

# Social Services Commission Meeting Agenda Announcement

## In-Person Public Comment is now Available

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.

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](mailto: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://us06web.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 CHAMBERS, 13230 PENN STREET  
JUNE 7, 2022, 6:30 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**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](mailto: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 3, 2022.

**5.B. MAY INFORMATION AND REFERRAL REPORT**

Recommendation: Receive and file the Information and Referral Report for May 2022.

**5.C. SOCIAL SERVICES FUNDING APPLICATION**

Recommendation: Review and approve the FY 2022-23 Social Services Funding application.

**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 2<sup>nd</sup> day of June 2022.

/s/ Roxanne Gonzalez

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Roxanne Gonzalez, Administrative Secretary



# Agenda Report

Social Services Commission

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**Date:** June 7, 2022

**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 3, 2022.

## **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 3, 2022

**MINUTES  
CITY OF WHITTIER  
SOCIAL SERVICES COMMISSION  
REGULAR MEETING  
CITY COUNCIL CHAMBER, 13230 PENN STREET  
MAY 3, 2022 – 6:30 P.M.**

**1. CALL TO ORDER:**

Vice Chair Barrett called the regular meeting of the Social Services Commission to order at 6:36 p.m. on May 3, 2022.

**2. ROLL CALL**

**PRESENT:** Marisol Enriquez-Santos, Commissioner  
Kathleen McDonnell, Commissioner  
Loletta Barrett, Vice Chair

**ABSENT:** Carlos Illingworth, Chair  
Jose Luevano, Commissioner

**STAFF PRESENT:**

Virginia Santana, Director of Parks, Recreation and Community Services  
Roxanne Gonzalez, Administrative Secretary  
Holly Hollmann, Secretary  
Nakiea Sandoval, Office Specialist I/II  
Janet Rivera, Information and Referral Specialist

**3. PLEDGE OF ALLEGIANCE**

Commissioner Enriquez-Santos led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

Resident, Marsha Shultz, thanked the Commissioners for the passion and due diligence they have for their work. She suggested using grading rubrics for the Volunteer of the Year nominations. She stated regarding the 2022 Whittier Scholarships, that she would like to make sure every type of student was invited to participate and ensure that charter school students, home school students, etc. are all invited to submit. Moreover, she suggested developing a rubric for the Scholarship Applications as well. Additionally, she believes that submitted essays should not receive a re-do and that Tik Tok is not a reliable source for information. She stated that there is an ongoing problem with water run-off near the Whittier Community Center that is causing concern and should be the next clean-up project.

**5. STAFF REPORTS**

**5.A. Approval of Minutes**

It was moved by Commissioner McDonnell, seconded by Commissioner Enriquez-Santos, and carried 3-0 by roll call vote, to approve the Minutes of the Regular Meeting of April 5, 2022 (Absent Commissioner Luevano and Chair Illingworth).

#### **5.B. Information and Referral Report**

Specialist Sandoval introduced herself and presented the April 2022 Information and Referral Report. She stated that they received 102 calls for the month of April; she continued that approximately 24% of those calls were regarding Senior Transportation; Staff provided callers with City and County Dial-A-Ride information and assisted residents who are interested in registering for the program. She added that they have been educating seniors on their healthcare benefits since most insurance plans cover transportation for seniors.

Specialist Sandoval stated that approximately 16% of calls were regarding housing in which they provided seniors with the TSA housing resource number, the LACDA number, and our Rental Directory, which includes housing locations in both LA County and Orange County. Legal services made up approximately 9% of calls in April, in which they provided seniors with contact information for LAFLA, Christian Legal and Bet Tzedek for legal assistance.

Specialist Sandoval stated that benefits made up approximately 21% of calls. SASSFA is a great resource that covers caregiving services, meals, and social worker services. She stated that they do receive calls from members of the public who are younger than the senior age bracket, in which they refer them to Cal-fresh and General Relief.

Utilities made up approximately 13% of calls; Commissioner McDonnell asked what LIHEAP was; Specialist Rivera said that it is the Low-Income Home Energy Assistance Program that assists families with gas and electric bills. City and County services made up approximately 15% of calls. These calls are mainly regarding home improvement. Specialist Rivera stated it is interesting that calls come in waves of similar inquiries and this month the trend was inquiries regarding home repairs.

Commissioner McDonnell asked if there is any kind of follow-up with an individual to determine what the outcome was or if they successfully contacted the resource. Specialist Rivera stated that we do not carry a caseload so it depends; she stated that we have such an amazing network that sometimes the agencies will follow-up with us and let us know that the individual they referred made contact. She stated that Adult Protective Services is very good at following-up on situations.

It was moved by Commissioner Enriquez-Santos, seconded by Commissioner McDonnell, and carried 3-0 by roll call vote, to receive and file the April 2022 Information and Referral Report (Absent Commissioner Luevano and Chair Illingworth).

### **5.C. Social Services Funding Application**

Secretary Santana opened the discussion for recommended improvements to the Social Services Grant Application; she stated that staff has highlighted parts of the application that were added or needed review.

Commissioner McDonnell asked if City Council will divide the General Fund amount into separate focus groups as they had in the past. Secretary Santana stated they have not discussed changing it.

Regarding the Application Instructions Section, Commissioner McDonnell would like to move the instructions for agencies applying for both focus groups, so it is more visible. Commissioner McDonnell stated that the application should emphasize the self-evaluation process, when it comes to selecting which focus group they are applying for, to avoid possibly disqualifying themselves. Secretary Santana stated that the application could advise them to call our office, if they are unsure which focus group to apply for. Commissioner McDonnell stated that the application could read, "Please carefully consider which funds you are applying for, to ensure alignment between your project/program and the intent of the focus group."

Vice Chair Barrett stated that in the Focus Group #1 description and questions #10 and #11, the verbiage is "Families and children;" she stated that the verbiage should include individual/single residents as well.

Vice Chair Barrett opened the discussion regarding implementing a word limit on the response questions. Commissioner McDonnell stated that she does not think setting a word limit is necessary; she stated that the agencies deserve to tell their full story. Commissioner Enriquez-Santos recommended not having a limit. Vice Chair Barrett suggested readdressing the word limit at the next commission meeting.

Commissioner McDonnell asked about question #20; she suggested that the question ask for current collaborations with other non-profit agencies instead of only asking for current collaborations with specifically homeless services agencies. Vice Chair Barrett suggested the question ask for certain collaborations based on the focus group they are applying in; she stated that the question be tailored to collaborations that are related to your project and describe the agency's network of services. Commissioner McDonnell stated that collaborations should reflect complementary services; she stated that it is up to the Commission to grade how relevant the collaboration is; she stated that the question should ask for collaborations between other agencies and not narrow it to only include other non-profit agencies.

Commissioner McDonnell asked about question #25; she suggested that if the applicant marks "yes" to the question, we insert an additional question to inquire about what other funding sources they have applied for; she stated it should

ask them to list what other agencies they have applied to and what are the corresponding amounts.

Commissioner McDonnell suggested including a new question that inquiries about other ways the City is assisting the applicant's agency. Vice Chair Barrett suggested the application include an area to indicate which support services the agency receives from the City, for example CDBG Funds, Low-mod Funds, reduced rent, Free In-Kind space, etc.

Commissioner McDonnell suggested that when we ask the agency to attach a list of their Board of Directors, we ask that they include the city of residence or city of business of the Board of Directors.

Vice Chair Barrett suggested that the application be adjusted with the recommended changes and move to the second round of reviewing at the next Commission meeting.

It was a unanimous vote to recommend improvements for FY 2022-23 Social Services Funding application and the application be reviewed at the June 7, 2022, regular meeting, 3-0 (Absent Chair Illingworth and Commissioner Luevano).

## **6. SECRETARY'S COMMENTS**

Secretary Santana reminded the Commission that the 2022 Whittier Scholarship Ceremony is next Tuesday, May 10, 2022, at 5:00 PM; the recipients will be receiving their certificates and scholarship funds. She thanked the Commission for their tireless efforts during the application and nomination season.

## **7. COMMISSIONERS' COMMENTS**

Commissioner McDonnell thanked Secretary Hollmann for her work taking minutes for the Commission.

## **8. ADJOURNMENT**

The meeting was adjourned at 7:13 p.m.

Approved and adopted by the Social Services Commission on \_\_\_\_\_.

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Virginia Santana, Secretary





# Agenda Report

Social Services Commission

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**Date:** June 7, 2022

**To:** Social Services Commission

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

**Subject:** May Information and Referral Report

## **RECOMMENDATION**

Receive and file the Information and Referral Report for May 2022.

## **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 2022

In the month of May 2022, we received a total of 112 calls. As we get closer to the Primary Election Date in June calls were received with an interest in where to vote and how. Another interest of the community that continues to need help is in the area of home repairs. A new area of calls from the community was seeking assistance for disability services. We continue to receive calls in the same area of housing, transportation, utility assistance, benefits for seniors, and legal.

Housing (10.09%)

- TSA Properties
- Housing Rights Center (HRC) Directory
- Los Angeles Community Development Authority (LACDA)
- LINC Housing

Senior Transportation: (27%)

- City Dial-A-Ride
- County Dial-A-Ride
- ACCESS
- Los Angeles County Metropolitan Transportation Authority (LA Metro)

Benefits: (14.05%)

- SASSFA (Senior Services)
- Health Insurance Counseling & Advocacy Program (HICAP)
- Veterans
- In-Home-Support-Services (IHSS)
- Social Security (Retirement)

City/County Services: (20.40%)

- COVID Testing
- L.A. Vote
- Home Repairs
- Transportation
- Animal Control
- Senior Centers

Legal: (18.18%)

- Bet Tzedek
- Legal Aid Foundation of Los Angeles
- HICAP
- HRC
- Community Legal Services
- Christian Legal of Los Angeles

Utility Assistance: (9.09%)

- Low Income Home Energy Assistance Program (LIHEAP)
- Southern California Edison (SCE) Customer Service
- Southern California Gas (SoCalGas) Customer Service
- 2-1-1 Information Line

Disability Services: (1.19%)

- Los Angeles County Dept of Mental Health (DMH)
- Regional Centers
- Southern California Rehabilitation Services



# Agenda Report

Social Services Commission

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**Date:** June 7, 2022

**To:** Social Services Commission

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

**Subject:** Social Services Funding Application

## **RECOMMENDATION**

Review and approve the FY 2022-23 Social Services Funding application.

## **BACKGROUND**

Annually, City Council allocates funds to aid local non-profit agencies by providing grant funds for various social services programs with a priority for proposals that have an emphasis on homeless services and housing.

On May 3, 2022, the Commission recommended the following changes:

- Move the focus group instructions under the Application Instructions Section to make it more visible to applicants
- Include the following language: "Please carefully consider which funds you are applying for, to ensure alignment between your project/program and the intent of the focus group."
- Include the language "individuals/single residents in Focus Group 1 in questions 10 and 11.
- Re-word question #20 to ask for current collaborations with other non-profit agencies instead of only asking for current collaborations with specifically homeless services agencies or question should be asked for collaborations between other agencies
- After question #25 if the applicant marks "yes" to the question, that the application include an additional question to inquire about what other funding sources they have applied for; and ask them to list what other agencies they have applied to and what are the corresponding amounts.
- Add a new question that asks for other ways the City is assisting the applicant's agency or include an area to indicate which support services the agency receives from the City, for example CDBG Funds, Low-mod Funds, reduced rent, Free In-Kind space, etc.
- Require the agencies to attach a list of their Board of Directors, including the city of residence or city of business of the Board of Directors.

**DISCUSSION**

The Commission will continue to discuss and review the application for the Social Services Funding Program and recommend approval for the FY 2022-23 Social Services Funding application.

**FISCAL IMPACT**

There is no fiscal impact associated with the report.

**CITY COUNCIL PRIORITY/GOAL**

Goal 4: Transparent and Open Government

**ATTACHMENTS**

- A. 2022-23 Draft Social Services Grant Funding Application

## Social Services Grant Funding Application - 2022/23

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 non-profit organizations, with innovative ideas, to apply for funding in two separate focus groups. Total grant funds available: \$XXX,XXX for the 2022/23 Fiscal Year.

### Grant Award Focus Groups:

Focus Group #1: X% or \$XXX, XXX available to non-profit organizations who serve those who are experiencing homelessness, Whittier families or Individuals at risk, and/or Whittier families or individuals that are food insecure.

Focus Group #2: X% or \$XX, XXX 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. Please carefully consider which funds you are applying for, to ensure alignment between your project/program and the intent of the focus group.

### APPLICATION INSTRUCTIONS

All applications must be submitted via the Google Forms survey clickable link [HERE](#) or a fillable PDF by DATE & TIME for consideration for possible funding for the current 2022/23 fiscal year.

- Use the survey link 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.
- An agency has the opportunity to apply to each focus group. A separate application, budget, and project description is needed for Focus Group 1 and Focus Group 2 project applications.
- Eligible projects for funding include operations and capital expenses.
- 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 name and document name.
- There is no restriction on the dollar amount requested by each agency.

- Proposed projects must be completed by June 30, 2023.

If assistance is needed with technology to complete the application, please contact the City of Whittier Parks, Recreation and Community Services Department and a staff member will assist your agency.

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

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**\*Required**

### Preliminary Information

1. Agency Name \*

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2. Agency Address \*

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3. Agency Website \*

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4. Agency's Contact Name \*

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5. Contact Title \*

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6. Contact Email \*

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7. Contact Phone Number \*

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8. Head of Agency's Name & Title \*

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9. Do you provide services to the homeless community in the City of Whittier? \*

*Mark only one oval.*

Yes (Focus Group #1)

No (Focus Group #2)

Other: \_\_\_\_\_

10. Do you provide services to help families or individuals that are at risk or that are food insecure, in the City of Whittier? \*

*Mark only one oval.*

Yes (Focus Group #1)

No (Focus Group #2)

Other: \_\_\_\_\_

- 11. Based upon the previous questions: Are you applying for Focus Group #1: available \* to non-profit organizations who serve our Whittier homeless community, Whittier families/individuals at risk, and/or Whittier families/individuals 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?

Please carefully consider which funds you are applying for, to ensure alignment between your project/program and the intent of the focus group.

Mark only one oval.

Focus Group #1

Focus Group #2

### Agency Information

- 12. Agency's Mission Statement \*

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- 13. How long has your agency been in operation? \*

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

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15. Non-profit status \*

Mark only one oval.

- 501 (c)3
- 501 (c)6
- Other: \_\_\_\_\_

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. If yes, please list the year(s) and dollar amount(s) of previous successful grant funds with the City of Whittier. \*

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18. Indicate which, if any, support services your agency receives from the City of Whittier.

Tick all that apply.

- CDBG Funds
- Low/Mod Housing Funds
- Reduced Rent
- Other: \_\_\_\_\_

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

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Funding Request

20. Title of your proposed project for 2022/23 FY \*

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

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

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23. 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)

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

Mark only one oval.

Yes

No

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

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26. Describe your current funding sources and any in-kind services that are applicable to your grant application. \*

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

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28. Briefly describe the project. \*

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29. How did your agency identify the need for this project? \*

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30. Briefly describe the goals and objectives of the project. \*

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## 31. Please describe who will be served. \*

*Tick all that apply.*

	Most applicable	Somewhat applicable	Not applicable
<b>Children up to 18 years of age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People with learning disabilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People with physical disabilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People with mental health problems</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People with substance abuse problems</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Senior</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Low income families/individuals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Homeless</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Youth 18-24 years of age</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Families at risk</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food Insecure</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

32. 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

33. 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%

34. If your grant request is only partially funded through this application process, will the program still be offered? \*

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

35. Please describe how the project will be evaluated to measurable goals? \*

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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.

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

Files submitted:

37. Attach copy of Board of Directors. \*

**Including city of residence and/or business.**

Files submitted:

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

Files submitted:

39. Attach a copy of your current Annual Operating Budget. \*

Files submitted:

40. Submit a budget which is specific for this application's project that highlights the revenues and expenses. This enclosed budget should not be the same as your annual agency budget, submitted for an earlier questions. This budget is project specific to this application. \*

Files submitted:

41. Upload two positive success stories from your agency in the past year in one document. \*

Files submitted:

42. Please indicated that you have uploaded all required supporting documents. \*

*Tick all that apply.*

- Proof of non-profit status - 501(c)3 or 501(c)6
- 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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