

## MEMORANDUM

**TO:** PLANNING COMMISSION

**FROM:** *K.H.* KELLY HEFFERNON, ASSOCIATE PLANNER

**SUBJECT:** CONSIDERATION OF PLANNING COMMISSION APPOINTMENT TO THE JIM GUTHRIE COMMUNITY SERVICE GRANT PANEL

**DATE:** DECEMBER 19, 2017

### RECOMMENDATION:

It is recommended the Planning Commission appoint one Commission Member and one alternate to serve as a representative on the Jim Guthrie Community Service Grant Panel.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City Council approved \$20,000 in the FY 2017-18 Budget for the Jim Guthrie Community Service Grant program. There is no other fiscal impact other than staff time related to administering the program.

### BACKGROUND:

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.

Earlier this year, the City Council modified the name of the City's grant program to the "Jim Guthrie Community Service Grant Program" (JGCSGP) to recognize former Council Member Jim Guthrie, who initially envisioned the program.

**PLANNING COMMISSION  
CONSIDERATION OF APPOINTMENT TO THE JIM GUTHRIE COMMUNITY  
SERVICE GRANT PANEL  
DECEMBER 19, 2017  
PAGE 2**

**ANALYSIS OF ISSUES:**

The primary objectives of creating the process are to establish appropriate criteria and an effective and impartial selection process. The City Council approved a process by which applications are available in late October with a deadline for submittal in December. Staff would then convene the JGCSGP review panel in late January or early February with recommendations from that panel presented to the City Council for consideration in March. Grants are recommended to be in amounts of not less than \$250.

Per the JGCSGP 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 JGCSGP review panel. The panel will review all applications and develop recommendations for consideration by the City Council. In order to designate a panel knowledgeable in community needs and to avoid the need to establish a separate committee, each City commission, committee and board with functions serving the entire community is to designate one member to serve on the review panel. As a result, the panel would 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

A copy of the proposed program description and application is attached. The deadline to submit applications was on December 15, 2017.

**ALTERNATIVES:**

The following alternatives are presented for consideration:

- Appoint one Commission Member and an alternate; or
- Provide staff other direction.

**PLANNING COMMISSION  
CONSIDERATION OF APPOINTMENT TO THE JIM GUTHRIE COMMUNITY  
SERVICE GRANT PANEL  
DECEMBER 19, 2017  
PAGE 3**

**ADVANTAGES:**

Participation on the panel 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 in front of the City Hall and on the City's website on Thursday, December 14, 2017.

Attachment:

1. 2018 Community Service Grant Program Description and Application



**CITY OF ARROYO GRANDE  
2017-18 JIM GUTHRIE COMMUNITY SERVICE  
GRANT PROGRAM**

**DESCRIPTION OF PROGRAM:**

The City's 2017-18 Jim Guthrie Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups that 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 to \$20,000 for Grant Year 2017-18.

**ELIGIBILITY STANDARDS:**

To be eligible to apply for grant monies under the City's 2017-18 Jim Guthrie Community Service Grant Program, a community organization must satisfy the following standards:

1. operate as a non-profit 501(c)(3);
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 (an online copy of the form can be accessed at the City's website at [www.arroyogrande.org](http://www.arroyogrande.org)), 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 eleven (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 5:00 p.m., Friday, **December 15, 2017** addressed to:

**City of Arroyo Grande  
Community Development Department  
Attention: Kelly Heffernon, Associate Planner  
300 E. Branch Street  
Arroyo Grande, CA 93420**

III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Jim Guthrie Community Service Grant Committee will review and consider proposals from community groups. 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 resident 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.

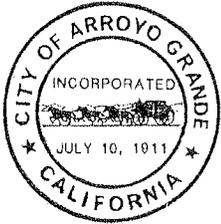
IV. Award of Funds

Following the Jim Guthrie 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. 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 calendar year.

VI. For more information, contact Kelly Heffernon at 473-5425.



**CITY OF ARROYO GRANDE  
JIM GUTHRIE COMMUNITY SERVICE GRANT PROGRAM  
APPLICATION FORM  
2017-18**

**Please complete the following sections:** *(use additional sheets as necessary)*

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

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

**III. DESCRIPTION OF COMMUNITY SERVICES PROVIDED:**

**IV. LIST AREA(S) SERVED BY NON-PROFIT ORGANIZATION:** *(include a 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).*

**VI. AMOUNT OF FUNDS REQUESTED:**

**VII. 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).*

**VIII. 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).*

**IX. SUPPLEMENTAL DOCUMENTATION:**

- Past two (2) years 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 2016 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, 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