

Social Services Commission Meeting Agenda Announcement

On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which allows Brown Act Body members to attend meetings telephonically. Please be advised that some Whittier Social Services Commissioners may attend this meeting telephonically.

Speakers must limit their comments to three minutes. Please note, by order of the presiding officer, public comments minutes may be reduced if at their discretion a surplus of public speakers is present at the meeting.

To submit Public Comments/Questions:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400
- Live Audio via Zoom: Only those members of the public who have 'raised their hand' on Zoom will be in the queue for speaking.
- In person at City Hall 13230 Penn St., Whittier, CA 90602, City Council Chamber

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/96391049442>
Use 'Raise Hand' feature
- Audio only: Dial (669) 900-9128 (Meeting ID: 963 9104 9442)
Press *9 to 'Raise Hand' and then *6 to unmute yourself when prompted

Please submit email comments by 5:30 p.m. on the date of the meeting to ensure Social Service Commissioners receive and have time to review them. All emails received by 5:30 p.m. are forwarded to the Commission. Emails received after 5:30 p.m. but before the conclusion of public comments will be entered into the record.

Americans with Disabilities Act

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

**AGENDA
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
COUNCIL CHAMBERS, 13230 PENN STREET
AUGUST 1, 2023, 6:30 PM**

1. CALL TO ORDER

2. ROLL CALL

Commissioner Carlos Illingworth
Commissioner Kathleen McDonnell
Vice Chair Jose Luevano
Chair Irene Muro

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

The public is invited to address the Social Services Commission regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400

Please submit email and voicemail public comments by 5:30 p.m. on the date of the meeting to ensure Commissioners receive and have time to review them. All emails and voicemails received by 5:30 p.m. are forwarded to the Commission. Emails and voicemails received after 5:30 p.m. but before the conclusion of public comments will be entered into the record.

Pursuant to State law, the Commission cannot take action or express a consensus of approval or disapproval on any communications which do not appear on the printed agenda.

5. STAFF REPORTS

5.A. APPROVAL OF MINUTES

Recommendation: Approve the Minutes of the Regular Meeting of May 2, 2023, and the Minutes of the Regular meeting of June 6, 2023.

5.B. INFORMATION AND REFERRAL REPORTS

Recommendation: Receive and file the Information and Referral Report for May to July 2023.

5.C. VOLUNTEER OF THE YEAR

Recommendation: Recommend schedule and any needed adjustments for fiscal year 23/24 Volunteer of the Year Award Program.

5.D. 2024 WHITTIER SCHOLARSHIP PROGRAM-SPONSORED BY ATHENS AND REPUBLIC SERVICES

Recommendation: Review and recommend criteria for the 2024 Whittier Scholarship Program.

5.E. SOCIAL SERVICES GRANT FUNDING PROGRAM

Recommendation: Discuss and recommend possible areas of focus for the Social Services Grant Funding Program.

6. SECRETARY COMMENTS

7. COMMISSION MEMBER COMMENTS/CONFERENCE REPORTS

8. ADJOURNMENT

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

The agenda packet is available three days before the meeting in the Parks, Recreation and Community Services Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and the East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Commission within 72 hours of the Social Services Commission meeting are available for public inspection in the Parks, Recreation and Community Services Department Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de recreación y Parques al Servicio a la Comunidad de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión el Departamento Parques Recreación y Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Concejo Municipal dentro de las 72 horas de la reunión del Comisión

de Servicios Sociales están disponibles para inspección pública en el Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 27th day of July 2023.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Social Services Commission

Date: August 1, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of May 2, 2023, and the Minutes of the Regular meeting of June 6, 2023.

BACKGROUND

None.

DISCUSSION

Staff prepared draft minutes and hereby submits the Minutes for Commission approval.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

- A. Minutes of the Regular Meeting of May 2, 2023
- B. Minutes of the Regular Meeting of June 6, 2023

**MINUTES
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
SPECIAL MEETING
WHITTIER CITY HALL, 13230 PENN STREET
MAY 2, 2023 – 6:30 P.M.**

1. CALL TO ORDER:

The regular meeting of the Social Services Commission was called to order at 6:34 p.m. on May 2, 2023.

2. ROLL CALL

PRESENT: Carlos Illingworth, Commissioner
Kathleen McDonnell, Commissioner
Irene Muro, Chair

ABSENT: Jose Luevano, Vice-Chair

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation, and Community Services
Erin Hamilton, Community Services Manager
Margo Diamond, Management Analyst I
Justin Steele, Community Services Supervisor
Brooke Simon, Community Services Supervisor
Art Carrasco, Community Services Coordinator
Robert Landis, Community Services Coordinator
Roxanne Gonzalez, Administrative Secretary
Janet Rivera, Information and Referral Specialist

3. PLEDGE OF ALLEGIANCE

Secretary Santana led the Pledge of Allegiance.

4. PRESENTATION – YOUTH SERVICES AND SPECIAL EVENTS

YOUTH SERVICES DIVISION

Secretary Santana introduced Community Services Supervisor Steele and Community Services Coordinator Carrasco, who oversee the Youth Services Division and Adaptive Recreation programming. Supervisor Steele and Coordinator Carrasco shared their background and the programming offered by the Youth Services and Adaptive Recreation Division.

SPECIAL EVENTS

Secretary Santana introduced Community Services Supervisor Simon and Community Services Coordinator Landis, who oversee Special Events and the Parnell Park Activity Center. As a team, they manage Parnell Park Senior and Activity Center,

which hosts city activities, classes, senior programming, voting polls, events and rentals for various special events. Coordinator Landis discussed Rec and Read, a collaborative program led alongside the Library, and the variety of special and miscellaneous events they coordinate, such as Arbor Day, Eggstravaganza, 4th of July, Summer Concerts, Keep Whittier Prettier, Public Safety Expo, Movies in the Park and ribbon cuttings.

5. PUBLIC COMMENTS

There were no public comments.

6. STAFF REPORTS

6. A. Approval of Minutes

It was moved by Commissioner Illingworth, seconded by Commissioner McDonnell, and carried by 3-0 vote to approve the regular meeting minutes of April 4, 2023, with corrections.

6. B. Information and Referral Reports

Information and Referral Specialist Rivera stated 210 calls were received in April. City, county and adult protective services calls were high, while utilities calls were fewer this month. Income tax assistance, housing, transportation and homebound COVID-19 vaccination calls continue to be received. Commissioner McDonnell asked if our department goes to homes to administer COVID-19 vaccinations. Specialist Rivera stated no, LA County Department of Health sends people to administer the vaccine. An appointment can be made and whoever is in the home upon arrival can get the vaccination. Chair Muro asked how organizations get on the referral list. Specialist Rivera responded that the agency needs to come to our office or send an email to staff.

It was moved by Commissioner McDonnell, seconded by Commissioner Illingworth and carried by a 3-0 vote to receive and file the information and referral report for April 2023.

6. C. Social Services Grant Funding Program

Secretary Santana asked for the Commission's recommendations on the proposed rubric and guidelines.

Proposed Guidelines:

- One application per agency, maximum funding request not to exceed \$40,000, agencies receiving City funding (i.e., CDBG, Low/Moderate Housing Authority funds and/or rental subsidies) are not eligible to apply.
- The application must be submitted by the deadline.
- Late applications will not be considered.
- Must attend a pre-submission meeting.

Secretary Santana stated that having a maximum request may allow the Commission to fund more agencies. She continued that a pre-submission meeting would allow us to assist agencies with their questions prior to submission. Commissioner McDonnell asked if the suggested guidelines would prevent agencies receiving CDBG and Low Mod Funding from requesting funding via the Social Services Grant Funding Program. Secretary Santana responded, yes. Chair Muro asked if there is a separate process to apply for the CDBG and Low Mod funds. Secretary Santana stated there is a separate process managed by the Community Development Department. Chair Muro asked if a report on the process for receiving CDBG and Low Mod Funds could be received. She asked if agencies receiving home monies would be ineligible to apply for funding. Chair Muro added that home monies are not listed, but spending carries covenants with properties that are 55 years or older. She also asked if agencies are ineligible to apply for funding under the Social Service Grant Funding the year they receive funding or does it stay on the books and can no longer apply? Secretary Santana responded that if approved, they would be ineligible to apply for Social Services Grant Funding if they received funding listed above in the same Fiscal Year.

Chair Muro asked if an agency were to deny CDBG funding for an opportunity to receive \$40,000 by applying for Social Services Funding Program, what impact would that have on City goals, objectives and plans for spending those monies? Commissioner Illingworth stated he is open to the guidelines proposed but suggested fostering more collaboration between agencies if funding sources will be limited. Commissioner McDonnell asked whether Council has predetermined who will receive CDBG and Low Mod funding and if the Commission will receive CDBG, Low Mod, and Social Services Grant program applications simultaneously. Secretary Santana stated that CDBG and Low Mod funding recipients are predetermined. However, she added that it is still unclear whether the Commission will review CDBG and Low Mod funding applications alongside Social Services funding applications because Community Development oversees the CDBG and Low Mod funding.

Commissioner McDonnell and Chair Muro stated they may not have authority to review CDBG and Low Mod funding because it derives from federal funding. Chair Muro noted the RFP or RFQ should include a list of agencies receiving CDBG and Low Mod funding to inform them they would be ineligible for Social Services Grant funding. She added that we need to understand what the Commission has authority over, what information the Commission needs to make informed decisions and what staff needs in terms of clarity to effectively communicate with nonprofit agencies seeking to utilize funds for their agency.

Commissioner Illingworth stated that staff should explore the guidelines and that the Commission would need further information to provide recommendations for funding purposes. He asked what staff needs from the Commission regarding the proposed guidelines. Secretary Santana stated we need recommendations from the Commission regarding the guidelines, which can be changed before proposed to Council. Chair Muro asked if staff applied

the third guideline for the current funding period and whether staff can contact those agencies. She voiced concern regarding the third guideline affecting the agencies receiving other financial help from the City. Secretary Santana stated that Council directed staff to list agencies receiving CDBG and Low Mod funds when reviewing applications for a second time. Commissioner McDonnell would like to consider other City funding assistance programs. She wants to avoid agencies providing vital services from having to choose where to receive funding. Secretary Santana suggested including a question on the application to see which agencies are receiving funding listed under the third guideline. She added that we would remove and include the third guideline as a question in the application.

Chair Muro asked if Council considered including a range. Secretary Santana stated that staff recommended the maximum request be set at \$40,000 to help the Commission fund more agencies and added that Council is open to a revised process. Chair Muro asked if there was a specific percentage the City would want to fund a project. Secretary Santana stated that traditionally the Commission recommended funding based on agency needs. Commissioner Illingworth commented that he likes the rubric and suggested exploring funding tiers. Commissioner McDonnell asked if there would be two focus groups or just one. Secretary Santana stated that there would only be one group. Chair Muro asked how many agencies receiving funding scored 25 under “agencies serving Whittier exclusively” on the rubric. Commissioner McDonnell stated that many agencies serve many communities. However, funding received by the City is used only for Whittier residents, like Interfaith Food Center, which is no longer based in Whittier but serves a significant amount of the Whittier population. She asked if not serving only the Whittier community would disqualify them from receiving funding or receiving 25 points. Chair Muro stated that agencies that do not exclusively serve the Whittier community would not receive the full 25 points.

Commissioner McDonnell stated that agencies could submit reports disclosing how much of the Whittier community they served and would like to see how effectively funds were previously used to serve the Whittier population. Secretary Santana added that staff would present agency reports disclosing how much of the Whittier community they served before the next round of funding. Commissioner McDonnell commented that she would like time to review the material before providing further feedback.

Secretary Santana stated the report could be sent to the Commission for review. She added that Council also directed staff to return with a different mechanism to disperse funds.

It was moved by Commissioner McDonnell, seconded by Commissioner Illingworth, and carried by a 3-0 vote to continue discussion.

7. SECRETARY’S COMMENTS

No secretary comments.

8. COMMISSIONERS' COMMENTS

Commissioner Illingworth stated great staff report and thanks for all the work staff is doing to prepare for the upcoming grant funding period.

Chair Muro thanked staff for the wonderful volunteer event and was excited to be a part of that.

9. ADJOURNMENT

The meeting was adjourned at 8:24 p.m.

Approved and adopted by the Social Services Commission on _____.

Virginia Santana, Secretary

**MINUTES
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
MONDAY, JUNE 6, 2023 – 6:30 P.M.**

The Regular Meeting of the Social Services Commission was not held on Monday, June 6, 2023, at the Whittier City Hall Council Chambers, 13230 Penn Street, Whittier, California due to lack of quorum.

SOCIALSERVICES

COMMISSIONERS PRESENT:

Kathleen McDonnell, Commissioner
Jose Luevano, Vice Chair

SOCIAL SERVICES

COMMISSIONERS ABSENT:

Carlos Illingworth, Commissioner
Irene Muro, Chair

ADJOURNMENT:

Given that the regular meeting of the Commission was not held, Virginia Santana, Secretary, therefore declared said meeting adjourned due to lack of quorum.

Respectfully submitted,

Virginia Santana

Virginia Santana
Secretary



Agenda Report

Social Services Commission

Date: August 1, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Information and Referral Reports

RECOMMENDATION

Receive and file the Information and Referral Report for May to July 2023.

BACKGROUND

None.

DISCUSSION

Staff prepared the Information and Referral report and hereby submits the report for Commission's review. The report will provide a summary of the calls for service, the information presented, and a summary of any local events or trainings offered to residents (Attachment A).

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. I & R Report – May to July 2023

I & R Summary Report May 2023

In the month of May 2023, we received a total of 221 calls. High incoming calls Dial-A-Ride. Continued to get calls for senior housing and services provided by the city and county. Received an increase of calls requesting food assistance.

Senior Transportation: (32.13%)

- City and County Dial-A-Ride
- New Freedom Transportation
- ACCESS
- Health Plan (Some offer transportation for medical appointments only)

City/County Services: (9.95%)

- CalFresh (DPSS and Community Resource Center)
- Rental assistance (DPSS and Housing Rights Center)
- Adult Protective Services (APS)
- Housing Rights Center
- Shelter (First Day and Salvation Army)

Benefits: (22.62%)

- CalFresh (DPSS and Community Resource Center)
- Social Security Administration
- Senior Services (SASSFA and IHSS)

Housing: (16.74%)

- Los Angeles Community Development Authority (LACDA)
- LINC Housing (Seniors)
- TSA Properties (Seniors and Families)
- Safe Home Program (Adult Protective Services-APS)
- Housing Rights Center (HRC) Rental Directory

Legal: (5.88%)

- Legal Aid Foundation of Los Angeles
- Bet Tzedek
- Community Legal Aid So Cal
- Community Resource Center (Family Law)

I & R Summary Report June 2023

In the month of June 2023, we received a total of 201 calls. High incoming calls Dial-A-Ride and transportation. Continued to get calls for senior housing and services provided by the city and county. Calls relating to legal issues was noted for this month.

Senior Transportation: (39.80%)

- City and County Dial-A-Ride
- New Freedom Transportation
- ACCESS
- Health Plan (Some offer transportation for medical appointments only)

City/County Services: (18.91%)

- Home Grants (Habitat for Humanities & Weatherization Program)
- Summer Lunch Programs (Libraries and Parks)
- Shelter (Women and Children Crisis Center, The Whole Child and Salvation Army)
- Utility Assistance (Salvation Army & Community Resource Center)

Benefits: (14.43%)

- Social Security Administration (Disability-SSI and SSDI)
- Employment Development Dept (EDD) Workers' Compensation
- Senior Services (APS Home Safe Program, SASSFA, and IHSS)
- SCAN Outreach (Homeless)

Housing: (10.95%)

- Los Angeles Community Development Authority (LACDA)
- LINC Housing (Seniors)
- TSA Properties (Seniors and Families)
- Safe Home Program (Adult Protective Services-APS)
- Housing Rights Center (HRC) Rental Directory
- The Whole Child

Legal: (4.48%)

- Legal Aid Foundation of Los Angeles (Workers Comp)
- Bet Tzedek (Housing and Conservatorship)
- Community Legal Aid So Cal (Trust & Wills)
- Community Resource Center (Family Law)

I & R Summary Report July 2023

In the month of July 2023, we received a total of 166 calls. High incoming calls Dial-A-Ride. Continued to get calls for senior housing and services provided by the city and county. Received calls seeking assistance for rental deposits and shelters.

Senior Transportation: (36.75%)

- City and County Dial-A-Ride
- New Freedom Transportation
- ACCESS
- Health Plan (Some offer transportation for medical appointments only)

City/County Services: (14.46%)

- CalFresh (DPSS and Community Resource Center)
- Housing Rights Center (Eviction Notices)
- Homeless (Los Angeles Homeless Services Authority and First Day)
- Activities for Children (Movies in the Park, Concerts in the Park, Libraries, YMCA)

Benefits: (13.86%)

- In-Home-Support-Services (IHSS)
- Senior Services (SASSFA-Caregiving and meals)
- Private Caregiving Agencies
- Social worker/Case Manager from Health Plans
- Social Security Administration
- Center for Health Care Rights

Housing: (22.29%)

- Los Angeles Community Development Authority (LACDA)
- LINC Housing (Seniors)
- TSA Properties (Seniors and Families)
- Safe Home Program (Adult Protective Services-APS)
- Housing Rights Center (HRC) Rental Directory
- The Whole Child (Family)
- First Day (Family)



Agenda Report

Social Services Commission

Date: August 1, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Volunteer of the Year

RECOMMENDATION

Recommend schedule and any needed adjustments for fiscal year 23/24 Volunteer of the Year Award Program.

BACKGROUND

Annually, the Social Services Commission hosts the City's Volunteer of the Year program. The Commission prepares a "Call for Nominations," reviews the nominations received, selects award recipients and hosts the Award Ceremony.

2023 Volunteer of the Year Timeline:

- February 23, 2023 – Call for nominations
- March 1, 2023, 3:00 p.m. – Application submission deadline
- April 18, 2023 – Award ceremony

DISCUSSION

In the last two years, the award ceremony has been held on a Tuesday, during National Volunteer Week. Next year, National Volunteer Week begins April 21, 2024, and ends April 27, 2024. The Commission will discuss the previous year's program to determine a need for adjustments and set a schedule for the 23/24 program.

- Call for nominations
- How information is received
- Deadline for applications
- Review of nominations
- Award ceremony date
- Ceremony details

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

FISCAL IMPACT

There is no fiscal impact associated with this report.

Agenda Item No. 5.C.

ATTACHMENTS

None.



Agenda Report

Social Services Commission

Date: August 1, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: 2024 Whittier Scholarship Program-Sponsored by Athens and Republic Services

RECOMMENDATION

Review and recommend criteria for the 2024 Whittier Scholarship Program.

BACKGROUND

As part of the contract service agreements with Athens Services and Republic Services, it is mandated to establish a Scholarship Program for students residing in Whittier and within the service providers' areas. The criteria for this program are reviewed annually by the Social Services Commission before distributing the applications.

On September 26, 2017, the City Council approved solid waste collection and recycling franchise agreements with Athens Services and Republic Services, which included the provision for the Scholarship Program. Under this program, five (5) scholarships of \$500 each are offered to college-bound students living in the Athens Services area, and four (4) scholarships of \$500 each are available to college-bound students residing in the Republic Services area. To raise awareness about the scholarship program, local High Schools actively promote it on their campuses, and the City's Staff shares the opportunity through the City's social media platforms.

DISCUSSION

The Commission will review the program criteria and recommend changes for the 2024 Whittier Scholarship Program.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 3: Maintain & Enhance Quality of Life

ATTACHMENTS

- A. Previous Call for Submissions
- B. Prompts for the 2024 Whittier Scholarship Program

Headed to college this fall?
Write a short essay for
a chance to WIN!

Winners will be selected
from each service area!



Scholarship Opportunity!

2023 WHITTIER SCHOLARSHIP PROGRAM

SPONSORED BY ATHENS SERVICES & REPUBLIC SERVICES

ESSAY TOPIC:

Pretend you are the new Director of Sustainability for the City of Whittier, and it is your job to educate 88,000 residents on how to use a new composting food waste container. Identify your plan to increase the use of the new food waste container and describe your marketing plan, goals, and measures of success.

APPLICATION DEADLINE: 3:00PM ON FRIDAY, MARCH 17TH, 2023

ELIGIBILITY:

- ✓ Must be a high school senior
- ✓ Must live within Incorporated Whittier City limits

SUBMISSION GUIDELINES:

- ✓ Submit one essay & a self portrait
- ✓ Follow MLA Formatting

APPLY NOW



Trash Haulers Scholarship Program Essay Prompts

- Waste, and how we choose to handle it, affects our local City, including the air, water, land, plants, and man-made things. Waste management is so important because...?
- Discarding waste in unsafe ways and in non-approved places can endanger our local environment. Discuss how residents can become more responsible for what we throw away and the impact this waste may have on our local environment.
- Recycling saves natural resources, contributes to improved air and water quality, and reduces the need for landfill expansion. Describe a strong and successful residential recycling program to “save” landfill space, which discusses ways to recycle, reduce, and reuse our residential waste.
- What could you do to voice your opinion about solid waste issues in your community?
- Everyone produces some waste, but you don’t have to be a “super consumer.” One way to help the issue is to think about the goods, services, and activities you buy or support. In what ways do they contribute to the solid waste problem? How could you purchase and dispose of items in other ways that would generate less trash?
- What is the most important issue facing the environment today?
- Who do you think is more responsible for pollution, individuals or the government? Explain.
- Is recycling truly beneficial for the environment?
- Is recycling the best management option? What other options are there?
- Write an influential letter to the City Council asking them to take an action to reduce the CO2 emissions and residential waste in the city. Discuss what actions you want the Council to take and reasons why those actions are important.
- How would you balance the need to reduce greenhouse gas emissions, through SB1383, with the desire to help residents and businesses that are already suffering financially?
- Contamination in recycling is a big problem. Review the recycling policy of Athens or Republic Services to learn more about contamination. Explain why contamination in recycling is problematic and discuss how residents and businesses could improve their local recycling to reduce contamination.
- Research recycling programs in Japan, Germany, and the United States and compare and contrast what differences are used in their respective recycling

programs. Which country do you think is most successful at recycling and why?
Apply your findings to Whittier.



Agenda Report

Social Services Commission

Date: August 1, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation, and Community Services

Subject: Social Services Grant Funding Program

RECOMMENDATION

Discuss and recommend possible areas of focus for the Social Services Grant Funding Program.

BACKGROUND

The City of Whittier has consistently demonstrated its dedication to supporting local nonprofit organizations and providing community resources through the yearly Social Services Grant Funding process. As part of the adopted budget, a total of \$176,516 from the General Fund has been set aside to financially aid local social service projects. To ensure a fair allocation of these funds, the Social Services Commission assesses applications and makes recommendations to the City Council. The Grant Program is publicized through press releases and mailings, inviting interested agencies to take part. In recent times, the main focus of the selection criteria has been on agencies that aid individuals experiencing homelessness, with a particular emphasis on providing housing and meeting the needs of families.

DISCUSSION

The Social Services Commission will discuss focus areas for the Social Services Grant Funding application for City Council's consideration, and the proposed program guidelines.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Proposed Program Guidelines

Social Services Non-Profit Agency Grant Funding Guidelines: (Funding available = \$176,516)

Grant funds are available to non-profit agencies serving City of Whittier residents.

Only one application per agency.

Maximum funding request not to exceed \$40,000.

Agencies receiving other City of Whittier funding, i.e., CDBG, Low/Moderate Housing Authority funds, and rental subsidies, will include these amounts in total financing; maximum funding will be at most \$40,000.

An application must be submitted by the deadline.

Only on-time applications will be considered.

Additional materials submitted but not required will not be considered nor returned, unless requested by City staff.

Must attend a pre-submission meeting.

Additional Documents Required by Applicant:

- Proof of non-profit status - 501(c)3 or 501(c)6
- List of Board of Directors – must include City of residence and or business.
- Previous year's IRS Form 990
- Annual Operating Budget
- Project Budget
- Two Page maximum (12-point Arial Font) description of the project, including measurable goals and objectives.
- Two positive success stories from your agency in the past year.

Evaluation of Applications

The Social Services Commission will review all qualifying applications and make recommendations to City Council for final review and approval.

A points-scoring system will be utilized to evaluate the applications (Application Grading Rubric) with 100 point maximum.

Funding

Points received in the evaluation process will be converted to a percentage, which will then be used to allocate funding.

Social Services Grant Funding Application

The Social Services Commission was established by the City Council to study and make recommendations regarding matters pertaining to the social services needs of the community. The City Council's philosophy is that the City should not provide direct social services, but utilize City funds to support social service agencies providing much needed services to agencies providing social services to the Whittier community.

The Commission is now inviting non-profit organizations, that serve the residents of Whittier, to apply for funding.

Total grant funds available: \$176,516.00.

APPLICATION INSTRUCTIONS

All applications must be submitted via the Google Forms survey clickable link <https://forms.gle/xxnKNeY8kyDXheuJ7> or a fillable PDF by _____ at 3:00 p.m. for consideration for possible funding for the current _____ fiscal year.

- Late applications will not be considered.
- Only one application per agency.
- Maximum funding requested not to exceed \$40,000.
- Agencies receiving other City of Whittier funding i.e., CDBG, Low/Mod Housing Authority funds, and/or rental subsidies will have these amounts included in total funding; maximum funding will not exceed \$40,000.
- Additional materials submitted but not required, will not be considered nor returned.
- Eligible projects for funding include operations and capital expenses.
- Must attend a pre-submission meeting.
- Applicant agency must have a current 501(c)3 or 501(c)6, and in good standing.
- Must label each attachment with agency name and document name.
- Proposed projects must be completed by June 30, _____.

If assistance is needed with technology to complete the application, please contact the Whittier Parks, Recreation and Community Services Department.

Any questions, please contact us at (562) 567-9400.

A mandatory pre-submission meeting will be held. The pre-submission meeting will be held in person at City Hall in the Council Chambers, 13230 Penn Street, Whittier, CA 90602.

* Indicates required question

Preliminary Information

1. Agency Name *

2. Agency Address *

3. Agency Website *

4. Agency's Contact Name *

5. Contact Title *

6. Contact Email *

7. Contact Phone Number *

8. Head of Agency's Name & Title *

Agency Information

9. Agency's Mission Statement Summary *

10. How long has your agency been in operation? *

11. Geographical area(s) your agency services? (Please indicate City of Whittier, Unincorporated Whittier, and LA County as separate areas). *

12. Non-profit status *

Mark only one oval.

501 (c)3

501 (c)6

Other: _____

13. Has your agency received in kind support or funding from the City of Whittier in the past? *

Mark only one oval.

Yes

No

14. If yes, please list the year(s) and dollar amount(s) of previous grant funds received and/or in-kind services. *

15. Indicate which, if any, support services your agency has received from the City of Whittier in the past.

Tick all that apply.

- CDBG Funds
- Low/Mod Housing Funds
- Reduced Rent
- Other: _____

16. Describe current collaborations with other agencies. (write N/A if none). *

Funding Request

17. Title of your proposed project. *

18. How much are you requesting for this project? (in dollars) *

19. Total cost of your project? (in dollars) *

20. What is your local match for the grant? *

Mark only one oval.

- None (We are requesting the full cost of the project)
- 1-10% (We are adding up to 10% of our own funds to the total cost of the project)
- 11-25% (We are adding 11-25% of our own funds to the total cost of the project)
- 26-50% (We are adding 26-50% of our own funds to the total cost of the project)
- 51-75% (We are adding 51-75% of our own funds to the total cost of the project)
- 76-99% (We are adding 76-99% of our own funds to the total cost of the project)

21. Have you applied to other funding sources to help with this project? *

Mark only one oval.

- Yes
- No

22. If yes, list other funding sources you have applied for or received and the corresponding dollar amounts for this project. *

23. List your current funding sources and any in-kind services that are applicable to your grant application. *

24. List what other avenues of revenue or what other types of financial support your agency has, or will use to sustain your project. *

25. How did your agency identify the need for this project? *
500 words max.

26. Please describe who will be served. (100 words or less) *

Files submitted:

27. How many City of Whittier residents will be served by this project? *Mark only one oval.* *

Mark only one oval.

- 1- 10 residents
- 11-25 residents
- 26-50 residents
- 51-75 residents
- 76-100 residents
- 101-200 residents
- 200+ residents

28. What percentage of the total participants for this project will be City of Whittier residents? *Mark only one oval.* *

Mark only one oval.

- 100%
- 70-99%
- 50-69%
- Less than 50%

29. How will the City of Whittier residency be verified for potential future audit processes? (Example: Zip Codes, Addresses) *

30. If your grant request is only partially funded through this application process, will the program still be offered? *Mark only one oval.* *

Mark only one oval.

- Yes
- No
- Other: _____

31. Please describe how the project will be evaluated. *

Files submitted:

Supporting Documents Checklist

Upload all supporting documents in the following section, including:

1. Proof of Non-profit status - 501(c)3 or 501(c)6
2. List of Board of Directors - Must include their city of residence and/or business
3. Previous year's IRS Form 990
4. Current Annual Operating Budget
5. Project Budget
6. Two positive success stories from your agency in the past year.
7. Two page maximum (12 point Arial font) description of project including measurable goals and objectives.

32. Attach proof of non-profit status - 501(c)3 or 501(c)6. *

a. A Certificate of Filing, Certificate of Status, or Certificate or Articles of Incorporation or Exemption Determination Letter of the California Secretary of State (Revenue and Taxation code section 26451.3 provides that the Exemption Application FTB3500, together with any supporting documents shall open to public inspection if granted).

b. A Determination Letter of Internal Revenue Services (IRS) recognition of their section of 501 c (3) exempt status. (An organization that submits an application to the IRS and has it approved must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)

Files submitted:

33. Attach copy of Board of Directors and salary or stipend. *

Including city of residence and/or business.

Files submitted:

34. Attach a copy of the previous year's IRS Form 990. *

Files submitted:

35. Attach a copy of your current Annual Operating Budget. *

Files submitted:

36. Submit budget for the specified project that highlights the revenues and expenses. This enclosed budget should not be the same as your annual agency budget, submitted for an earlier question. This budget is project specific to this application. *

Files submitted:

37. Upload two positive success stories from your agency in one document. *

Files submitted:

38. Please mark all boxes of documents you have uploaded. *

Tick all that apply.

- Proof of non-profit status - 501(c)3 or 501(c)6
- Two page description of project.
- List of Board of Directors
- Previous year's IRS Form 990
- Annual Operating Budget
- Project Budget
- Two positive success stories from your agency in the past year.

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Application Grading Rubric

Questions 1 - 3	0 Points	1-3 points	4-6 points	7-9 points	10 points	Max Points
The application is complete, with additional documents included.	Application is incomplete; spelling or math errors are evident; there are missing documents.				Application is well-researched and thought out; there are no errors or missing information. All documents submitted.	10
The Agency attended the mandatory Grant preparation meeting	The agency was not in attendance at the meeting.				The agency attended the meeting.	10
Demonstrated a need for the project	Has no description or does not clearly define the need for a project.	Includes a short description of the project.	Includes an adequate description of the project.	Includes an adequate description of the project. Supporting information is included.	Includes a thorough explanation of the project. Supporting information is included.	10
Questions 4 - 6	0 -2 Points	3-6 points	7-9 points	10-12 points	13-15 points	Max Points
A comprehensive budget and funding source plan was included	No budget documents and funding plan included.	A primary project budget is included. Missing funding source plan.	The comprehensive budget is attached. An adequate funding source plan was submitted.	A comprehensive budget and detailed funding source plan were included.	A substantial comprehensive budget & well-thought-out funding plan is included.	15
Program demonstrates a variety of funding sources and/or in-kind collaboration/Fundraising.	Agency reports no other funding or efforts for fundraising/collaboration	Agency states plans for additional funding but provides no specifics or dollar amounts	Agency states additional funding with specifics but provides no dollar amounts		Agency demonstrates extensive funding streams and dollar amounts	15
Provided project goals and objectives with measurable outcomes	Method of measurement(s) is not clearly described; the degree of change has no significance; the number served is very low.	Method of measurement(s) is vaguely described; degree of change has little significance; number served low.	Method of measurement(s) is partially described; the degree of change is somewhat significant; the number served is moderate.	Method of measurement(s) is moderately described; degree of change is significant; number served is high.	Method of measurement(s) is clearly described; the degree of change is greatly significant; the number served is very high.	15
Questions 7	0-5 points	6-10 points	11-15 points	16-24 Points	25 points	Max Points
What percentage and/or number of Whittier residents does the agency serve?	Serves 50% or less	Serves 50% or higher	Serves 60% or higher.	Serves 70% or higher.	Serves 80% or higher	25
Total						100

Applicants	A	B	C	Avg	Rating % of the Highest	Amt Requested	Funding Recommendation
1 Agency 1	95	97	65	85.67	100.0%	\$ 20,000	\$ 20,000
2 Agency 2	83	75	81	79.67	93.0%	\$ 16,200	\$ 21,074
3 Agency 3	80	78	80	79.33	92.6%	\$ 28,986	\$ 37,595
4 Agency 4	75	80	80	78.33	91.4%	\$ 15,000	\$ 19,280
5 Agency 5	73	71	78	74.00	86.4%	\$ 10,000	\$ 12,347
6 Agency 6	65	65	60	63.33	73.9%	\$ 45,000	\$ 49,960
7 Agency 7	68	56	65	63.00	73.5%	\$ 10,000	\$ 11,063
8 Agency 8	62	65	45	57.33	66.9%	\$ 4,500	\$ 4,681
				580.67	577.8%	\$ 149,686	\$ 176,000