

**PARKS AND RECREATION COMMISSION  
GRANTS COMMITTEE MEETING**

**WEST ANNEX COMMISSION MEETING ROOM  
3031 TORRANCE BLVD. TORRANCE, CA  
OCTOBER 9, 2019  
6:30 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA**
- 4. APPROVAL OF MINUTES**  
August 14, 2019
- 5. OLD BUSINESS**  
None
- 6. NEW BUSINESS**  
A. Approval of the 2020 Grant Funding for Non-Profit Social Services Agencies
- 7. ADJOURNMENT**

**COMMISSIONERS:** \_\_\_\_\_ Ed Candioly  
\_\_\_\_\_ Paul Cohen  
\_\_\_\_\_ William Feliz

**STAFF MEMBERS:** \_\_\_\_\_ Jason Minter, Administrative Services Manager  
\_\_\_\_\_ Cynthia Rosell, Sr. Administrative Assistant

**MINUTES OF A MEETING OF THE GRANTS COMMITTEE,  
TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Grants Committee convened at 6:18 p.m. on Wednesday, August 14, 2019 in the West Annex meeting room, Torrance City Hall.

**2. ROLL CALL**

Present: Committee Members Candiody and Feliz.

Absent: Commissioner Cohen.

Also Present: Administrative Services Manager Minter and Senior Administrative Assistant Rosell.

**3. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Feliz moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Candiody seconded the motion; a roll call vote reflected 2-0 approval (absent Commissioner Cohen).

**4. APPROVAL OF MINUTES**

**4A. MINUTES OF MARCH 13, 2019**

**MOTION:** Commissioner Feliz moved, and Commissioner Candiody seconded, to approve the March 13, 2019 Grants Committee meeting minutes as presented; a roll call vote reflected 2-0 approval (absent Commissioner Cohen).

**5. OLD BUSINESS – None.**

**6. NEW BUSINESS**

**6A. SELECTION OF COMMITTEE CHAIR**

Commissioner Feliz nominated Commissioner Candiody for Committee Chairperson of the Grants Committee. There were no further nominations and Commissioner Candiody accepted the nomination.

**MOTION:** Commissioner Feliz moved to elect Commissioner Candiody for Committee Chairperson of the Grants Committee. Commissioner Candiody seconded the motion; a roll call vote reflected 2-0 approval (absent Commissioner Cohen).

**6B. DISCUSS AND REVIEW THE GRANT MID-YEAR REPORTS**

Administrative Services Manager Minter presented the Non-Profit Social Services Agencies 2019 Mid-Year Status Reports in Attachments A-F. He reported forms from all six grant awardees have been reviewed by staff and are in compliance with requirements.

**MOTION:** Commissioner Feliz moved to approve the Non-Profit Social Services Agencies 2019 Mid-Year Status Reports as presented. Commissioner Candioly seconded the motion; a roll call vote reflected 2-0 approval (absent Commissioner Cohen).

**6C. EVALUATION OF APPLICATION AND CRITERIA FOR THE 2020 GRANT PROGRAM**

Administrative Services Manager Minter noted the purpose of this item is to give the Grants Committee an opportunity to review the Grant application (Attachment A), Grant criteria (Attachment B), and Scoring system (Attachment C). He requested the Committee make any recommendations or amendments as needed for the 2020 Grant cycle and, once approved, a Notice of Funding would be sent to potential applicants and local non-profit organizations.

Senior Administrative Assistant Rosell noted last year a post-application survey was sent out to applicants and nothing came back to indicate the application process should be changed.

Commissioner Candioly commented on the amount of information requested, and Senior Administrative Assistant Rosell agreed the application asks for a considerable amount of information in light of the amount of funds being awarded.

Administrative Services Manager Minter recalled funding was cut from \$40,000 to \$20,000 ten years ago and the value of awards has changed over time due to inflation.

Kathleen Pantucci, Outreach Coordinator, Community Helpline, stated she came this evening to re-introduce her organization to Torrance. She indicated the Grant application process seems fair and appropriate. She added it is difficult for her agency to state a specific purpose or program, but could apply for a training program.

In response to Commissioner Candioly's inquiry, she stated her agency serves individuals from all over the South Bay as well as other States.

**MOTION:** Commissioner Candioly moved to approve the Grant application and criteria for the 2020 Grant Program as presented. Commissioner Feliz seconded the motion; a roll call vote reflected 2-0 approval (absent Commissioner Cohen).

**6D. TRAINING FOR THE GRANT APPLICATION REVIEW PROCESS**

Administrative Services Manager Minter stated an annual training enables new Committee members to learn the scoring system and procedures, given the annual rotation of Committee members. He noted last year there was a disparity in scoring, adding scoring may have been lower from one Member but they were scored consistently. He reviewed the Instructions for Scoring Applications in Attachment A and Grant Review Score Sheet – 2020 in Attachment B. He clarified if an applicant leaves a blank Members can score 0 points. He reminded Members that all comments are available for public record and applicants at times ask to see their Score Sheets. He stated Members are required to sign the Conflict of Interest and Confidentiality Guidelines in Attachment C.

Senior Administrative Assistant Rosell stated the applications are due September 6 and Members will have two weeks to review, score, and return to staff to be compiled.

7. **ADJOURNMENT**

**MOTION:** At 6:57 p.m., Commissioner Candioly moved to adjourn the meeting to October 9, 2019 at 6:00 p.m. at the West Annex meeting room, Torrance City Hall. Commissioner Feliz seconded the motion; a roll call vote reflected approval.

###

Subject to Approval

**TO: PARKS AND RECREATION COMMISSION GRANTS COMMITTEE**

**FROM: JASON MINTER, STAFF LIAISON**

**SUBJECT: APPROVAL OF 2020 GRANT FUNDING FOR NON-PROFIT SOCIAL SERVICES AGENCIES.**

**BACKGROUND**

On August 11, 2019, an announcement for the 2020 Non-Profit Social Services Agency Grant Program was published in the Daily Breeze (Attachment A) and the Notice of Funding Availability was posted on the City's website. The applicants had from August 11, 2019, to September 6, 2019, to submit their grant applications.

There were twenty (20) applications submitted for the 2020 Grant Program. Staff reviewed the applications and determined that all grant application requirements had been met. In addition, all organizations were verified as currently holding a 501(c)3 tax exemption and were current in their filing of their required 990 forms.

On September 12, 2019, the Grants Committee, consisting of Commissioners Ed Candiotti, Paul Cohen and Dan Feliz, were given all twenty (20) proposals with a rating overview and matrix. Commissioners were then given two weeks to rate the proposals and submit their scores to staff. The Committee members completed their individual reviews and submitted their rating sheets for compilation into the Grant Rating Chart (Attachment B).

**ANALYSIS**

In the \$5,000 category there were seven (7) applications received. Based on the scores in the chart below, the Committee has indicated that grant awards be given to ICAN and Children's Dental Center. In the \$2,500 category there were thirteen (13) applications received. Based on the scores below, the Committee has indicated that grant awards be given to Walk with Sally, Caring House, South Bay Literacy Council, and St. Paul's United Methodist Church. The ratings are separated by funding level: \$5,000 and \$2,500. The ratings, as provided by the Committee members, are as follows:

2020 Grant Ratings

<b>GRANT AMOUNT \$5,000</b>				
<b>Category/Applicant</b>	<b>Comm. Candioty</b>	<b>Comm. Cohen</b>	<b>Comm. Feliz</b>	<b>Average Score</b>
ICAN	97	87	97	<b>93.7</b>
Children's Dental Center	96	76	98	<b>90.0</b>
P.S. I Love You Foundation	97	72	93	<b>87.3</b>
Pediatric Therapy Network	92	70	91	<b>84.3</b>
House of Yahweh	97	60	93	<b>83.3</b>
Harbor Interfaith Services	90	60	97	<b>82.3</b>
Happy Hats for Kids	98	58	85	<b>80.3</b>
<b>GRANT AMOUNT \$2,500</b>				
Walk With Sally	96	80	91	<b>89.0</b>
Caring House	89	80	94	<b>87.7</b>
South Bay Literacy Council	98	79	85	<b>87.3</b>
St. Paul's United Methodist Church	98	61	98	<b>85.7</b>
Cancer Support Center	95	64	97	<b>85.3</b>
Torrance South Bay YMCA	96	60	98	<b>84.7</b>
Community Helpline	94	60	98	<b>84.0</b>
South Bay Village	99	60	92	<b>83.7</b>
Torrance-Lomita Meals on Wheels	98	60	92	<b>83.3</b>
Pregnancy Help Center	97	65	86	<b>82.7</b>
Providence Trinity Care	87	67	93	<b>82.3</b>
Casa de los Angelitos	70	60	99	<b>76.3</b>
Southern California Historical Aviation Foundation	90	68	71	<b>76.3</b>

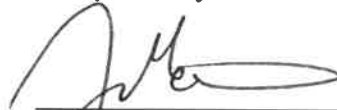
Based on the ratings provided by the Committee members, it is the recommendation of the Community Services Director that the Grants Committee recommend that grants be awarded to the following organizations:

- ICAN - \$5,000
- Children's Dental Center - \$5,000
- Walk With Sally - \$2,500
- Caring House - \$2,500
- South Bay Literacy - \$2,500
- St. Paul's United Methodist Church - \$2,500

Total Grant Award - \$20,000

The Committee's recommendation will be brought before the Parks and Recreation Commission on November 13, 2019. With the Commission's concurrence, the grant awards will be brought before the City Council for approval in January 2020. Once approved by City Council, official grant agreements will be sent to the selected organizations. With the signed agreements in place, the City Clerk can release the funds early in 2020 for disbursed to the organizations.

Respectfully submitted,



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Jason Minter  
Administrative Services Manager

CONCUR:



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John Jones  
Community Services Director

- Attachments: A) Daily Breeze Ad  
B) Grant Rating Chart  
C) Score Sheet - Commissioner Candioly  
D) Score Sheet - Commissioner Cohen  
E) Score Sheet - Chairperson Feliz

# Advertising Order Confirmation

AdTaxi | Press-Telegram • The Beach Reporter  
Daily Breeze • Palos Verdes Peninsula News

08/07/19 3:03:33PM  
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## CITY OF TORRANCE PARKS AND RECREATION COMMISSION ANNOUNCES A GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICE AGENCIES

### Grant Categories:

Grants are awarded to organizations that facilitate programs in the areas of Health and Human Services.

**Health Services** are defined as programs or projects such as but not limited to: chemical dependency, mental health counseling, or general Health Services.

**Human Services** are defined as programs or projects such as but not limited to: serving single parents, runaways, individuals with disabilities, victims of domestic violence, parenting, youth services, or senior citizen services.

### Eligibility -- Social Service Agencies:

1. The Grantee must be Torrance-based or must provide proof of service to Torrance residents.
2. Grant awards are not a City commitment for continuing financial support.
3. A grant should be for a particular program or project of the Grantee, rather than for the general support of a multi-purpose agency.
4. To ensure greatest impact, funds should be directed toward the provision of direct client services.
5. To be considered, a grant applicant must provide with its application proof of non-profit status under Section 501(C) 3 of the Internal Revenue Code or Section 23701(c) or (d) of the California Revenue and Taxation Code.
6. The Grantee's program shall begin within 90 days of the grant award.
7. All facilities and services provided under the grant must be accessible to individuals with disabilities.
8. Youth programs must serve Torrance youth enrolled within the boundaries of the Torrance Unified School district.

### Grant Information:

1. City has allocated \$20,000 for the Grant Program.
2. Funds will be awarded through 6 grants that facilitate programs in the area of Health and Human Services; 2 grants of \$5,000 and 4 grants of \$2,500.
3. Grant applications are available online at [www.torranceca.gov](http://www.torranceca.gov)
4. 2019, 5:00 p.m.
5. For further information, please contact the City of Torrance Community Services Department at (310) 618-2939.

NOTED:  
Jason Minter, Administrative Services Manager  
August 11, 2019

Pub Aug 11, 2019 (11) DB (11300682)

Product

Requested Placement

Requested Position

Run Dates

# Inserts



APPLICANT	STATEMENT OF NEED	PROJECT DESCRIPTION	PROGRAM GOALS	PROJECT OUTCOME	PARTICIPANTS	EVALUATION STRATEGY	PROGRAM BUDGET	TOTAL POINTS	AVERAGE	AMOUNT REQUESTED
ICAN	44	86	42	28	27	26	28	281	93.7	\$5,000
Children's Dental Center	42	83	41	27	27	24	26	270	90.0	\$5,000
P.S. I Love You Foundation	42	79	41	25	24	27	24	262	87.3	\$5,000
Pediatric Therapy Network	40	72	42	24	24	24	27	253	84.3	\$5,000
House of Yahweh	39	73	38	24	25	26	25	250	83.3	\$5,000
Harbor Interfaith Services	38	76	37	23	26	23	24	247	82.3	\$5,000
Happy Hats for Kids	39	66	39	25	26	20	26	241	80.3	\$5,000
Walk With Sally	40	84	39	26	24	27	27	267	89.0	\$2,500
Caring House	40	82	36	25	28	27	25	263	87.7	\$2,500
South Bay Literacy Council	42	71	42	27	27	25	28	262	87.3	\$2,500
St. Paul's United Methodist Church	39	78	39	26	26	23	26	257	85.7	\$2,500
Cancer Support Community	37	78	45	24	24	24	24	256	85.3	\$2,500
Torrance-South Bay YMCA	38	78	39	25	24	26	24	254	84.7	\$2,500
Community Helpline	37	77	39	24	26	24	25	252	84.0	\$2,500
South Bay Village	39	78	36	23	26	25	24	251	83.7	\$2,500
Torrance-Lomita Meals on Wheels	38	74	39	25	22	26	26	250	83.3	\$2,500
Pregnancy Help Center	33	73	39	26	26	26	25	248	82.7	\$2,500
Providence Trinitycare	35	82	33	23	25	25	24	247	82.3	\$2,500
Casa de los Angelitos	33	68	30	23	26	25	24	229	76.3	\$2,500
Southern California Historical Aviation	37	62	39	24	23	22	22	229	76.3	\$2,500

# NON PROFIT SOCIAL SERVICE GRANT 2020 RATING CHART

**CANDIOTY**

<b>APPLICANT</b>	<b>STATEMENT OF NEED (15)</b>	<b>PROJECT DESCRIPTION (30)</b>	<b>PROGRAM GOALS (15)</b>	<b>PROJECT OUTCOME (10)</b>	<b>PARTICIPANTS (10)</b>	<b>EVALUATION STRATEGY (10)</b>	<b>PROGRAM BUDGET (10)</b>	<b>TOTAL POINTS</b>
Cancer Support Community	15	30	15	8	8	9	10	95
Caring House	13	29	12	8	10	9	8	89
Casa de los Angelitos	10	20	6	7	10	9	8	70
Children's Dental Center	15	30	15	9	9	8	10	96
Community Helpline	13	29	15	10	10	8	9	94
Happy Hats for Kids	15	30	15	10	10	8	10	98
Harbor Interfaith Services	14	30	13	7	10	8	8	90
House of Yahweh	15	30	14	9	10	10	9	97
ICAN	15	29	15	10	10	9	9	97
Pediatric Therapy Network	15	29	15	8	9	8	8	92
Pregnancy Help Center	15	28	15	10	10	10	9	97
Providence Trinitycare	14	28	9	9	9	9	9	87
P.S. I Love You Foundation	15	30	14	10	9	10	9	97
South Bay Literacy Council	15	29	15	10	10	9	10	98
South Bay Village	15	30	15	10	10	9	10	99
Southern California Historical Aviation Foundation	14	29	13	9	7	9	9	90
St. Paul's United Methodist Church	15	30	15	9	10	9	10	98
Torrance-Lomita Meals on Wheels	14	30	15	9	10	10	10	98
Torrance-South Bay YMCA	14	30	15	9	8	10	10	96
Walk With Sally	15	30	14	8	10	10	9	96

# NON PROFIT SOCIAL SERVICE GRANT 2020 RATING CHART

**COHEN**

APPLICANT	STATEMENT OF NEED (15)	PROJECT DESCRIPTION (30)	PROGRAM GOALS (15)	PROJECT OUTCOME (10)	PARTICIPANTS (10)	EVALUATION STRATEGY (10)	PROGRAM BUDGET (10)	TOTAL POINTS
Cancer Support Community	9	18	15	6	6	6	4	64
Caring House	12	24	12	8	8	8	8	80
Casa de los Angelitos	9	18	9	6	6	6	6	60
Children's Dental Center	12	24	12	8	8	6	6	76
Community Helpline	9	18	9	6	6	6	6	60
Happy Hats for Kids	9	18	9	6	6	4	6	58
Harbor Interfaith Services	9	18	9	6	6	6	6	60
House of Yahweh	9	18	9	6	6	6	6	60
ICAN	14	27	12	8	8	8	10	87
Pediatric Therapy Network	12	18	12	6	6	6	10	70
Pregnancy Help Center	9	21	9	6	6	6	8	65
Providence Trinitycare	9	24	9	6	7	6	6	67
P.S. I Love You Foundation	12	21	12	7	7	7	6	72
South Bay Literacy Council	12	24	12	8	7	8	8	79
South Bay Village	9	18	9	6	6	6	6	60
Southern California Historical Aviation Foundation	10	18	11	8	7	6	8	68
St. Paul's United Methodist Church	9	18	9	7	6	6	6	61
Torrance-Lomita Meals on Wheels	9	18	9	6	6	6	6	60
Torrance-South Bay YMCA	9	18	9	6	6	6	6	60
Walk With Sally	12	24	12	8	8	8	8	80

# NON PROFIT SOCIAL SERVICE GRANT 2020 RATING CHART

FELIZ

APPLICANT	STATEMENT OF NEED (15)	PROJECT DESCRIPTION (30)	PROGRAM GOALS (15)	PROJECT OUTCOME (10)	PARTICIPANTS (10)	EVALUATION STRATEGY (10)	PROGRAM BUDGET (10)	TOTAL POINTS
Cancer Support Community	13	30	15	10	10	9	10	97
Caring House	15	29	12	9	10	10	9	94
Casa de los Angelitos	14	30	15	10	10	10	10	99
Children's Dental Center	15	29	14	10	10	10	10	98
Community Helpline	15	30	15	8	10	10	10	98
Happy Hats for Kids	15	18	15	9	10	8	10	85
Harbor Interfaith Services	15	28	15	10	10	9	10	97
House of Yahweh	15	25	15	9	9	10	10	93
ICAN	15	30	15	10	9	9	9	97
Pediatric Therapy Network	13	25	15	10	9	10	9	91
Pregnancy Help Center	9	24	15	10	10	10	8	86
Providence Trinitycare	12	30	15	8	9	10	9	93
P.S. I Love You Foundation	15	28	15	8	8	10	9	93
South Bay Literacy Council	15	18	15	9	10	8	10	85
South Bay Village	15	30	12	7	10	10	8	92
Southern California Historical Aviation Foundation	13	15	15	7	9	7	5	71
St. Paul's United Methodist Church	15	30	15	10	10	8	10	98
Torrance-Lomita Meals on Wheels	15	26	15	10	6	10	10	92
Torrance-South Bay YMCA	15	30	15	10	10	10	8	98
Walk With Sally	13	30	13	10	6	9	10	91