RESOLUTION NO. 2021-047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ADOPTING REVISED CRITERIA AND GUIDELINES FOR COMMUNITY GRANT PROGRAMS AND ESTABLISHING A SINGLE COMMUNITY FUNDING REVIEW COMMITTEE AND RESCINDING RESOLUTION NO. 2019-058

WHEREAS, the City Council recognizes many organizations and individuals provide benefit to the community, including cultural events and activities, enhancements to recreational facilities, sports and recreation sites, educational and environmental benefits, health and safety improvements, and social services programs, and, by doing so, improve the quality of life in the City; and

WHEREAS, the City recognizes that the Community Grant programs are supported through an allocation of City funds; and


WHEREAS, the City recognizes these grant allocations are a limited community resource and ensuring the fairest, most efficient, sustainable and transparent process is a worthwhile goal to help ensure the best use of the funds; and

WHEREAS, the City recognizes an equitable and inclusive process to recruit and select committee members is an important and vital undertaking both for staff and the applicants which could be made more efficient; and

WHEREAS, the City, recognizing the need for increased efficiency, equity, sustainability, and transparency, seeks to reorganize the City sponsored grant process and the committee structure which oversees those grants; and

WHEREAS, the City Council values and respects all community members, recognizes the importance of diverse and unique viewpoints, and is committed to equitable representation; and
WHEREAS, the City established the Community Funding Review Committee on November 27, 2018; and

WHEREAS, this Resolution rescinds City Council Resolution Number 2019-058.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Thousand Oaks establishes procedures, guidelines, and criteria for the Community Funding Review Committee, and procedures, guidelines and criteria for consideration and granting of requests for funds which are set forth in Exhibit A.

SECTION 1. Establishment and Name. There is hereby formally reestablished a Community Funding Review Committee to serve as an advisory committee to the City Council.

SECTION 2. Function and Duties. The purpose of the Community Funding Review Committee is to act in an advisory capacity to the City Council relative to funding recommendations of community grants administered through the City Manager’s Office.

The Functions and duties of the Community Funding Review Committee are as follows:

1) Review all eligible funding applications received by the City in a manner consistent with adopted procedures and criteria for each grant program (Exhibit A);

2) Make recommendations to the City Council for grant awards at the close of each funding application cycle.

SECTION 3. Composition and Organization. The Community Funding Review Committee shall be comprised of a maximum of nine (9) members appointed by the City Council to serve staggered terms of three (3) years, expiring at the end of the fiscal year. The process, appointments and recommendations will be ratified at a City Council meeting by a majority of City Council pursuant to Maddy Act procedures. Members shall be residents of the City but shall not be officials or employees of the City. City Council will endeavor to select community members with diverse age, race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, language, education, and/or socio-economic status on the Community Funding Review Committee to represent the community at large.

SECTION 4. Officers, Meetings and Rules. The Community Funding Review Committee shall annually elect a chairperson, a vice chairperson, and such other officers deemed necessary. Regular Community Funding Review Committee meetings shall be open to the public and agendas posted pursuant
to the Brown Act. Members of said Committee are subject to the City's Code of Ethics and Conflict of Interest rules. No Committee member shall participate in the discussion of, or vote on, a request if said member is also a member, employee, immediate family member, or representative of the organization requesting funds.

The Committee meetings shall be held at scheduled times and places as directed by City Manager or their designee. Records of all meetings shall be public information.

The conduct of such meetings shall be covered by Mason's Manual of Legislative Procedure as adopted by City Council.

A majority (one-half, plus one) of the Community Funding Review Committee shall constitute a quorum. Quorum shall be determined to be a majority of members regardless of vacancies.

SECTION 5. Compensation, Expenditures and Assistance. The individual members of the Community Funding Review Committee shall receive no compensation for their services. The Community Funding Review Committee may request and receive reasonable assistance from City staff in terms of administrative help, meeting space and professional assistance.

SECTION 6. City Manager Authority to Sign Agreements. The City Council grants the City Manager authority to execute grant agreements not to exceed $75,000. Grant applications will have been reviewed and recommended by the Committee and approved by City Council prior to the agreement being forwarded to the City Manager for execution.

SECTION 7. Resolution No. 2019-058 is hereby rescinded.

PASSED AND ADOPTED THIS 14th day of September, 2021, by the following vote:

Ayes: Councilmembers Adam, Jones, McNamee, Engler, and Mayor Bill-de la Peña
Noes:
Absent:

ATTEST/CERTIFY:

Claudia Bill-de la Peña, Mayor
City of Thousand Oaks, California

Cynthia M. Rodriguez, City Clerk

Date Attested: 9/16/2021
APPROVED AS TO FORM:
Office of the City Attorney

Tracy Friedl, Deputy City Attorney

APPROVED AS TO ADMINISTRATION:

Andrew P. Powers, City Manager

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the City of Thousand Oaks City Council on the date cited above.
EXHIBIT A

COMMUNITY GRANTS
Grant Application Review Criteria

A. Grant funding must be used solely to promote or support projects, events or services that benefit a cross-section of Thousand Oaks residents.

B. Applicant must be a public agency or a non-profit organization with valid documentation or submit the funding application through a non-profit organization serving as the fiscal receiving agent on behalf of applicant to receive and administer the grant funding for the project.

C. Organizations may include up to 20% of the total grant request to be used for grant program/project/event administration for consideration. Community grants do not provide funding for any other staff compensation.

D. Funding is not eligible for a purpose that is religious or political in nature and may not be utilized for fundraising activities.

E. Organizations must provide supervision for minors and must provide equipment and supplies as necessary for the proposed activity.

F. Organizations must submit a complete City-provided grant application. Where applicable, the organization’s past record of use of public funds and whether previous years’ funds were used for the stated purpose(s) will be considered.

G. A Grantee’s performance report must be completed and submitted to the City within 30 days of expending grant funds, or the end date of the project/program/event, whichever is later. Failure to report may result in City request to refund grant amount in full or in part and ineligibility for any future City grants.

H. Organizations must enter into a written grant funding agreement with the City and grant funds must be used solely for the purposes described in the grant application. If the activity to be funded is significantly altered after the grant funding agreement is signed, the organization must notify the City, and may be subject to City request to refund grant amount, in full or in part.

I. Organizations that receive grant awards must provide proof of insurance coverage prior to grant execution in an amount equal to or surpassing the minimum standards set forth by City as outlined in the Agreement.
J. The grant funding requested by any organization may not exceed the maximum award listed in the additional criteria for the grant, nor may an organization be awarded funds in excess of their grant request.

K. Written authorization from the property owner stating approval must be provided with the application when project, event, or service is proposed at a location not owned by the applicant.

L. The grant of public funds may subject a project to the payment of prevailing wage under California Labor Code Section 1720. Acceptance of this grant requires the grantee to indemnify the City against any claims that prevailing wages are owed from the project.

M. Criteria for special or additional community grants directed to CRFC by City Council shall be provided by the City Manager or his or her designee at the time of the request.

Additional Criteria for Community Environmental Enhancement Grants (CEEG)

A. Funded activities must take place within the boundaries of the City of Thousand Oaks.

B. Grant funding per organization may not exceed 10% of the annual CEEG grant funding allocation with a minimum grant award per organization of $2,000.00.

C. Grant funds can be used to purchase materials and supplies as well as provide general support to qualified organizations providing community beautification or enhancement projects that benefit a cross-section of the Thousand Oaks community. Examples of eligible projects include, but are not limited to, litter collection, weed abatement, waste reduction programs, recycling, household hazardous waste management, universal waste recycling, storm water quality improvements, landscaping, composting, mulching, and public outreach and education programs. The projects may be conducted in a single area such as a public school, city street, open space area, public right-of-way, or in a regional or citywide area.

Additional Criteria for Community Events Grants (CEG)

A. Community arts and cultural activities and events must take place within the boundaries of the City of Thousand Oaks except for school performance groups representing the City of Thousand Oaks at competition events located outside of the City.
B. Grant funding per organization may not exceed 10% of the total annual CEG grant funding allocation. The minimum grant award per organization is $500. Grants in support of team events may not exceed $100 per individual team member.

C. Of the total annual Community Events Grants funding allocation, up to 85% of the funds will be awarded through the Community Funding Review Committee (CFRC) and 15% of the funds will be held in reserve for City Council to approve unanticipated off-cycle grant requests.

D. Organizations must provide matching funds and shall indicate how those funds for the amount requested will be matched.

Additional Criteria for Community Social Services Grants (SSG)

A. Funded activities must serve City of Thousand Oaks residents only.

B. Grant funding per organization may not exceed 10% of the total annual SSG grant funding allocation. The minimum grant award per organization is $2,000.00.

C. Funding recommendations for specific agencies will be placed in ranking order for funding consideration within the following three categories (in priority order):

1. Programs providing unduplicated, essential services meeting identified and prioritized community needs of lower-income families/households within the City of Thousand Oaks.

2. Existing programs with a successful track record providing needed services to predominantly lower-income families/households.

3. New or existing programs that address recognized needs for all income groups in Thousand Oaks.

Additional Criteria for Community Sports Grants (CSG)

A. Funded activities must take place within the boundaries of the City of Thousand Oaks.

B. Grant funding per organization may not exceed 10% of the total annual CSG grant funding allocation. The minimum grant award per organization is $2,000.00.
C. For facility improvement projects taking place on Conejo Valley Unified School District (CVUSD) or Conejo Recreation and Park District (CRPD) owned property, grant funding will be paid directly to the property owner (CVUSD or CRPD) by City for payment to the contractor on behalf of Grantee.

D. Organizations must provide matching funds and shall indicate how those funds for the amount requested will be matched.

E. Grant funds can be used to update sports facilities or purchase equipment to enhance a sports program. Uniforms are not covered under the CSG funding.