FOR ADDITIONAL INFORMATION

For additional information, please contact the City Clerk’s Office at (949) 639-0500/TTY (949) 639-0535, cityhall@lagunawoodscity.org, or 24264 El Toro Road, Laguna Woods, California 92637.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, Deputy City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City’s website (www.lagunawoodscity.org); and, at other locations designated by Resolution No. 02-33, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Deputy City Clerk

5-22-15

Date

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PUBLIC COMMENTS

About Public Comments: This is the time and place for members of the public to address the Community Grants Oversight Committee on items *not* appearing on this agenda. Pursuant to State law, the Committee is unable to take action on such items, but may engage in brief discussion, provide input to City staff, or request that items be scheduled for consideration at future meetings.

V. COMMITTEE BUSINESS

5.1 Appointment of Committee Chair and Vice Chair

Recommendation:

1. Appoint a member of the Committee to serve as its Chair to conduct meetings and attest to meeting minutes.

AND

2. Appoint a member of the Committee to serve as its Vice Chair to conduct meetings and attest to meeting minutes in the absence of the Chair.

5.2 Overview of Committee-related City Policies, the Ralph M. Brown Act, and Conflict of Interest Regulations

Recommendation: Receive and file.

5.3 Overview of the Community Services Grant Program

Recommendation: Receive and file.

5.4 2015 Community Services Grant Program

Recommendation:

1. Review and provide feedback to staff on the first quarterly reports from the following 2015 Community Services Grants Program recipients:
 - a. Braille Institute of America, Inc.
 - b. Dayle McIntosh Center for the Disabled
 - c. The Foundation of Laguna Woods Village
 - d. Laura's House
 - e. The Roxanna Todd Hodges Foundation
 - f. South County Outreach
 - g. Trauma Intervention Programs, Inc.

AND

2. For each of the following 2015 Community Services Grant Program recipients, appoint members of the Committee to participate in an on-site evaluation:
 - a. Age Well Senior Services, Inc.
 - b. Braille Institute of America, Inc.
 - c. Dayle McIntosh Center for the Disabled
 - d. The Foundation of Laguna Woods Village
 - e. Laura's House
 - f. The Roxanna Todd Hodges Foundation
 - g. South County Outreach
 - h. Trauma Intervention Programs, Inc.

VI. ADJOURNMENT

Next Regular Meeting: Thursday, August 27, 2015 at 9:30 a.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, California 92637

**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. Activities whose principal purpose or objective is the dissemination of religious or political views or advocacy 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 is intended to help prospective applicants prepare responsive applications that focus on areas of significant need within Laguna Woods. Such priorities in no way limit the Community Services Committee's ability to make recommendations to the City Council or the City Council's ability to award funding at its sole and absolute 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, budgeting priorities, funds availability, short and long-term obligations, and other considerations regarding prudent public oversight and administration.

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. Submission of a completed application confers no rights upon an applicant with respect to any favorable consideration for funding. All funding is awarded at the City Council's sole and absolute discretion.

- D. Late and Incomplete Applications – Applications must be received no later than the published application deadline. Applications postmarked before the deadline, but not actually received by the City prior to the deadline, 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.

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 or use their official position to influence 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 Laguna Woods 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 of the City 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 sole and absolute 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 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 be 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 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.

Table 2.8-1: Grant Payment and Reporting Table

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.

City Council Approval: August 20, 2014

This Administrative Policy is effective beginning with the 2015 Community Services Grant Program.