

**DIRECTOR'S MOTION
(FUNDING MOTION - NEIGHBORHOOD PURPOSES GRANT)**

TITLE: Neighborhood Purposes Grant for Community Disaster Preparedness Foundation – Westside Village CERT Neighborhood Staging Area Kit

SUBMITTED BY: Ian Blue, Zone 1 Director, Mar Vista Community Council

BACKGROUND:

This motion proposes a Neighborhood Purposes Grant (NPG) to the Community Disaster Preparedness Foundation, the 501(c)(3) representing Westside Village CERT. The Community Emergency Response Team (CERT) program is a vital, all-risk, all-hazard training initiative managed by the Los Angeles Fire Department (LAFD). CERT volunteers are trained in basic disaster response skills such as fire safety, light search and rescue, and disaster medical operations to help protect themselves, their families, and their neighbors in an emergency. The applicant seeks funding to acquire and install a CERT Neighborhood Staging Area Kit at St. John's Episcopal Church in Westside Village.

The purpose of this project is to establish a centralized resource that enhances local disaster preparedness and response capabilities. In addition to serving as a resource during an emergency, the kit will be instrumental in supporting CERT-led preparedness trainings. These trainings will be free and open to the entire Mar Vista community, providing all residents with the opportunity to learn practical response skills.

The total NPG amount requested is \$4,000.00, detailed as follows:

- **\$3,000.00** for the hard costs of a secure outdoor storage box and disaster-response supplies, as itemized in the attached budget.
- **\$1,000.00** for the costs associated with installing the kit in a publicly accessible location.

Should the initial purchase and installation costs be less than the budgeted amount, any remaining funds will be used to procure additional supplies for the kit.

Approval of this grant is contingent upon the applicant submitting the required documentation. The NPG application has been submitted but is pending the final signatures from the officers of the Community Disaster Preparedness Foundation and the attachment of their IRS 501(c)(3) determination letter. The release of funds will only occur after these documents have been received and verified.

SUPPORTING DOCUMENTATION:

- Completed NPG application from the Community Disaster Preparedness Foundation (pending required signatures and attachment of IRS 501(c)(3) determination letter)
- Itemized cost list for the CERT Neighborhood Staging Area Kit

THE MOTION:

I move that the Mar Vista Community Council approve a Neighborhood Purposes Grant in the amount of \$4,000.00 to the Community Disaster Preparedness Foundation for the Westside Village CERT Neighborhood Staging Area Kit project, contingent upon the receipt and verification of the applicant's fully signed NPG application and IRS 501(c)(3) determination letter.

VOTE:

YES: _____ NO: _____ ABSTAIN: _____

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I - APPLICANT INFORMATION

1a) _____
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) _____
Organization Mailing Address City State Zip Code

1c) _____
Business Address (If different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:

Name Phone Email

2) Type of Organization- Please select one:
☐ Public School (not to include private schools) or ☐ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead Attach IRS Determination Letter

3) _____
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
(Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☐ Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____

10a) Start date: ____/____/____ 10b) Date Funds Required: ____/____/____ 10c) Expected Completion Date: ____/____/____
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☐ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☐ No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Jobsite Chest	4' W x 2' D x 2' H	\$579.00	1	\$579.00
Commercial Radios	16 channel, 2 watt, Part 90, CDPF license	\$60.00	10	\$600.00
Medical Resupply Bag	Arsenal 5216 Responder Gear Bag	\$155.00	1	\$155.00
Medical Supplies - Dressing	Gauze Pads Sterile - 4x4 - 100 Box	\$9.99	5	\$49.95
Medical Supplies - Dressing	Non-aderent Pads Sterile - 4x3 - 100 Box	\$9.99	5	\$49.95
Medical Supplies - Dressing	Krinkle Gauze Roll 4 1/2" Sterile - 100 Pack	\$189.00	1	\$189.00
Medical Supplies - Bandages	Stretch Gauze Bandage Roll 2" - 12-Pack	\$7.50	5	\$37.50
Medical Supplies - Bandages	Stretch Gauze Bandage Roll 3" - 12-Pack	\$8.49	5	\$42.45
Medical Supplies - Dressing	Gauze Pads Non-Sterile - 4x4 - 200-Pack	\$6.99	3	\$20.97
Medical Supplies - Bandages	Sensi-wrap self adherent bandage 2"x5yd - 36-pack	\$59.98	2	\$119.96
Medical Supplies - Bandages	Triangular Bandage 40" - 12-pack	\$10.50	5	\$52.50
Medical Supplies - Wound Cleansing	BZK Antiseptic Towelettes - 1000 pack	\$25.98	1	\$25.98
Medical Supplies - Antiboitic Ointment	Triple Antibiotic Ointment .5gm - 144-Pack	\$14.98	2	\$29.96
Medical Supplies - Hand Wipes	Wet Wipe Cleansing Towelettes - 1000 case	\$24.98	1	\$24.98
Medical Supplies - Gloves	Nitrile Gloves Medium, Large, X-Large - 100 case	\$30.00	3	\$90.00
PPE	Leather Gloves - large - 5pack	\$13.44	1	\$13.44
PPE	Safety Goggles	\$1.99	5	\$9.95
Flashlights	Mini flashlight 1 AA - 300 lm - 10 Pack	\$26.99	1	\$26.99
Batteries	AA Batteries - 200ct	\$47.99	1	\$47.99
Clipboards	Black Plastic Clip Boards - 12 Pack	\$24.99	1	\$24.99
Pens	Pens - 20 Pack	\$13.65	1	\$13.65
Maps	Maps - Laminated	\$50.00	1	\$50.00
Pens	Dry Erase Parkers - 6 pack and eraser	\$6.88	1	\$6.88
Map Stand	66" Reinforced Artist Easel Stand	\$25.99	1	\$25.99
Box for Radios	Field Box for Radios	\$9.98	1	\$9.98
Forms Kit	Expanding File Folder - 13 Pocket	\$19.97	1	\$19.97
Lock	Master Lock #5 for Jobsite Box	\$20.00	1	\$20.00
EZ-Up	10x10 with 4 removable zippered walls	\$159.99	1	\$159.99
Table	6' Folding Table	\$60.00	1	\$60.00
Chairs	Folding Chair	\$35.00	2	\$70.00
Lantern	LED Lantern AA powered - 2 Pack	\$16.99	1	\$16.99
Emergency Drinking Water	4.22 oz pouch - 64 Pack - 5yr shelf life	\$28.00	1	\$28.00
	SUBTOTAL			\$2,672.01
	EST TAX			\$267.20
	TOTAL			\$2,939.21