



## MEMORANDUM

**TO: ARROYO GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT BOARD**

**FROM: CAMILLA KARAMANLIS, PROGRAM ANALYST**

**SUBJECT: CONSIDERATION OF ARROYO GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT BOARD APPOINTMENT TO THE ARROYO GRANDE COMMUNITY SERVICE GRANT COMMITTEE**

**DATE: JANUARY 25, 2021**

**SUMMARY OF ACTION:**

Appointing a member to represent the Board on the Arroyo Grande Community Service Grant Committee will provide community input regarding future City Council allocation of grant money.

**IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

The City Council approved \$50,000 for the Arroyo Grande Community Service Grant program. There is no other fiscal impact other than staff time related to administering the program.

**RECOMMENDATION:**

It is recommended the Arroyo Grande Tourism Business Improvement District Board appoint one Board Member and one alternate to serve as a representative on the Arroyo Grande Community Service Grant Committee.

During consideration of the 2014 Community Development Block Grant (CDBG) funding recommendations, the City Council directed staff to make changes to the program in the future. The City historically funded social service agencies through CDBG funds. In addition, the City has funded ADA access barrier removal projects from both CDBG funds and Local Sales Tax funds. However, CDBG funding has gradually decreased, while monitoring and reporting requirements have increased, creating a process that is cumbersome for the administration of small social service agency grants. As a result, it was decided to utilize the full amount of CDBG funds to pay for ADA access barrier removal projects in the future. City funds previously used to pay for ADA access barrier removal projects were then shifted to pay for social service requests, making it easier to fund smaller grants as well as expand the eligibility for other community service related type of agencies and programs.

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**ANALYSIS OF ISSUES:**

The Council approved a process for the AGCSGP by which applications are available in late October with a deadline for submittal in December. Staff would then convene the Arroyo Grande Community Service Grant Committee (Committee) in late January or early February with recommendations from that Committee presented to the City Council for consideration in March. Grants are recommended to be in amounts of not less than \$250.

Per the AGCSGP criteria, an organization must satisfy the following requirements in order to apply for funding:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

Council also established criteria for the AGCSGP Committee. In past years, the Committee consisted of:

- One member of the Planning Commission
- One member of the Historical Resources Committee
- One member of the Parks and Recreation Commission
- One member of the Traffic Commission
- One member of the Architectural Review Committee
- One member of the Downtown Parking Advisory Board

In November 2018, the City Council adopted Ordinance No. 695 to disband the Historical Resources Committee, Parks and Recreation Commission, and Traffic Commission to address staffing and budgetary shortfalls and to streamline City practices. Because these committees and commissions were disbanded, Council approved updates to the Committee criteria in February 2020. The criteria for Committee membership now reads as follows:

The Arroyo Grande Community Service Grant Committee shall consist of one designated representative from each of the City's current Council created committees, commissions and boards, and one member from the Chamber of Commerce Board of Directors.

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Based on the City's current commissions, committees and boards, this year, the Arroyo Grande Community Service Grant Committee would consist of one member from the Planning Commission, one member from the Architectural Review Committee, one member from the Downtown Parking Advisory Board, one member from the Arroyo Grande Tourism Business Improvement District Board, as well as the addition of one member from the Chamber of Commerce Board of Directors.

A copy of the proposed program description and application is attached. The deadline to submit applications was on November 25, 2020.

**ALTERNATIVES:**

The following alternatives are presented for consideration:

1. Appoint one Board Member and an alternate; or
2. Provide staff other direction.

**ADVANTAGES:**

Participation on the Committee will help ensure an impartial and effective process to award grants to community service organizations in order to address unmet needs in the community. The overall objective of the program is to help fund efforts of organizations that can address these needs more effectively than developing programs offered through the CDBG program.

**DISADVANTAGES:**

No disadvantages have been identified.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. 2020-21 Community Service Grant Program Description and Application



# ARROYO GRANDE COMMUNITY SERVICE GRANT PROGRAM

## GRANT APPLICATION

### FISCAL YEAR 2020-21

### PROGRAM DESCRIPTION

The 2020-21 Arroyo Grande Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social service, educational, cultural, beautification and recreation programs and projects that benefit Arroyo Grande citizens. Grants awarded will be in minimum amounts of not less than \$250.

**Funding is limited to \$50,000 for Grant Year 2020-21.**

### ELIGIBILITY STANDARDS

To be eligible to apply for grant monies under the City's 2020-21 Community Service Grant Program, a community organization must satisfy the following standards:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds to directly provide\* a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

\* "Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

**Please provide all required information and attachments.**

**Incomplete applications will be disqualified.**

### APPLICATION PROCESS AND DEADLINE:

All interested non-profit organizations must complete an application form, including the following:

#### 1. Attachment A: Cover Sheet

- a. Organization/Agency Name (applicant is required to list the local branch if it represents a national or statewide organization)
- b. Program or Service Title
- c. Executive Director and Program Contact Person (if different)
- d. Physical Address and Mailing Address (if different)
- e. Phone Number
- f. Email Address(es)
- g. Amount of funds being requested
- h. If applicable, funds received in prior year (or most recent year when funds were received)
- i. A brief (50 words or less) description of the proposed program or service
- j. Indicate if your organization has been affected by COVID-19

**2. Attachment B: Program/Service Information**

- a. Briefly describe your organization and its mission.
- b. How is the program or service beneficial to Arroyo Grande residents?
  - i. How is local need for this program/service determined?
  - ii. Approximate number of City of Arroyo Grande residents served by the non-profit organization.
- c. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).

**3. Attachment C: Scope of Work or Work Plan and Budget Worksheet**

**4. Attachment D: Signed Agreement with the City of Arroyo Grande** (to be fully executed upon grant award).

**5. Proof of 501(c)(3) status with a copy of the letter from the IRS and signed certification statement.**

Completed applications forms, along with supplemental documents must be submitted by **5:00 p.m., Wednesday, November 25, 2020** addressed to:

City of Arroyo Grande  
Community Development Department  
Camilla Karamanlis, Program Analyst  
300 E. Branch Street  
Arroyo Grande CA 93420

**OR SUBMITTED ELECTRONICALLY TO**

[ckaramanlis@arroyogrande.org](mailto:ckaramanlis@arroyogrande.org)

**Applications are encouraged to be submitted electronically.**

**Electronic signatures are accepted.**

Please download and save this application packet to your computer. This is a fillable PDF, and applicants are encouraged to complete this packet electronically. Alternatively, applicants may print and complete this packet by hand, and either scan and submit electronically to the email address above or mail the hard copy to the above listed address. Due to COVID-19, we are not accepting applications in person.

For questions please contact:

**Camilla Karamanlis**

Program Analyst

(805) 473-5448

[ckaramanlis@arroyogrande.org](mailto:ckaramanlis@arroyogrande.org)

## ATTACHMENT A: COVER SHEET

Organization/Agency Name: \_\_\_\_\_  
*(local branch)*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
*(if different from Mailing Address)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund Amount Requested: \$ \_\_\_\_\_

Previous Funds Received?  Yes  No

If Yes, Most Recent  
Year Received: \_\_\_\_\_  
Most Recent Amount  
Received: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Please describe how your organization has been affected by COVID-19 (e.g. How has funding been impacted? Has your mission changed/expanded to address needs brought on by the virus?):

Executive Director: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grant Program Contact: \_\_\_\_\_  
*(if different from Executive Director)*

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Program or Service Title: \_\_\_\_\_

Brief description of the proposed program or service (50 words or less):

## ATTACHMENT B: PROGRAM/SERVICE INFORMATION

**Organization Description** *(include summary of community services provided):*

**Mission Statement:**

- Area(s) Served by Organization:

**How is the program or service beneficial to Arroyo Grande residents?**

Number of Arroyo Grande Residents Served: \_\_\_\_\_

**How is local need for this program or service determined?**

**Describe your organizational capacity to successfully carry out the proposed activities.**

Number of Full Time Staff: \_\_\_\_\_ Number of Part Time Staff: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

## ATTACHMENT C: SCOPE/WORK PLAN AND BUDGET WORKSHEET

### Scope of Work or Work Plan

When completing this worksheet, refer to the following questions:

- A. What are the objectives? What is the program or service aiming to accomplish?
- B. How will those goals be achieved, and in what timeframe?
- C. What is the evaluation methodology for measuring results? How can results be quantified and observed?
- D. Results should be meaningful, measurable, and demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people within the program or receiving the service.
- E. Output results show the amount of work performed or services received.
- F. Outcomes show the quality of the performance and answer the questions: who is better off by providing this program or service? What percentage of residents are assisted or are benefitting from this program or service?

Program/Service Objectives:	Major Tasks to Complete (to achieve associated goal)	Timeline	Evaluation Methodology
<b>Program/Service OUTPUTS:</b>			
<b>Program/Service OUTCOMES:</b>			



**Budget Worksheet**

Complete this Worksheet for the specified program or service.

**PROGRAM/SERVICE PROPOSED EXPENSES**

Line Item	Proposed Cost	Grant Amount Requested
Personnel Costs		
<i>Other Salaries &amp; Fees</i>		
1.		
2.		
Equipment		
Supplies / Materials		
Travel / Transportation		
Promotion / Publicity		
<i>Other Expenses:</i>		
1.		
2.		
<b>TOTALS:</b>		

**PROGRAM/SERVICE PROPOSED INCOME**

	Other Funding Available	Grant Amount Requested
Arroyo Grande Community Service Grant Amount Requested		
<i>Other Funding Sources:</i>		
Other Public Grants		
Private Foundations		
Corporation Contributions		
Concessions / Ticket Sales		
Promotion Sales / Advertisements (Other Cash)		
<b>TOTALS:</b>		

**ATTACHMENT D**  
**ARROYO GRANDE COMMUNITY SERVICE GRANT FUNDS AGREEMENT**

**THIS ARROYO GRANDE COMMUNITY SERVICE GRANT FUNDS AGREEMENT** (“Agreement”), is made and effective as of \_\_\_\_\_, 2021 (the “Effective Date”), by and between the City of Arroyo Grande, a municipal corporation (“Grantor”), and the \_\_\_\_\_, a non-profit 501(c)(3) corporation (“Grantee”).

**RECITALS**

**WHEREAS**, Grantor has established the Arroyo Grande Community Service Grant Program to provide grant funding to local, non-profit 501c3 corporations that provide public service programs; and

**WHEREAS**, on \_\_\_\_\_, 2021, the Arroyo Grande City Council held a public hearing to consider the applications for the Arroyo Grande Community Service Grant Program;

**WHEREAS**, Grantee is a local, non-profit 501c3 corporation that provides a public service program and was approved by the City Council for participation in the 2021 Arroyo Grande Community Service Grant Program.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on the Effective Date and shall remain and continue in effect until all requests for reimbursement described in Section 3 are processed, or unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

(a) The Arroyo Grande Community Service Grant Program Application, attached hereto as “Exhibit A” and incorporated herein by this reference, identifies the description of community services to be performed by Grantee during the implementation of this Agreement. Grantee agrees that any funds received from Grantor may only be used to provide the community services set forth in Exhibit A.

(b) Grantee agrees to the following requirements in administering the community services set forth in Exhibit A:

- (1) Grantee will at all times during the duration of this Agreement operate as a non-profit 501c3 corporation in good standing;
- (2) Provide services benefiting the City of Arroyo Grande;
- (3) Use funds provided by Grantor to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- (4) Grantee will conduct or provide the community services itself rather than through a separate entity;

- (5) Grantee will not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability medical condition, or age; and
- (6) Grantee will not use funds provided under this Agreement specifically for religious activities.

3. **PAYMENT OF GRANT FUNDS**

(a) Grantee must maintain receipts for expenditures made in furtherance of the community services provided for in Exhibit A. Grantee must also prepare and submit to the City a report describing the relationship between the expenditure and the tasks and activities identified in Exhibit A. This report and the receipts described herein shall be submitted to the City with each request for reimbursement.

(b) Grantee is eligible for reimbursement for approved expenditures in an amount not to exceed a total of \$\_\_\_\_\_.

(c) All requests for reimbursement must be received by Grantor prior to June 30, 2021.

4. **REIMBURSEMENT FOR IMPROPER EXPENDITURES**

If at any time it is determined by Grantor that funds provided for under this Agreement have been used by or on behalf of Grantee in a manner or for a purpose not authorized by this Agreement, Grantee hereby obligates itself, at the Grantor's request, to pay to the Grantor an amount equal to one hundred percent of the amount improperly expended. This obligation shall survive termination of this Agreement.

5. **STATUS**

Nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship or a joint venture relationship between Grantor and Grantee. Neither Grantee nor any of Grantee's agents, employees or contractors are or shall be considered to be agents or employees of Grantor in connection with the performance of Grantee's obligations under this Agreement.

6. **TERMINATION FOR CAUSE**

If Grantor determines that the Grantee has requested reimbursement for purposes that are not permitted or are prohibited under the terms and provisions of this Agreement, or if the Grantor determines that the Grantee has failed to fulfill its obligations under this Agreement in a timely and professional manner, or if the Grantee is in violation of the terms of this Agreement, then Grantor shall have the right to terminate this Agreement effective immediately upon giving written notice to Grantee.

7. **INDEMNIFICATION**

Grantee agrees to accept responsibility for loss or damage to any person or entity, and shall defend, indemnify and hold harmless Grantor, its officers, employees and agents from any and all claims and demands, liability, damages, costs, expenses, judgments (including, but not limited to attorney fees and expert witness costs) that may be asserted by any person or entity, including Grantee, arising out of or in connection with the performance by Grantee hereunder and/or the use of the City of Arroyo Grande Community Service Grant fund monies.

8. **COMPLIANCE WITH LAW**

Grantee agrees to comply with all City of Arroyo Grande, Federal and State laws and regulations applicable to Grantee. In particular, Grantee agrees to comply with the terms and conditions contained in the City of Arroyo Grande 2017 Arroyo Grande Community Service Grant Program, which is attached hereto as Exhibit "B" and incorporated herein by this reference.

9. **ASSIGNMENT**

Grantee shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of Grantor.

10. **GOVERNING LAW**

Grantor and Grantee understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the City of Arroyo Grande.

11. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, either oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

12. **AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this Agreement.

13. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Grantee warrant and represent that he/she has the authority to execute this Agreement on behalf of the Grantee and has the authority to bind Grantee to the performance of its obligations hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**GRANTOR**

**GRANTEE**

By: \_\_\_\_\_  
Whitney McDonald, City Manager

By: \_\_\_\_\_

Attachments:

Exhibit A- Arroyo Grande Community Service Grant Program Application

**I. SUPPLEMENTAL DOCUMENTATION:**

Proof of 501(c)(3) status with a copy of the letter from the IRS.

**II. CERTIFICATION:**

I certify on behalf of \_\_\_\_\_ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2020-21 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, agree to indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Executive Director or Designee

\_\_\_\_\_  
Board of Director or Officer