

Social Services Commission Meeting Agenda Announcement

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361, which allows Brown Act bodies to attend meetings telephonically. Please be advised that some, or all, Whittier Social Services Commissioners may attend this meeting telephonically.

Consistent with mandates of Assembly Bill 361 and Resolution No. 2021-64, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. City Hall will not be open to the public for this meeting; however viewing and public comment options are provided below.

To submit Public Comments/Questions:

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

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/96391049442>
- Audio only: Dial (669) 900-9128 (Meeting ID: 963 9104 9442)

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 CHAMBER, 13230 PENN STREET
OCTOBER 5, 2021, 6:30 PM**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioner Marisol Enriquez-Santos
Commissioner Jose Luevano
Commissioner Kathleen McDonnell
Vice Chair Loletta Barrett
Chair Carlos Illingworth

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. INTRODUCTION OF CITYNET TEAM

6. STAFF REPORTS

6.A. ELECTION OF OFFICERS

Recommendation: Commission will elect officers for FY 2021-22.

6.B. APPROVAL OF MINUTES

Recommendation: Approve the Minutes of the Regular Meeting of September 7, 2021.

6.C. INFORMATION AND REFERRAL REPORT

Recommendation: Approve the Information and Referral Report for the period of August 2021.

6.D. UPDATE ON CITY OF WHITTIER HOMELESS PLAN

Recommendation: Receive and file the update on City of Whittier Homeless Plan.

6.E. SOCIAL SERVICES GRANT FUNDING AND AMERICAN RESCUE PLAN ACT (ARPA) FUNDING PROGRAM

Recommendation: Receive and file the current Social Services Funding process for the allocated \$176,516 funds and the COVID-19 Non-Profit Recovery Grant Program criteria for the allocated \$500,000 of American Rescue Plan Act (ARPA) Funds.

7. SECRETARY COMMENTS

8. COMMISSION MEMBER COMMENTS/CONFERENCE REPORTS

9. 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 30 day of September 2021.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Social Services Commission

Date: October 5, 2021

To: Social Services Commission

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

Subject: Election of Officers

RECOMMENDATION

Commission will elect officers for FY 2021-22.

BACKGROUND

At the beginning of each new fiscal year Commission elects a new Chair and Vice Chair.

DISCUSSION

None.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Social Services Commission

Date: October 5, 2021

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 September 7, 2021.

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 September 7, 2021

**MINUTES
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
SEPTEMBER 7, 2021 – 6:30 P.M.**

1. CALL TO ORDER:

Vice-Chair Barrett, consistent with Executive Order No. N-25-20, called the regular meeting of the Social Services Commission to order at 6:34 p.m. via telephone conference on September 7, 2021.

2. ROLL CALL

PRESENT: Kathleen McDonnell, Commissioner
Jose Luevano, Commissioner
Marisol Enriquez-Santos, Commissioner
Loletta Barrett, Vice-Chair
Carlos Illingworth, Chair (arrived 6:35 p.m.)

ABSENT: None.

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Martin Browne, Community Services Manager (absent 6:50 p.m. to 7:12 p.m.)
Jeff Lopez, Management Assistant
Roxanne Gonzalez, Administrative Secretary
Holly Hollmann, Secretary

3. PLEDGE OF ALLEGIANCE

Commissioner McDonnell led the Pledge of Allegiance.

4. PUBLIC COMMENTS

Administrative Secretary Gonzalez reported no public comments were received.

5. STAFF REPORTS

5.A. Approval of Minutes

It was moved by Commissioner McDonnell, seconded by Commissioner Enriquez-Santos, and carried 5-0 by roll call vote, to approve the Minutes of the July 6, 2021, Regular Meeting.

5.B. Information and Referral Report

Community Services Manager Browne presented the June and July I&R Reports.

It was moved by Vice Chair Barrett, seconded by Commissioner McDonnell, and carried 5-0 by roll call vote, to receive and file the June and July I&R Reports.

5.C. Update on City of Whittier Homeless Plan Implementation

Management Assistant Lopez presented the update on City of Whittier Homeless Plan Implementation to Commissioners.

In response to Vice Chair Barrett's questions on the number of individuals transferred from the Senior Center temporary emergency shelter to the new Navigation Center located on Pickering Avenue and the number of individuals currently at the Navigation Center, Secretary Santana stated the number of individuals currently at the Navigation Center is unavailable, but a report from the Salvation Army will be presented to the Commissioners by the next Commission meeting.

In response to Commissioner McDonnell's question about whether individuals who left the temporary emergency shelter before the transition to the Navigation Center took place elected to not be housed because they did not want to move or did not like the rules at the shelter, Secretary Santana stated that there were individuals who chose not to be housed and these numbers will be obtained from the Salvation Army and presented to the Commissioners.

In response to Commissioner McDonnell's question about whether signage is currently advertised at the Senior Center with a phone number and address indicating how individuals can find housing, Secretary Santana stated the Community Center security guard will direct transient people looking for housing to the Salvation Army Navigation Center and staff will post information at the Senior Center about the Navigation Center.

Commissioner McDonnell asked if a security guard is available 24/7. Secretary Santana stated the security guard secures the perimeter of the Senior Center, Skate Park, and Community Center from mid-afternoon to the evening.

Commissioner Luevano requested more information on the City Net homeless outreach team including how many calls are routed to City Net, how City Net operates, and what are their hours of operation. Secretary Santana directed the Commissioner's attention to the 24/7 app section of the Agenda Report; explained how City Net operates; stated the Monday to Friday service hours can be adjusted to best assist the individual's needs; and noted the number of calls City Net receives will be presented to the Commissioners.

It was moved by Commissioner McDonnell, seconded by Commissioner Enriquez-Santos, and carried 5-0 by roll call vote, to receive and file the update on the City of Whittier Homeless Plan implementation.

Secretary Santana introduced Administrative Secretary Gonzalez and Secretary Hollmann to the Commissioners.

Secretary Santana stated City Council plans to resume in-person meetings at the end of September, unless COVID-19 health orders change, and anticipates all commission and committee meetings will begin to meet in person from October 1.

Secretary Santana updated Commissioners on the Social Services Funding; stated the City Council added \$250,000 to the next two year's budget for social service agencies; explained these funds are ARPA COVID-19 relief federal dollars which require a different set of criteria; and confirmed the \$176,516 annual general fund money, Housing Authority, and CBDG grant funds will continue this fiscal year.

In response to Commissioner McDonnell's question about whether COVID-19 relief funds will be limited to non-profits agencies and whether these agencies will be able to apply for different streams of funding, Secretary Santana stated COVID relief funds will be limited to non-profit agencies, and they will be able to apply for different streams of funding.

Vice Chair Barrett asked about the timeline for disbursement of the funds. Secretary Santana stated she hopes to have a packet ready by the end of September for City Council review, followed by Commissioners review at the October 5 Commission meeting.

7. COMMISSIONERS' COMMENTS

Commissioner Enriquez-Santos shared updates that County call centers for food stamps and rent assistance programs are now open until 7:30 p.m. and on Saturdays; and there is no need for individuals to step into an office because everything can be completed via a phone.

8. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

Approved and adopted by the Social Services Commission on _____.

Virginia Santana, Secretary



Agenda Report

Social Services Commission

Date: October 5, 2021

To: Social Services Commission

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

Subject: Information and Referral Report

RECOMMENDATION

Approve the Information and Referral Report for the period of August 2021.

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). The report will also include an annual summary for 2021 by month (Attachment B).

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. I & R Report, August 2021

B. Annual I&R Summary 2021

I & R Report
August 2021

The month of August, almost half of our calls were directed to Transit, we received our regular calls regarding City and County Service, and Senior Benefits and Utilities, housing and other county services. The month of August brought in a total of 82 calls for service.

Senior Transportation (46.68% of calls):

- Individual's health insurance plan
- Dial-A-Ride (City and County)
- ACCESS

Legal (3.66% of calls):

- Legal Aid
- SASSFA

Sr. Benefits (20.73% of calls):

- SASSFA
- SCRS-LACDPH
- Whittier meals on wheels

Utilities (8.54% of calls):

- LIHEAP
- Edison
- Gas company

Housing (6.10% of calls):

- LACDA
- HUD.org
- TSA Housing

City/ County Services (18.29% of calls):

- DPSS
- SASSFA
- PAWS/ LA

2021, Calls for Service SUMMARY

Date	Taxes	Transit	Legal	COVID	Benefits	Utilities	Housing	City/County Services	Disability Services	Veteran's Services	TOTAL
January	64	8	1	5	5	0	2	1	0	0	86
February	101	6	0	49	7	0	3	0	0	0	166
March	57	19	0	62	1	0	0	5	0	0	144
April	18	8	7	123	13	8	4	2	0	0	183
May	0	15	10	1	8	5	5	11	0	0	55
June	0	37	3	0	17	7	5	19	0	0	88
July	0	24	0	0	5	10	8	1	0	0	48
August	0	35	3	0	17	7	5	15	0	0	82
September											0
October											0
November											0
December											0
TOTAL	240	152	24	240	73	37	32	54	0	0	852
	28.17%	17.84%	2.82%	28.17%	8.57%	4.34%	3.76%	6.34%	0.00%	0.00%	100.00%



Agenda Report

Social Services Commission

Date: October 5, 2021

To: Social Services Commission

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

Subject: Update on City of Whittier Homeless Plan

RECOMMENDATION

Receive and file the update on City of Whittier Homeless Plan.

BACKGROUND

The homeless plan provides a framework and establishes four goals with supporting action items to prevent and combat homelessness over the next three years.

DISCUSSION

Navigation Center

The new Navigation Center, located in the Salvation Army building on Pickering Avenue and Whittier Boulevard was formally opened on August 13, 2021, and has 139-beds. As of September 9, 2021, 104 clients are residing within the facility.

City Net

City Net continues to provide supplemental outreach, engagement, and case management services directly to Whittier residents experiencing homelessness and an updated census count. The City Net team operates 40-hours a week and can be reached Monday-Friday 7:30 am to 3:30 pm. Calls for service will continue to go through Whittier PD dispatch at 562-567-9240.

24/7 App Update

During the third quarter of 2021, the 24/7 online City of Whittier app received 154 homeless calls for service. Common hotspots include Greenleaf Avenue near Whittier Boulevard; Lee Owens Park; Kennedy Park; and the Whittier Greenway Trail.

Whittier Homeless Consortium

The Whittier Consortium State of Homelessness will hold a virtual public meeting on Saturday, October 16, 2021, at 10 a.m.

FISCAL IMPACT

Agenda Item No. 6.D.

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Social Services Commission

Date: October 5, 2021

To: Social Services Commission

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

Subject: Social Services Grant Funding and American Rescue Plan Act Funding Program

RECOMMENDATION

Receive and file the current Social Services Funding process for the allocated \$176,516 funds and the COVID-19 Non-Profit Recovery Grant Program criteria for the allocated \$500,000 of American Rescue Plan Act (ARPA) Funds.

BACKGROUND

The City has provided support to local nonprofit agencies providing resources to the Whittier community through the annual Social Services Grant Funding process. The adopted budget includes \$176,516 from the General Fund to financially support local social service projects. The Social Services Commission annually reviews applications to provide input to City Council for the distribution of these funds. The opening of the Grant Program is made available through press releases and mailings to interested agencies. This past year the criteria focus was for agencies providing resources for persons experiencing homelessness, including agencies providing housing, proposed coordination with the new Navigation Center, and the needs of families. Due to the COVID-19 pandemic disruptions to normal nonprofit operations and fundraising, City Council also authorized a one-time increase of funding and directed the funds be divided with 75% awarded to organizations proposing activities meeting the established grant criteria and 25% to agencies that provided services to the Whittier community outside of the criteria focus.

During the July 13, 2021, City Council meeting on the American Recovery Plan Act funding, City Council designed that \$250,000 a year for two years (\$500,000 in total) be allocated to support nonprofits serving Whittier throughout the pandemic and recovery.

DISCUSSION

Social Services Grant Funding Program

The criteria and application process applied to the FY 20-21 Social Services Grant funding program will be utilized for FY 21-22 (Attachment A). The streamlined process enables applicants to submit all necessary documents electronically or as hard copies. The primary focus (75% of funding) is for agencies providing resources for persons experiencing homelessness, including agencies providing housing, and the needs of

families. The secondary focus (25% of funding) is for agencies providing other social service resources in the community.

COVID-19 Non-Profit Recovery Grant Program

The American Recovery Plan Act included four statutory categories (Public Health; Economic Hardship; Revenue Loss; and Water, Sewer and Broadband Infrastructure). ARPA guidance allows for the provision of support to nonprofits.

Guidelines for a Whittier COVID-19 Nonprofit Recovery Grant Program have been developed by staff to achieve Council's intent to assist local nonprofits and to meet ARPA guidelines and future compliance requirements (Attachment B). The following criteria are suggested for funding eligibility:

- Applicant must hold a non-profit status 501(c)(3).
- Provide services to Whittier residents that are disproportionately impacted by COVID-19.
- Provide services to Whittier's most vulnerable populations: low income, seniors, handicapped, unemployed, or other underserved residents.
- Have actively provided needed services to Whittier residents for an extensive period of time.
- Must be headquartered within the municipal boundaries of the City of Whittier.

Applications for the COVID-19 Non-Profit Recovery Grant Program will be reviewed and evaluated by the Social Services Commission, with recommendations for City Council final review and approval.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 3: Maintain & Enhance Quality of Life

ATTACHMENTS

- A. Social Services Grant Funding Program
- B. COVID-19 Non-Profit Recovery Grant Program

City of Whittier 2021-22 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 our homeless community and to those agencies providing general social services to our community at-large.

To accomplish this goal, the Commission is now inviting nonprofit organizations, with innovative ideas, to apply for funding in two separate focus groups. Total grant funds available: \$176,516 for FY 2021-22.

Two Grant Award Focuses:

Focus Group #1: 75% or \$132,387 available to non-profit organizations who collaborate with organizations that serve our Whittier homeless community, Whittier families at risk, and/or Whittier families that are food insecure;

Focus Group #2: 25% or \$44,129 available to non-profit organizations who serve our Whittier residents with social service needs, other than those described in Focus Group #1.

Applicants should take special care to read all instructions before completing the attached application.

IMPORTANT!

- All applications must be submitted via the Google Forms survey link or a fillable PDF by Friday, November 19, 2021 at 3 p.m. for consideration for possible funding for the current 2021-22 fiscal year.
- Use the survey link below when completing your request and upload files as appropriate.
- Incomplete applications may result in denial.
- Do not send excess information. Information submitted that was not requested will not be considered.
- Eligible funding includes operations and capital expenses for your project.
- Applicant agency must have a current 501(c)3 or 501(c)6, and in good standing.
- Please label each of your attachments with agency, document name, and document title.
- There is up to \$132 387 in Focus Group #1 available to non-profit organizations who

collaborate with organizations that serve our Whittier homeless community, Whittier families at risk, and/or Whittier families that are food insecure;

- There is up to \$44,129 in Focus Group #2 available to non-profit organizations who serve our Whittier residents with social service needs, other than those described in Focus Group #1.
- There is no restriction on the dollar amount requested by each agency.
- A separate application, budget, and project description is needed for Focus Group 1 and Focus Group 2 projects, and each agency may apply for one project in each focus group.
- Proposed projects should start on January 3, 2022 and end on June 30, 2022.
- If any agency needs assistance with technology to complete the application, please contact the City and a staff member will assist your agency, as needed.
- Any questions, please contact us at 562 567 9400 or mbrowne@cityofwhittier.org.

1. Agency Name

2. Agency Address

3. Agency website address

4. Agency Contact Name

5. Contact Title

6. Contact Email

7. Contact Telephone Number

8. Are you applying for Focus Group 1, available to non-profit organizations who collaborate with organizations that serve our Whittier homeless community, Whittier families at risk, and/or Whittier families that are food insecure; or Focus Group 2: available to non-profit organizations who serve our Whittier residents with social service needs other than those described in #1?

There is up to \$132,387 in grant funding available in Focus Group 1 and \$44,129 in grants funding available in Focus Group 2 with no restriction on the requested dollar amount by each agency. A separate application, budget, and project description is needed for Focus Group 1 and Focus Group 2 projects and each agency may apply for one projects in each focus group.

Mark only one oval.

Focus Group 1

Focus Group 2

9. Do you want to save your results and quit for now?

You will be able to return to the survey at a later time. Please note URL once your incomplete form is submitted and you click on edit your result.

Mark only one oval.

Yes

No, continue to next section.

Agency Information - Section 2

Mission Statement, Population and Areas Served, Non-Profit Status, Board of Directors, Previous Funding from City of Whittier, Budget, and Other Fundraising Efforts

10. Agency Mission Statement

Five horizontal lines for writing the Agency Mission Statement.

11. How Long Has Your Agency Been in Operation?

One horizontal line for writing the duration of agency operation.

12. Geographical Area(s) of Your Agency? (Please indicate City of Whittier, Unincorporated Whittier, and LA County as separate areas)

Five horizontal lines for listing geographical areas.

13. Non-Profit Status

Mark only one oval.

- Radio button for 501(c)3
Radio button for 501(c)6
Radio button for Other: _____

14. Insert Proof of Non-Profit Status

Files submitted:

15. Insert Copy of Board of Directors

Files submitted:

16. Has Your Agency Received any kind of Support Services or Grants from the City of Whittier in the past?

Mark only one oval.

Yes

No

17. Please list year(s) and dollar amount(s) of previous successful grants with the City of Whittier or write N/A

18. Insert a copy of your previous year's IRS Form 990.

Files submitted:

19. Insert a copy of your current Annual Operating Budget

Files submitted:

20. Describe Your Current Funding Sources by Listing Any Donations (source and value) and Any In-Kind Services that are applicable to your grant application.

21. Describe What Other Avenues of Revenue or What Other Types of Financial Support Your Agency Has Used to Sustain Your Project?

22. Do You Provide Services to the Homeless Community in the City of Whittier?

Mark only one oval.

- Yes
- No
- Other: _____

23. Do You Provide Services to Help Families and Children in Need, in the City of Whittier?

Mark only one oval.

- Yes
- No
- Other: _____

24. Describe Any Current Collaboration with Homeless Services Agencies (write N/A if none)

Four horizontal lines for text entry.

25. Do you want to save your results and quit for now?

You will be able to return to the survey at a later time. Please note URL once your incomplete form is submitted and you click on edit your result.

Mark only one oval.

Yes

No, continue to next section.

Funding Request -
Section 3

If collaborating with another agency, please explain the role of each agency.

26. Title of Your Proposed Project for FY2021-22

Horizontal line for text entry.

27. How Much Are You Requesting For This Project? (in dollars)

Horizontal line for text entry.

28. Total Cost of Your Project (in dollars)

Horizontal line for text entry.

29. 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)

30. Have you Applied to Other Funding Sources to Help With this Project?

Mark only one oval.

- Yes
- No
- Other: _____

31. Please Briefly Describe the Project

32. How Did your Agency Identify the Need for this Project?

33. Please Briefly Describe the Goals and Objectives of the Project.

34. Please Submit a Budget which is Specific for this Application's Project that Highlights the Revenues and Expenses Related to the Project.

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:

35. Please Describe Who Will be Served

Select up to three rows but only one from each column, and one from each row

Mark only one oval per row.

	1: most applicable to project	2	3
Children up to 18 years of age	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with Learning Disabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with Physical Disabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with Mental Health Problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
People with Substance Abuse Problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seniors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low Income	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth 18-24 years of age	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Families at Risk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food Insecure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. How Many City of Whittier Residents Will be Served by this Project?

Mark only one oval.

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

37. What Percentage of the Total Participants for this Project will be City of Whittier Residents?

Mark only one oval.

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

38. If Your Grant Request is Partially Funded, Through this Application Process, will the Program Still be Offered?

Mark only one oval.

- Yes
- No
- Other: _____

39. Please Describe How the Project will be Evaluated to Measure Goals?

40. Please Describe your Collaboration with Other Agencies for this Project (write N/A if none)

41. Upload Two Positive Success Stories from your agency in the past year on one pdf

Files submitted:

42. Do you want to save your results and quit for now?

You will be able to return to the survey at a later time. Please note URL once your incomplete form is submitted and you click on edit your result.

Mark only one oval.

Yes

No, continue to submit.

SUBMIT APPLICATION

43. Thank you. This is the end of the application. Please submit your application before 3 p.m. on November 19, 2021. Contact: Martin Browne at 562 567 9480 or mbrowne@cityofwhittier.org if you have any further questions.

This content is neither created nor endorsed by Google.

Google Forms



CITY OF WHITTIER COVID-19 NON-PROFIT RECOVERY GRANT PROGRAM

PURPOSE

The City of Whittier (The City) is soliciting applications from Whittier-based Non-Profit Agencies to allocate public funds derived from the American Rescue Plan Act (ARPA). The intent of the funding is to address negative economic impacts related to COVID-19 and ensure that funds are used strategically to offer services that are better provided by local non-profit agencies. It is important that all public funding assigned to local agencies are distributed and monitored in a transparent and accountable manner.

RECOVERY CATEGORIES

The statute allows the funds to be used in several independent categories; Department of Treasury's rules and guidance describes eligibility criteria for each category.

- **Public Health:** Funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- **Economic Hardship:** To address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
- **Revenue Loss:** To replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- **Water, Sewer, and Broadband Infrastructure:** Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to the broadband internet.

APPLICATION PROCESS & SUBMISSION REQUIREMENTS

The City's desire is to have non-profit agencies propose the use of funds within the eligible categories of the ARAP program, while meeting the general requirements. For your application to be considered, it must include answers to all questions found on the application and be accompanied by all requested supporting documentation. Applications will be reviewed by the City's Social Services Commission for completeness and eligibility. Recommended recipients and grant amounts will be given to the City Council for final approval before funds are allocated.

The ARPA requires that any recipient of funding would have to demonstrate detrimental impact from COVID-19. Below is a list of general characteristics that are required in order to be considered eligible for funding.

- Applicant must hold a non-profit status 501(c)(3)
- Provide services to Whittier residents that are disproportionately impacted by COVID-19



CITY OF WHITTIER COVID-19 NON-PROFIT RECOVERY GRANT PROGRAM

- Provide services to Whittier’s most vulnerable populations: low income, seniors, handicapped, unemployed, or other underserved residents.
- Have actively provided needed services to Whittier residents for an extensive period of time.
- Must be headquartered within the municipal boundaries of the City of Whittier.
- Must include a completed application
- Must include all supporting documents outlined in application

AWARD OF FUNDS & RANKING CRITERIA

The City anticipates that there will be more demand for funding than is available to meet the needs of every applicant. To efficiently allocate fund, the City may use a ranking/scoring system to determine the division of funds. The allocation of funds is at the discretion of the City, dependent upon the quantity of eligible applications received. The ranking/scoring system criteria is as follows:

<u>Scoring Criteria</u>	<u>Maximum Points</u>
Completeness of application, including all necessary required documents	15 points
Proposed Operational Budget Sustainability	5 points
Price of the Program	10 points
Proposal Addresses Negative Economic Impacts of the Pandemic	40 points
Ability to complete proposed work within 12 months	20 points
Proposal increases program capacity or provides new services	10 points
<u>Total Possible Score</u>	<u>100 points</u>

CONTRACTUAL AGREEMENT

Applicants approved for funding will enter a contractual agreement with the City that outlines general obligations and reporting requirements. The ARPA includes language that may require grant recipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds are met. Recipients are expected to be familiar with these requirements and willing to comply with all terms. If an organization spends over \$300k in federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Please seek legal counsel for any impact.

Visit the link if you have questions regarding the ARPA guidelines.

<https://www.nlc.org/covid-19-pandemic-response/arp-local-relief-frequently-asked-questions/>



CITY OF WHITTIER COVID-19 NON-PROFIT RECOVERY GRANT PROGRAM

GRANT DISBURSAL & REPORTING REQUIREMENTS

Approved grants will be disbursed prior to January 31, 2022. Approved organizations will be required to submit a report outlining how funds were utilized. The report must be submitted by January 31, 2023, or earlier if additional guidance from the Federal Government becomes available.

FUNDING AS A PERCENTAGE OF THE AGENCY'S EXPENSES

The City will not consider any funding request in excess of 50% of the agency's total annual expenses as noted on their IRS form 990. This ensures that public funding is not the sole support at risk in any agency's efforts and allows the City to provide a base leverage of at least 1-to-1. If any organization meets all program requirements and has annual operating expenses of less than \$50,000, as reported on the most recent IRS form 990, the City may grant up to half of the organization's operating expenses or \$25,000 which ever is lower.

LIMITED TERM OF SUPPORT

Applicants should understand that this grant application is for a one-time grant process as a result of the City's access to ARPA funding. The City is not obligated to provide any funding commitments beyond this support cycle.

PUBLIC RECORD

All agencies/organizations applying for support should recognize that any correspondence or applications received by the City of Whittier are subject to public records requests.



COVID-19 Non-Profit Recovery Grant Program Application

City of Whittier
 Parks, Recreation and Community Services
 Department
 13230 Penn Street
 Whittier, CA 90602
 (562) 567-9400
 Martin Browne- mbrowne@cityofwhittier.org
 Website: CityofWhittier.org

APPLICANT INFORMATION			
Organization Name		Contact Name (and Position, if applicable)	
Mailing Address		City, State	Zip Code
Phone #	Email	Website	

ORGANIZATION INFORMATION		
FEIN #	IRS NTEE Code:	<input type="checkbox"/> Non-Profit 501(c) <input type="checkbox"/> Other
Service Area % _____% Incorporated Whittier		
Mission Statement/Purpose:		
<small>Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Incorporated Whittier will be considered. (1000-word limit)</small>		

FUNDING REQUEST	
Amount Requested \$	Do you plan to apply for, or have you already applied for funds, from other jurisdictions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify Jurisdiction _____ Amount \$ _____
<small>Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Whittier Community. (1000-word limit)</small>	
The statute allows the funds to be used in several independent categories; Department of Treasury's rules and guidance describes eligibility criteria for each category. Please indicate which category(s) your request falls under:	
<input type="checkbox"/> Public Health	Funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
<input type="checkbox"/> Economic Hardship	To address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
<input type="checkbox"/> Revenue Loss	To replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
<input type="checkbox"/> Water, Sewer and Broadband Infrastructure	Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to the broadband internet.



COVID-19 Non-Profit Recovery Grant Program Application

**City of Whittier
Parks, Recreation and Community Services
Department**
13230 Penn Street
Whittier, CA 90602
(562) 567-9400
Martin Browne- mbrowne@cityofwhittier.org
Website: CityofWhittier.org

Supporting Documents Checklist:

Need for Public Funding: Outline the detrimental impact COVID-19 Pandemic has had on your organization. Did your organization cancel events or gatherings due to COVID-19? What type of financial loss did your organization incur due to COVID-19? Did your organization have to cancel any services to your clients, members, or customers due to COVID-19? Was your organization forced to reduce the number of staff due to COVID-19? (1000-word limit)

SUPPORTING DOCUMENT CHECKLIST: (MUST BE INCLUDED)

Instructions: In the order listed below, attach the following items to the application.

1. 501(c)(3) Determination Letter from the IRS
2. Current By-Laws & Articles of Incorporation
3. IRS Form 990 for the most recent two years
4. Organization Chart or Staffing Description
5. Proof of Operational history of at least three years in the City of Whittier
6. Any adverse correspondence received from the IRS in the last 12 months regarding tax exempt status
7. Independent auditor's report for organizations receiving \$1 million or more in annual contributions
8. Budget narrative to depict how organization anticipates the use funds.
9. Operational Budget sustainability proposal.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The undersigned certifies on behalf of the applicant organization ("Applicant") that the information given in this application is accurate and that the undersigned is authorized by the Applicant to sign and submit this application on the Applicant's behalf. Incomplete application forms will not be considered. By submitting this application, the Applicant acknowledges that this is not a guarantee of funding and that the City of Whittier reserves the right to award funds at their discretion, which may include partially funding applications.

Applicant agrees to Indemnification and Hold Harmless Agreement. Applicant also agrees to abide by the City's final decision, which is based solely on the information provided on this application.

Applicant Printed Name/Position

Applicant Signature

Date

-----DO NOT WRITE BELOW THIS LINE -- Office Use Only-----

Received by Staff: _____

Date: _____