

AGENDA

COMMUNITY SERVICES COMMITTEE

Regular Meeting
August 27, 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. 2014 Community Services Grant Program Recipients' Quarterly Reports

RECOMMENDED ACTION: Review and comment on second quarterly reports from the 2014 Community Services Grant Program recipients.

B. 2015 Community Services Grant Program

RECOMMENDED ACTION: Discuss and provide input to staff.

C. Committee Meeting Schedule

RECOMMENDED ACTION: Schedule an adjourned regular meeting of the Community Services Committee for 9:30 a.m. on October 29, 2014 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods,

CA 92637 for purposes including Community Services Grant Program funding recommendations. *[Note: This meeting would be in addition to the Committee's regular meeting on October 22, 2014.]*

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 September 24, 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.

8/22/2014
Date



Anna Sanchez, Acting City Clerk

RECAP 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

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: Portlock

III. COMMITTEE BUSINESS

A. Community Services Grant Program Administrative Policy

Community Services Manager Foley reviewed the agenda report.

Committee members discussed the administrative policy and noted that many of the proposed modifications are based on Committee input.

Moved by Committee Member Rhodes, seconded by Committee Member Sheppard, and carried unanimously to 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

The Committee voted unanimously to appoint the following Committee members to participate in the on-site evaluations of 2014 Community Services Grant Program recipients:

Grant Recipient

Age Well Senior Services
Braille Institute
Dayle McIntosh Center
Foundation of Laguna Woods Village
Roxanna Todd Hodges Foundation
South County Outreach
Trauma Intervention Program

Appointees

Gormin, Oakes, Sheppard
Brians, Rhodes, Sheppard
Levine, Oakes, Sheppard
Gormin, Rhodes
Levine, Sheppard
Oakes, Singer, Unatin
Brians, Singer

IV. COMMITTEE MEMBER COMMENTS

Vice Chair Sheppard commented on a recent India Club celebration.

Members Gormin and Levine commented on issues of cultural relations, including an increase in diversity and positive cross-cultural interactions.

V. PUBLIC COMMENTS – None

VI. ADJOURN

The meeting was adjourned at 10:12 a.m.

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.

ITEM III-A

Community Services Committee

08-27-2014

2014 Community Services Grant Program Recipients' Quarterly Reports

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2014 GRANT RECEIPTS QUARTERLY REPORTS AND PAYMENT SCHEDULE

ORGANIZATION	PROGRAM	GRANT AMOUNT	Quarterly Payments
Braille Institute	Training for residents with sight loss	\$20,000	\$5,000.00
Trauma Intervention Program	Train residents as Trauma intervention volunteers	\$5,000	\$1,250.00
South County Outreach	Community Outreach	\$20,000	\$5,000.00
Dayle McIntosh Center	Aging with vision loss in home mobility training	\$8,000	\$2,000.00
Foundation of Laguna Woods	Provide emergency assistance to LWV residents	\$15,000	\$3,750.00
Roxanna Todd Hodges Foundation (RTH)	Stroke prevent and screenings	\$7,000	\$1,750.00
	Totals	\$75,000	\$18,750
Age Well Senior Services	Adult Day Services	\$22,500	\$5,625
Age Well Senior Services	Transportation	\$22,500	\$5,625
Florence Sylvester Memorial Senior Center	Health and Wellness	\$30,000	\$7,500
	Totals	\$75,000	\$18,750

2014 Payment Schedule

January, 2014 **Advance 1st Quarter Payment (Jan. Feb. March),**
April 2014 **Advance 2nd Quarter Payment (April, May, June)**
July 2014 **Advance 3rd Quarter Payment (July, Aug. Sept.)**
October 2014 **Advance 4th Quarter Payment (Oct. Nov. Dec.)**

Quarterly Report Due Dates

April 30, 2014 **1st Quarter (Jan. Feb. March)**
July 31, 2014 **2nd Quarter (April, May, June)**
October 31, 2014 **3rd Quarter (July, Aug. Sept.)**
January 31, 2015 **4th Quarter (Oct. Nov. Dec.) and Annual Report**



Empowering visually impaired people to live fulfilling lives

Gloria Y. Coulston
EXECUTIVE DIRECTOR,
Orange County

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Richard N. Weinreb, M.D.

July 17, 2014

Mr. Patrick R. Foley
Manager, Community Services
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92653

Dear Mr. Foley:

The continued partnership we have with the City of Laguna Woods in support our Community Outreach Program has been a critical component of our success in serving the visually impaired people who rely on us. Your generous support to our cause ensures that we can help residents maintain their independence and quality of life when living with sight loss.

Enclosed please find a report of our program activities for the second quarter of 2014. We are pleased to report that we have already served 210 residents through this important community program.

With the support from the City of Laguna Woods we will continue to empower people with low to no vision who come to us for help lead more fulfilling lives. Thank you.

Sincerely,

Gloria Y. Coulston
Gloria Coulston
Executive Director

GC:ma

Enclosures

RECEIVED

JUL 21 2014

City Clerk
City of Laguna Woods

*Patrick
It was nice to
talk with you last
week. Gloria*

CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM
April 1, 2014 – June 30, 2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

Braille Institute's Laguna Woods Community Outreach Program helps residents with low to no vision learn adaptive skills that help them maintain independence, develop self-confidence, and improve their quality of life. Thanks to the generosity of donors like the City of Laguna Woods, all services are provided completely free of charge to residents in the comfort and familiarity of their home or community.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter?

During the 2nd quarter of 2014, 210 residents were served through classes, trainings, in-home visits and presentations.

Briefly describe the grant-funded tasks performed during this quarter:

From April 1 thru June 30, 2014: 26 (14 first-time, 10 follow up, and 2 home visits) Low Vision Consultations were conducted. Our Low Vision Specialist goes to Laguna Woods twice a month. 7 Orientation and Mobility trainings were held. In April, we held 5 Independent Living Skills (ILS) classes for participants at the Regency Senior Living facility, in Laguna Woods. The programming topics were as follows: Understanding Low Vision and Braille Institute Services (11 attending), Staying Connected (13 attending), The Business of Living (9 attending), Getting Around Town (6 attending), Gizmos and Gadgets (9 attending). In May, we held 4 ILS classes for participants receiving at the Laguna Woods Community Center on the following topics: Understanding Low Vision and Braille Institute Services (6 attending), Staying Connected (7 attending), The Business of Living (7 attending), Gizmos & Gadgets (3 attending).

We provided a class on our Library Services to 24 participants, receiving 48 contact hours from the Laguna Woods Village Low Vision Group. We also provided 9 participants with a technology class on Vision Sim App, ViA App, Big Browser, Telephone Reader Program and Digital Talking books from our library, BARD Mobile App and downloading books. We also facilitate support groups the first Friday of the month. We had 27 in April; 24 in May and 20 in June participate in the support groups.

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

The goal of Braille Institute's Laguna Woods Community Outreach Program is to help visually impaired residents learn the skills necessary to adapt to vision loss so that they may maintain their independence and quality of life. This is achieved through low vision rehabilitation consultations, independent living skills training, individual and group support; and informative lectures and classes. Our objective in 2014 is to serve 675 residents and we are on track to achieve that.

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES FROM 4/1/14 TO 6/30/14

SUBMITTED BY Gloria Coulston, Executive Director

SIGNATURE _____

DATE July 17, 2014

CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
for year 2014

Braille Institute Orange County's City of Laguna Woods Community Outreach Program
Program Name

Category	Total Program Costs	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	\$ 79,158	\$ 19,500	\$ 4,875	\$ 4,875			\$ 9,750
Supplies	\$ 500	\$ 250	\$ 63	\$ 63			\$ 126
Printing	\$ 300	\$ -					\$ -
Professional Services							
Transportation	\$ 1,250	\$ 250	\$ 63	\$ 62			\$ 125
Facilities & Maintenance							
Insurance							
Capital Purchase							
Other (Please Specify) Public Education	\$ 1,000	\$ -					\$ -
Indirect Costs	\$ 5,754	\$ -					\$ -
TOTAL	\$ 87,962	\$ 20,000	\$ 5,000	\$ 5,000	\$ -		\$ 10,000

Reporting period: 4/1/14 to 6/30/14

Date Submitted: 7/17/14

Submitted by: Gloria Coulston

Title: Executive Director, Braille Institute Orange County

Phone: (714) 821-5000, Ext. 2101

E-mail: gycoulston@brailleinstitute.org

Comments:



July 20, 2014

Patrick Foley
Manager, Community Services
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92653

Subject: Community Services Grant
Quarterly Report for April - June, 2014

Dear Patrick,

Please find enclosed our first quarterly report for the 2014 Community Services Grant. We are very appreciative to the City of Laguna Woods for their continued support of South County Outreach as we partner to prevent hunger and homelessness in South Orange County.

If there are any questions or errors in the report, please call me directly at 949-380-8144, ext. 222 or email me at phughes@sco-oc.org. As of January, we are officially operating at our new location near the 5 Fwy at Bake Avenue and would love to schedule a site visit at your convenience.

Sincerely,

Pat Hughes
Contract and Grants Manager

CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM

REPORTING PERIOD DATES

FROM April 1, 2014 TO July 31, 2014

Name of Program: South County Outreach

Brief Program Description: Provide emergency assistance to needy, low-income residents and workers of Laguna Woods and surrounding communities.

Start Date of Program: January 1, 2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

South County Outreach continues to provide emergency assistance to include free food, rental assistance, and utility assistance to needy and low-income residents/workers of Laguna Woods and the surrounding communities. This assistance provided a safety net to minimize hunger, malnutrition, utility shut-offs, and eviction from their homes. Funds from the City of Laguna Woods were used to cover a portion of South County Outreach's operating expenses.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter?

TABLE 1 (Households / People Served – April 1, 2014 – June 30, 2014):

<u>CITY</u>	<u>Households Served</u>	<u>People Served</u>
Lake Forest	332	1,024
Laguna Hills	95	320
Laguna Woods	40	51
Mission Viejo	146	418
Laguna Niguel	57	160
SUB TOTAL	670	1,973
All Other South County cities	624	1,784
Total – Client Visits to SCO	<u>1,294</u>	<u>3,757</u>

RA
8-21-2014

City of Laguna Woods Grant Program Report

Briefly describe how effective you have been in meeting your grant funded program goals during this reporting period:

<u>Description of Program Goals</u>	<u>Anticipated Results</u>	<u>Progress in Meeting the Goals 2nd Quarter 2014</u>
Project task #1 Provide emergency services (food) to 700 low income resident/workers of Laguna Woods	Reduce hunger and malnutrition	Of the total of 3,757 people who received help from the SCO Food Pantry Program, 51 were from Laguna Woods.
Project task #2 Provide emergency utility assistance to low income resident/workers of Laguna Woods	Prevent disconnected services and disruption of normal family life	SCO helped 20 households with emergency utility assistance, 0 were from Laguna Woods.
Project task #3 Provide rental assistance to low-income resident/workers of Laguna Woods	Prevent evictions and disruption of normal family life	A total of 23 households received rental assistance, 0 were from Laguna Woods.
Project Task #4 Provide computer skills training to residents/workers of Laguna Woods	Reduce the number of under-employed and unemployed residents.	A total of 33 individuals participated in the SCO Computer Lab training program, 4 were from Laguna Woods.

Most of the assistance during the reporting period was in the form of emergency food. Clients received a week's worth of free food including fresh produce and bakery items as well as, non-perishable canned items. Clients can visit the South County Outreach Food Pantry once a month for as long as they need help. Due to a recent relocation that shut down operations for a significant portion of January and hiring of new staff – Director of Operations, Director of Marketing, and Contract & Grants Manager – the numbers of total individuals served is much lower than average for the quarter. South County Outreach understands its year-long requirements and remains on track to meet all 2014 goals.

Additionally, vital help in the form of rental and utility assistance was provided to needy residents of South Orange County in order to avoid eviction and/or shut-off of services. Others received free computer skills training at our Computer Learning Lab enabling them to improve their job skills and the ability to find work.

Included, please find a **Grant Expenditure Report** reflecting agency expenses of \$5,000 for the quarter. Funds from the City of Laguna Woods are used to offset the quarterly Facilities expense of building rent (\$24,177.51). Attached are copies of rent checks as expense documentation. Please note that monthly rent is 8,059.17 for a quarterly total of \$24,177.51. Please call or email if further information is needed – phughes@sco-oc.org (949) 380-8144 x 222.

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT**

Category	Grant Funds	Expenses 1st Quarter	Expenses 2nd Quarter	Expenses 3rd Quarter	Expenses 4th Quarter	Total
Salary & Benefits						
Supplies						
Printing						
Professional Services						
Transportation						
Facilities & Maintenance (rent)	\$20,000.00	\$5,000.00	\$5,000.00			
Insurance						
Capital Purchase						
Subcontracted accounting and audit services						
Total	\$20,000.00	\$5,000.00	\$5,000.00			\$10,000.00
Reporting Dates From:	April - June, 2014					
Submitted By:	South County Outreach, Pat Hughes, Grants Manager					



DAYLE MCINTOSH
 DISABILITY RESOURCE CENTERS
Changing Lives One at a Time

RECEIVED
 JUL 30 2014
 City Clerk
 City of Laguna Woods

Date: July 7, 2014
 Invoice # 46690

INVOICE

Patrick Foley, Community Service Manager
 City of Laguna Woods
 24264 El Toro Road
 Laguna Woods, Ca 92653

CDBG 2014

For Project Costs incurred in the 3rd quarter 7-1-14 to 9-30-14

Description	Amount
Salaries and Benefits	\$2,000.00
Operating Expense	-0-
Equipment	-0-
Total Due	\$2,000.00

I certify under penalty of perjury that this claim is true and correct. I certify that this claim agrees with our official payroll and financial records and that these amounts have not been, nor will be claimed from any other funding sources.

Socorro Arroyo-Merlain
 Authorized Signer

Please remit payment to:

Attn: Accounting Dept.
 Dayle McIntosh Center
 501 N. Brookhurst Street, #102
 Anaheim, CA 92801

*Coding 1130 Pledge Rec LW
 Transfer from Pledge to reg AR*

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
For year 2014**

Aging With Vision Loss Program
Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$6,000.00
Supplies						
Printing						
Professional Services						
Transportation						
Facilities & Maintenance						
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$6,000.00

Reporting period: July to September 2014 by: Diane Dunn

Title: Accounting Manager

Phone: 714-621-3300

E-mail: ddunn@daylemc.org

Comments:

DD
7-30-2014



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JUL 30 2014

City Clerk
City of Laguna Woods

CITY OF LAGUNA WOODS
Quarterly Report

Reporting Period: April 1, 2014 – June 30, 2014

1. Briefly describe the program/service funded by the grant from the City of Laguna Woods:

The funds awarded by the city of Laguna Woods allows the Aging with Vision Loss Program to provide direct services to older adults fifty-five years of age and older who are experiencing a visual impairment. The home-based services include independent living skills (ILS) training, peer support, introduction to assistive technology, adaptive writing skills, adaptive diabetic equipment (ADE) training, and coordination of other vision loss related services. AVL Program services are provided free of charge to residents of Laguna Woods and are tailored to meet each individual's needs.

2. How many residents in the City of Laguna Woods were served by the grant-funded program/service this quarter?

This quarter the AVL program served 6 new Laguna Woods residents. Sixteen residents set 43 new goals and accomplished 24 in the areas of increasing independence through phone usage tutorials, recording personal communications, utilizing bold lines writing paper, using digital books players, learning money organization and learning to manage diabetes independently. These are only a few examples of self-directed goals in the report period. This quarter, 14 Laguna Woods's residents received 41 individualized services.

Since January, 37 residents have received 110 services, have self-set 80 goals and accomplished 54 goals and received 57 hours of individualized services from DMC staff.

3. Briefly describe the grant-funded tasks performed during this quarter.

Below is an example of the services provided to Laguna Woods residents this quarter, which speak to the grant-funded tasks set forth in the grant application.

In April, The ILS Counselor responsible for the Orange County Service area conducted a follow-up in-home appointment with an ongoing consumer in the city of Laguna Woods. The consumer is a 77-year-old female with a history of macular degeneration. The consumer self-set 8 goals and has accomplished 6 goals to date. Outcomes have been met with respect to operation of the Victor Stream as well as provision of a Pen Friend. The consumer has also participated in house-hold organization training as well as a hands-on demonstration of the Wilson digital voice recorder. The consumer requested follow-up services for overall household organization and lighting. The consumer informed the ILS Counselor that she had previously purchased a Pen Friend but had become frustrated with how to properly integrate use of this device into activities of daily living involving personal organization. The ILS Counselor provided hands-on training in operating the Pen Friend, reviewing the process for recording and reviewing labels. The ILS Counselor further provided the consumer with some recommendations regarding how the Pen Friend is used, placing labels on several of



CITY OF LAGUNA WOODS Quarterly Report

the consumer's personal file folders. The consumer also stated that she has no means for capturing and reviewing important personal information such as appointments, addresses and phone numbers. A hands-on demonstration of the Wilson digital voice recorder was provided and the ILS Counselor provided the consumer with the opportunity to record, review and delete voice recordings. The consumer expressed her intent to purchase both a Wilson voice recorder as well as additional labels for the Pen Friend. The ILS Counselor informed the consumer that the Lyons club had allocated funds to the Laguna Woods low vision peer support group for the purchase of assistive technology devices and recommended that the consumer present the receipt for these purchases to the group facilitator for possible reimbursement. The consumer stated that she continues to have issues with light sensitivity when using her computer and video magnifier as well as when trying to find items in closets. The ILS Counselor advised the consumer that light control from windows can be very important when using computers and video magnification. The ILS Counselor advised the consumer to hang a dark-colored blanket from her sliding glass doors to assess whether dark colored curtains would be helpful in terms of light control. The ILS Counselor informed the consumer of the various lighting options available for use in closets in terms of LED and florescent lighting. The consumer stated that she would consider purchasing a florescent light for her closets that can be recharged and moved throughout the home. Assistive technology training related to adaptive diabetic equipment options and calendar accesses were identified as areas requiring future assistance.

In May, a new consumer in the city of Laguna Woods area requested services after attending a presentation at Laguna Woods Towers. The consumer is a 97-year-old male with a history of Macular Degeneration. Four self-set goals were created during the in-home appointment with 3 having been accomplished. Outcomes have been met with respect to access to personal communications, TV remote/control access, as well as operation of the advanced NLS digital book player. The consumer is in the process of pursuing the goal regarding applying for a CTAP phone. In conducting a comprehensive independent living skills questionnaire, the following were identified as areas of difficulty: access to important personal communications, operation of talking watch, access to TV remote/control, telephone access and effective use of advanced NLS digital book player. Due to the extent of the consumer's vision loss written communication has proven to be a tremendous challenge for the consumer. The ILS Counselor issued a Wilson digital voice recorder to the consumer, providing hands-on training for recording reviewing and erasing voice-messages. The consumer stated that his talking watch was no longer working properly. The ILS Counselor set the consumer's watch for the correct time, explaining that a paper clip must be used in order to access the recessed buttons for setting the watch. Tactile markings were placed on the consumer's TV remote-control based upon the consumer's preference. During the intake process the consumer indicated that he has a great deal of trouble when dialing phone numbers. The ILS Counselor provided referral for the California Telephone Access Program (CTAP), explaining eligibility criteria, the application



CITY OF LAGUNA WOODS Quarterly Report

process as well as the various phones and features available. The ILS Counselor provided the consumer with a CTAP application, explaining that a portion of the CTAP application must be completed by the consumer's physician prior to submission. The consumer had also informed the ILS Counselor that he wished to have the ability to insert bookmarks and navigate by chapter and part when listening to audio books. The ILS Counselor provided hands-on training in the operation of the advanced NLS digital book player in terms of the process required for inserting bookmarks as well as navigating books by chapter and part. The ILS Counselor will be following up with the consumer in the coming weeks with regard to his intention to apply for a CTAP phone.

In June, the ILS Counselor responsible the city of Laguna Woods was referred to receive services by the Braille Institute, Anaheim. The consumer is a 93-year-old female with a history of wet Macular Degeneration. A total of 6 self-set goals were developed during the intake/assessment process with 2 having been accomplished at the conclusion of the initial in-home appointment. Outcomes have been met with respect to money organization and appliance access. In conducting an independent living skills questionnaire, the ILS Counselor identified access to time, pouring liquids and access to personal communications as areas where the consumer is experiencing difficulty. The ILS Counselor will be advocating on the consumer's behalf regarding provision of a liquid level indicator, talking clock and Wilson digital voice recorder by the Aging with Vision Loss Program. The consumer has been assessed as being in need of a hand-held video magnifier. The ILS Counselor will be scheduling a follow-up in-home visit in order to demonstrate a hand-held video magnifier. The ILS Counselor will issue the video magnifier to the consumer should this device meet the consumer's needs for magnification.

4. Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

A. Assist 20 new Laguna Woods Residents

- I. Assisted 2 new consumers in the 1st quarter and continued services to 31 on-going Laguna Woods's residents.
- II. Assisted 6 new consumers in the 2nd quarter and continued services to 16 on-going Laguna Woods's residents.

85% of seniors assisted will report meeting all their IL goals

- III. In the 2nd quarter 56% of self-set IL goals were accomplished.
- IV. To date, 68% of self-set IL goals have been accomplished.



CITY OF LAGUNA WOODS Quarterly Report

B. Quarterly Satisfaction Surveys

- I. In the 2nd quarter 90% of Laguna Woods residents reported receiving useful resources from DMC;
- II. In the 2nd quarter 90% of Laguna Woods residents reported feeling included in setting goals and requesting services;
- III. In the 2nd quarter 79% of Laguna Woods residents reported feeling they are on their way to achieving their self-set goals;
- IV. In the 2nd quarter 80% of Laguna Woods residents reported being better able to manage their activities of daily living due to DMC services;
- V. In the 2nd quarter 90% of Laguna Woods residents reported their phone calls were returned promptly;
- VI. In the 2nd quarter 100% of Laguna Woods residents reported they would recommend DMC services to a family member or friend.

C. Secondary outcomes are that with safe environment and the ability to perform activities and remain in their homes and not be relocated to nursing homes or other institutional settings.

- I. In the 1st quarter 100% of assisted Laguna Woods's participants remain in their home setting.

D. 95% of seniors with both vision loss and diabetes will show improved management of their diabetes due to learning about adaptive diabetic equipment and strategies.

- I. In the 1st quarter there 1 consumer was assisted with both vision loss and diabetes management.

Reporting Period: April 1, 2014 to June 30, 2014

SUBMITTED BY Socorro Arroyo-Merchain 7/29/14
Aging with Vision Loss Program Supervisor

SIGNATURE Socorro Arroyo-Merchain

DATE 7/29/14



The Foundation of Laguna Woods Village

P.O. Box 3279

Laguna Woods, CA 92654

949-268-2246

www.lagunawoodsvillagefoundation.com

thefoundation@comline.com

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July 15, 2014

Patrick Foley

City of Laguna Woods

24264 El Toro Road

Laguna Woods, CA 92637

Subject: 2nd Quarter 2014 report of use of funds from Community Services Grant

Dear Patrick,

Our thanks to the City for supporting the Foundations' efforts to help Village residents get the emergency support they need when faced with temporary economic setbacks.

The attached report is the record of goods and services provided during this calendar year. All needs were verified and approved by Laguna Woods Village Social Services department. The residents who handle these requests are all volunteers who service on the Foundation Board without compensation.

Please direct any questions to Ruth Bailey at rbailey@comline.com or 949-587-1311

Sincerely,

Marion Levine

President

The Foundation of Laguna Woods Village

Dedicated to Lending a Helping Hand

Foundation of Laguna Woods Village
2014 Quarterly Activity Report to City of Laguna Woods

	1st quarter	City Share	2nd quarter	City Share	YTD	YTD
	client	27%	client	20.4%	client	City Share
	expenses		expenses		expenses	23.1%
Automobile Insurance	\$ 2,503.50	\$ 675.37	\$ 368.93	\$ 75.26	\$ 368.93	\$ 75.26
Caregiver	\$ 673.50	\$ 181.85	\$ 3,725.00	\$ 759.90	\$ 6,228.50	\$ 1,435.27
Cremation	\$ 3,048.24	\$ 823.02	\$ 4,604.63	\$ 942.59	\$ 4,604.63	\$ 942.59
Dental Expense	\$ 359.40	\$ 97.04	\$ 1,013.05	\$ 206.66	\$ 4,061.29	\$ 1,029.69
Electricity	\$ 614.95	\$ 166.04	\$ 1,329.90	\$ 271.30	\$ 1,944.85	\$ 437.34
Emergency Response	\$ 4,371.00	\$ 1,180.17	\$ 5,452.00	\$ 1,115.43	\$ 9,823.00	\$ 2,295.60
Gasoline cards*	\$ 240.00	\$ 64.80	\$ -	\$ -	\$ 240.00	\$ 64.80
Grocery cards*	\$ 938.50	\$ 253.40	\$ 799.73	\$ 163.14	\$ 1,738.23	\$ 416.54
Home Repair	\$ 905.50	\$ 244.49	\$ -	\$ -	\$ 905.50	\$ 244.49
Medical Expense	\$ -	\$ -	\$ 200.00	\$ 40.80	\$ 200.00	\$ 40.80
Moving cost	\$ 236.44	\$ 63.84	\$ 857.40	\$ 174.91	\$ 1,093.84	\$ 238.75
Telephone	\$ 13,891.03	\$ 3,750.00	\$ 18,350.64	\$ 3,750.00	\$ 32,241.67	\$ 7,500.00
# receiving gas cards	16	18	34	34	84	84
# receiving grocery cards	41	43	8	8	57	57
# receiving taxi vouchers	2	6	27	27		
# receiving other funds	30	27				

*Purchased for future distribution by social services



RECEIVED

JUL 28 2014

City Clerk
City of Laguna Woods

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period: From: 04/2014 TO: 06/2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

We educated the Laguna Woods residents through community lectures so they can identify and cope with the risk factors that can cause a stroke.

We conducted free screenings to identify people at-risk for strokes, as well as people at risk for other life threatening vascular maladies.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 257 Educated & Screened

Briefly describe the grant-funded tasks performed during this quarter

We conducted 4 Stroke Prevention Lectures and Screenings this Quarter

4-15-14 Florence Sylvester Senior Center – Type of Screening Abdominal Aortic Aneurysm & Blood Pressure # of participants 31

5-6-14 Laguna Woods Las Palmas: Type of Screening Blood Pressure # of participants 14

5-17-14 Laguna Woods Village Kiwanis: - Type of Screening Blood Pressure # of participants 200

5-20-14 Laguna Woods Las Palma: – Type of Screening Blood Pressure # of participants 12

[Handwritten signature]
7-29-2014



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

The past two quarters we are at 51% of our goal 750 residents. We have many lectures scheduled in the 2 remaining quarters and are on target.

While we cannot empirically measure the post-event behavior of all attendees, we expect that individuals (a) would go home armed with better information about stroke and (b) would incorporate some of the lifestyle changes needed to reduce their risk of stroke.

QUARTERLY REPORTING PERIOD DATES FROM 04/14 TO 06/14

SUBMITTED BY: Guy Navarro

SIGNATURE

DATE: July 28, 2014

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
For year 2014**

Stroke Prevention and Screening Programs

Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits						
Supplies						
Printing			\$1.50 per person stroke material x 257 attendees=\$385			
Professional Services			\$950			
Transportation						
Facilities & Maintenance			Rental Space Club House One and Kiwanis Fee Pancake Breakfast \$125			
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL			\$1,460			

Reporting period: April 2014 to June 2014 Date Submitted: July 28, 2014

Submitted by: Guy Navarro

Title: Executive Director

Phone: 949-305-8450 E-mail: guy@rthfoundation.org

Comments: Professional Services: We Hosted 4 Stroke Prevention Lectures and Screenings

4-15-14 Florence Sylvester Senior Center –Type of Screening Abdominal Aortic Aneurysm & Blood Pressure # of participants 31–Cost \$400

5-6-14 Laguna Woods Las Palmas: Type of Screening Blood Pressure # of participants 14 – Cost \$75

5-17-14 Laguna Woods Village Kiwanis: - Type of Screening Blood Pressure # of participants 200-Cost: Screeners \$400 / Room Rental \$125

5-20-14 Laguna Woods Las Palma: – Type of Screening Blood Pressure # of participants 12 – Cost \$ 75

Adult Day Services
Alzheimer's Social Day Care
Case Management
In-Home Care Support
Meals on Wheels

Tel: (949) 855-8033



A NONPROFIT SERVING ORANGE COUNTY'S OLDER ADULTS
formerly South County Senior Services

Nutritional Services
Senior Centers
Transportation
Volunteering Opportunities

Fax: (949) 855-8025

July 14, 2014

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JUL 15 2014

**City Clerk
City of Laguna Woods**

Patrick R. Foley
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637

Dear Mr. Foley:

I am submitting quarterly reports for our adult day services, Florence Sylvester Memorial Senior Center, and the door-to-door transportation services for the City of Laguna Woods' Community Services Grant Program. The reporting period is from April 1, 2014 through June 30, 2014.

If any additional information is needed, please contact me.

I want to thank you for your continued support in helping to promote healthy aging and empowering seniors to improve their quality of life.

Sincerely,

A handwritten signature in cursive script that reads "Marilyn L. Ditty".

Marilyn L. Ditty, D.P.A.
Chief Executive Officer

Senior Center



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period:

From: 04/01/14 TO: 06/30/14

Briefly describe the Senior Community Center (FSMSC) funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

Senior Community Center serving Laguna Woods residents provides the
following services and programs: Congregate meals, social activities,
health and wellness education, fall prevention and living healthy with
chronic condition classes, home-delivered meal management and
distribution, and special events.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 2,600

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per day that are handicapped or economically disadvantaged and the criteria used to determine that residents of Laguna Woods using the AWSS adult day services are handicapped, economically disadvantaged.

The senior center programs and services continue to meet the nutritional,
educational and social needs of 400-500 Laguna Woods' seniors. We served
2,463 congregate meals to 152 unduplicated LW residents and 21,102
home-delivered to 196 homebound seniors. Overall, we served 3,808



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

congregate meals to 207 unduplicated seniors and 22,992 home-delivered
meals to 225 from the FSMSC site. Total cost to operate the FSMSC
annually: \$245,790. ($\$30,000/245,790 = 12\%$ of total cost).

Briefly describe your grant funded Senior Community Center service goals for the handicapped or economically disadvantaged residents of Laguna Woods and how effective you have been in meeting those goals during this quarter.

Seniors had social interaction with peers and were not home-bound. Seniors
ate nutritious meals, preventing social isolation, malnutrition, and premature
institutionalization. The physical, social, and emotional needs of seniors
were enhanced. Homebound seniors had nutritious meals delivered and
received case management assessments and referrals to needed services to
maintain their independence. We have been extremely successful in
empowering seniors to improve their quality of life.

The City's grant, to provide community services at the FSMSC to
economically disadvantaged and disabled residents, is a positive solution
for those in greatest need who want to remain in the comfort of their home.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES

FROM 04/01/14 TO 06/30/14

SUBMITTED BY: Dr. Marilyn L. Ditty

SIGNATURE: *Marilyn L. Ditty*

DATE: 7/14/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
Senior Community Center (FSMSC)

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program	Funds	Jan -Mar	Apr - Jun	Jul - Sep	Oct -Dec	
	Costs						
Salary & Benefits	15,000	30,000	7,500	7,500			15,000
Supplies							
Printing							
Professional Services							
Transportation							
Facilities & Maintenance							
Insurance							
Capital Purchases							
Please Specify							
TOTAL	15,000	30,000	7,500	7,500			15,000

Reporting period: 04/01/14 to 06/30/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@myagewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.



Transportation

CITY OF LAGUNA WOODS QUARTERLY REPORTING FORM

Reporting Period:

From: 04/01/14 TO: 06/30/14

Briefly describe the transit service funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

Provide door-to-door services to those seniors and disabled adults, who are homebound and need transportation to the senior center for congregate meals and socialization, shopping for groceries for overall nutritional well-being, and to medical care programs, services, and therapies. Funding received through the City's grant subsidizes the transportation cost for low income residents to the local senior center and a weekly shoppers shuttle.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 122

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per trip that are handicapped or economically disadvantaged, the number of residents per Shopper Shuttle trip from the "Fountains" and the criteria used to determine that residents of Laguna Woods using the AWSS transit services are handicapped, economically disadvantaged or have no other options for transit services.

1,900 trips were provided for handicapped or economically disadvantaged residents and 155 trips for the shopper shuttle.



CITY OF LAGUNA WOODS QUARTERLY REPORTING FORM

Criteria used to determine AWSS transit services: Residents reside in low income housing project, “Whispering Fountains” or require a lift bus or door-to-door services.

Briefly describe your grant funded transportation service goals for the handicapped or economically disadvantaged residents of Laguna Woods and how effective you have been in meeting those goals during this quarter.

Laguna Woods’ (LW) residents maintained social interaction and leisurely entertainment through transportation access regardless of their disability.

LW residents were transported to doctor appointments, pharmacies, physical therapies, and health education seminars/classes; thereby, improving their overall health while continuing to enjoy the independence of remaining in their own homes.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

The City's grant, to provide door-to-door transportation to the local senior center and for shoppers shuttle to the economically disadvantaged and disabled residents who have no other reasonable option, is a positive addition to the inventory of available transportation options to the City's residents in greatest need.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES

FROM 04/01/14 TO 06/30/14

SUBMITTED BY Marilyn L. Ditty

SIGNATURE *Marilyn L. Ditty*

DATE 7/14/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
 Transit Services

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program	Funds	Jan -Mar	Apr -Jun	Jul - Sep	Oct -Dec	
	Costs						
Salary & Benefits	11,250	22,500	5,625	5,625			11,250
Supplies							
Printing							
Professional Services							
Transportation							
Maintenance & Facilities							
Insurance							
Capital Purchase							
Other							
(Please Specify)							
TOTAL	11,250	22,500	5,625	5,625			11,250

Reporting period: 04/01/14 to 06/30/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@agewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.

Adult Day Services



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period:

From: 04/01/14 TO: 06/30/14

Briefly describe the adult day services funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

This is an outpatient day program in which participants receive health and social services to maintain independence and prevent premature institutionalization through creative and therapeutic interventions in a safe, supportive, nurturing environment.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 52

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per day that are handicapped or economically disadvantaged and the criteria used to determine that residents of Laguna Woods using the AWSS adult day services are handicapped, economically disadvantaged.

26 unduplicated LW residents received at least 1 day of additional services.
A total of 65.4 additional days were provided for financially limited LW residents who have no funding source or insurance coverage for the



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

additional days of health care service provided. An additional 26 caregiver
residents received respite.

65.4 days @ \$86.00/day = \$5,625 for Quarter 2 (04/01/14 – 06/30/14)

*Briefly describe your grant funded day care service goals for the
handicapped or economically disadvantaged residents of Laguna Woods
and how effective you have been in meeting those goals during this quarter.*

Participants experienced a decrease in social and health problems,
maintained their functional capabilities, and enhanced their quality of life.

Caregivers received ongoing support and education; thereby reducing
caregiver burnout, stress and related health problems.

The City's grant, to provide adult day care services to LW residents, who are
economically disadvantaged and disabled and who have no other
reasonable option than to be placed in a facility, is a positive solution for the
City's residents in greatest need who want to remain in the comfort of their
own home .



CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM

QUARTERLY REPORTING PERIOD DATES

FROM 04/01/14 TO 06/30/14

SUBMITTED BY: Dr. Marilyn L. Ditty

SIGNATURE:

Marilyn L. Ditty

DATE:

7/14/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
South County Adult Day Services

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program	Funds	Jan -Mar	Apr -Jun	Jul - Sep	Oct -Dec	
	Costs						
Salary & Benefits	11,250	22,500	5,625	5,625			11,250
Supplies							
Printing							
Professional Services							
Transportation							
Facilities & Maintenance							
Insurance							
Capital Purchase							
Other							
Please Specify							
alTot	11,250	22,500	5,625	5,625			11,250

Reporting period: 04/01/14 to 06/30/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@myagewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.

RECEIVED

AUG 22 2014

City Clerk
City of Laguna Woods



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period: From: 04/01/2014 TO: 06/30/2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

The TIP Liaison Project assigns a veteran TIP volunteer who is a Laguna Woods resident

to serve as a liaison between TIP and Laguna Woods. The TIP Liaison's general

responsibility is to find ways of increasing TIP services to Laguna Woods and to tailor

TIP services to the needs of residents of Laguna Woods.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 32

Briefly describe the grant-funded tasks performed during this quarter

1. The TIP Liaison provided follow up services to 4 Laguna Woods residents.
2. 20 TIP Resource Guides were distributed in Laguna Woods.
3. The TIP Liaison made regular visits to OCSD/OCFA personnel who serve Laguna Woods.
4. The TIP regularly visited City Hall to assess needs and distribute resource materials.

[Handwritten Signature]
8-22-2014



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

1A Goal: Increase call volume to Laguna Woods.

1B Effectiveness: Call volume increased by 1%.

2A Goal: Provide Laguna Woods staff and residents with TIP Resource Guides.

2B Effectiveness: 20 Resource Guides were distributed.

3A Goal: Provide special follow up services to Laguna Woods residents

3B Effectiveness: The TIP Liaison provided special follow up services to 4 clients who were Laguna Woods Residents.

4A Goal: An Emotional First Aid class will be conducted.

4B Effectiveness: An Emotional First Aid class was conducted in June 2014.

QUARTERLY REPORTING PERIOD DATES FROM 04/01/2014
TO 06/30/2014.

SUBMITTED BY Wayne Fortin

SIGNATURE Wayne Fortin

DATE 08/20/2014

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
For year 2014**

Trauma Intervention Program
Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	3,500	875	875			1,750
Supplies						
Printing	1,500	375	375			750
Professional Services						
Transportation						
Facilities & Maintenance						
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL	5,000	1,250	1,250			2,500

Reporting period: 04/01/2014 to 06/30/2014

Date Submitted: 08/20/2014

Submitted by: Wayne Fortin

Title: CEO

Phone: (714) 314-0744 E-mail: tipincceo@aol.com

Comments:

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ITEM III-B

Community Services Committee

08-27-2014

2015 Community Services Grant Program

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**City of Laguna Woods
Agenda Report**

DATE: August 27, 2014
Community Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Patrick Foley, Community Services Manager

AGENDA ITEM: 2015 Community Services Grant Program

Recommended Action

Discuss and provide input to staff.

Notes

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, which was originally approved by the City Council in 2002, relates to the distribution of community grant funds. On August 20, 2014, the City Council modified Administrative Policy 2.8 (Attachment A) to ensure 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, including increased transparency and accountability.

The application period for the 2015 Community Services Grant Program is August 29, 2014 through October 13, 2014 at 2 p.m. with applicant presentations occurring at the Community Services Committee meeting on October 22, 2014. Staff is also recommending that the Community Services Committee meet on October 29, 2014 to finalize grant award recommendations to the City Council.

Attachment: A – Administrative Policy 2.8, Community Services Grant Program

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**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.