MEMORANDUM

TO:       CITY COUNCIL
FROM:     WHITNEY McDONALD, COMMUNITY DEVELOPMENT DIRECTOR
BY:       CAMILLA KARAMANLIS, PROGRAM ANALYST
SUBJECT:  CONSIDERATION OF UPDATES TO THE JIM GUTHRIE COMMUNITY SERVICE GRANT PROGRAM COMMITTEE CRITERIA
DATE:     FEBRUARY 11, 2020

SUMMARY OF ACTION:
Update of the Jim Guthrie Community Service Grant Program Committee criteria.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
There is no financial impact related to the proposed action. There will be no change to staffing requirements in order to administer the program.

RECOMMENDATION:
It is recommended the City Council approve an update to the Jim Guthrie Community Service Grant Committee criteria.

BACKGROUND:
In September 2014, the City Council approved the Community Service Grant Program as an alternative to funding community service organization projects through the Community Development Block Grant (CDBG) program. In March 2017, the Community Service Grant Program was subsequently renamed as the Jim Guthrie Community Service Grant Program.

When the Community Service Grant Program was created, a process was established to ensure effective and impartial selection of grantees by establishing appropriate criteria. Part of this process included creation of a committee to review all applications and develop recommendations for consideration by the City Council. In order to designate a committee knowledgeable in community needs, it was recommended that each City board, commission and committee with functions serving the entire community designate one member to serve on the Community Service Grant Committee.
As a result, the committee was approved to consist 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

ANALYSIS OF ISSUES:
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, there is a need to update the Jim Guthrie Community Service Grant Committee criteria accordingly. To allow for future flexibility, staff recommends that the criteria for the committee membership be updated to read as follows:

The Jim Guthrie 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.

Based on the City’s current commissions, committees and boards, this year, the Jim Guthrie 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.

ALTERNATIVES:
The following alternatives are provided for the Council’s consideration:
1. Approve staff's recommendations;
2. Modify and approve the committee selection criteria; or
3. Provide other direction to staff.

ADVANTAGES:
The proposed revisions to the Jim Guthrie Community Service Grant Committee will provide more flexibility for the composition of future review panels should the City create new boards, committees, or commissions, while still ensuring an impartial and effective process to award grants to community service organizations.
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.

ATTACHMENTS:

1. City of Arroyo Grande 2015 Community Service Grant Program
CITY OF ARROYO GRANDE
2015 COMMUNITY SERVICE
GRANT PROGRAM

DESCRIPTION OF PROGRAM:
The City's 2015 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 benefitting its citizens. Grants awarded will be in minimum amounts of not less than $250. Funding is limited for Grant Year 2015.

ELIGIBILITY STANDARDS:
To be eligible to apply for grant monies under the City's 2015 Community Service Grant Program, a community organization must satisfy the following standards: 1) operate as a non-profit 501c3; 2) serve the Arroyo Grande community; 3) use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses; 4) not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and 5) not use grant monies for specifically 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.

APPLICATION PROCESS:
I. Completion of Application Form

All interested non-profit organizations must complete the attached application form, including:
• Name and address of the non-profit organization (applicant is required to list the local branch if it represents a national or statewide organization).
• Description of community services provided.
• Relationship of non-profit organization to the community.
• Current membership figures and approximate number of City of Arroyo Grande residents served by the non-profit organization.
• Amount of funds requested.
• Proposed project and budget plan for the use of the grant funds.
• Proof of 501(c)(3) status with a copy of the letter from the IRS.
• Past two years financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs. (Please denote what salaries are directly related to administration and/or program costs.)
• Applicants are requested to provide information on their annual sources of revenue received.
• Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received and document how the funds were utilized.
• In addition to the original application, please submit 11 additional copies: double-sided, 3-hole punched and paper clipped.

II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 5:00pm, Friday, November 14, 2014 addressed to:

City of Arroyo Grande
Attention: Community Service Grant Committee
300 E. Branch Street
Arroyo Grande, California 93420

III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Community Service Grant Committee will review and consider proposals from community groups. Applications received from public education institutions will be reviewed by the City's Cultural Recreation Committee. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which non-profit organizations best meet the needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:
A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the residents of the City of Arroyo Grande, if grant funds are awarded;

B. The number of City of Arroyo Grande residents by age group served by the non-profit organization; geographic area(s) and total number of clients served by the non-profit organization;

C. The non-profit organization's history of providing community services to the residents of the City of Arroyo Grande; and

D. The non-profit organization's financial need for grant funds to service the City of Arroyo Grande residents.

IV. Award of Funds

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

V. Execution of Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Arroyo Grande (see attached sample agreement). NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2015 calendar year.

VI. For more information, contact City Hall at 473-5400.
Please complete the following sections (use additional sheets as necessary):

III. NAME AND ADDRESS OF NON-PROFIT ORGANIZATION: (must be the local branch)

II. GRANT APPLICANT REPRESENTATIVE’S NAME, ADDRESS AND TELEPHONE NUMBER:
(must be the Executive Director or their designated representative)

I. DESCRIPTION OF COMMUNITY SERVICES PROVIDED:

IV. LIST AREA(S) SERVED BY NON-PROFIT ORGANIZATION: (include brief description of the relationship of your non-profit organization to the residents of the City of Arroyo Grande)
V. NUMBER OF CITY OF ARROYO GRANDE RESIDENTS SERVED BY NON-PROFIT ORGANIZATION: (broken down by age groups if available)

IX. AMOUNT OF FUNDS REQUESTED:

VIII. PROPOSED USE AND BUDGET PLAN FOR GRANT FUNDS: (indicate if any of the grant funds will be used for any other purpose than those designated such as overhead, national office, administrative salaries)

VII. ADDITIONAL DOCUMENTATION: (if you have received funds in the past, please indicate the amount of funds received (indicate what year) and how the funds were utilized)

VI. SUPPLEMENTAL DOCUMENTATION:

☐ Past two year's financial statements, including the current year with the balance sheets and the profit/loss statements.

☐ Information indicating the percentage of revenue received that is used for administration, salaries, and program costs.

☐ Breakdown and description of non-profit organization's sources of revenue.

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

☐ Copy of the non-profit organizations Board of Directors, Officers and an organization chart.
X. 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 2015 Community Service Fund Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, 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