

SCNC BOARD

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Claire Curet
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Lisa Karadjian
Patrick Lewis
Heidi Mackay
Janine Milne
Richard Niederberg
Eric Preven
Craig Radow
Keith Schwalenberg
Rob Schiller
Andrew Sussman
Richard Welsh
Denise Welvang



**Special Budget Committee
MEETING Thursday
February 7, 2019
6:30 PM**

4024 Radford Avenue, Editorial 2 Bldg., Room 6
Studio City, CA 91604
(818) 655-5400

PRESIDENT
Patrick Lewis
VICE PRESIDENT
<Vacant>
TREASURER
Richard Welsh
SECRETARY
<Vacant>
**CORRESPONDING
SECRETARY**
<Vacant>

www.StudioCityNC.org

Eric Preven (Board member, Chair) Richard Welsh (Board member, Treasurer) Barry Weiss (Stakeholder) Richard Niederberg (Board member) Patrick Lewis (President, ex officio)

1. Call to Order & Roll Call (1 min).
2. Approval of Minutes if available (4 min).
3. Update by the Chair (4 min).
4. Public Comments on non-agenda items within the Board's jurisdiction (2 min per stakeholder, total of 15 min).
5. Report by Eric Preven, Budget Chair

Possible Motion to recommend that the board shift funding earmarked for "Totally Awesome" events to available status. **Motion:**

6. Neighborhood Purpose Grant Request - NoHo Home Alliance

The NoHo Home Alliance requests \$2,500 dollars to expand Monday service to their current Wednesday drop in service from 8:30am to 12:30pm at which they provide 2 hot meals, bag lunches, showers as well as medical care and more, and connect guests to housing placements. The funds will cover tangible program costs: food and clothing (new/socks/underwear). NPG attached.

Motion:

7. Credit Card Authorization Review and Recommendation

The Committee recommends adding a user for the Credit Card in anticipation of Forums at the Studio City Branch Library, that require timely refreshment acquisition and deployment.

Motion:

8. Possible report from Treasurer on Budget outlook!
9. Closing comments by the Chair (3 min)
10. Adjournment (1 min).

ACCESS — The SCNC meetings are held on an active studio lot. Due to security issues, all stakeholders are required to park in the studios parking structure. There are a limited number of accessible parking spaces in front of the meeting room and while there is no direct path of travel to the meeting room via a sidewalk, the studio and NC want to assure that stakeholders with disabilities are able to access the meeting without difficulty. Stakeholders with disabilities who have a valid DMV placard, use a wheelchair, walker or cane, and/or those who have difficulties walking distances should contact (818) 384-1942 or plewis@studiocitync.org to request shuttle assistance at least 24 hours prior to the meeting in order for the studio to arrange services for the meeting. "Sign Language Interpreters, Communication, Access, Real-Time Transcription(CART), Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact: contact (818) 384-1942 or plewis@studiocitync.org

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the `public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board’s subject matter jurisdiction, will be heard during the Public Comments On Non-Agenda Items period.

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Studio City Neighborhood Council (818) 384-1942 or by e-mail to rvilla@studiocitync.org.

PUBLIC ACCESS OF RECORDS

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at our website by clicking on the following link www.StudioCityNC.org : or, at the scheduled meeting.

RECONSIDERATION PROCESS - Reconsideration of a vote by the Board may be called as a motion by the Board members that voted on the prevailing side of the decision.

GRIEVANCE PROCESS - A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

PUBLIC ACCESS OF RECORDS - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at our website by clicking on the following link - <http://studiocitync.org/> or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact office@studiocitync.org.

SCNC BYLAWS - Please be advised that the Bylaws of the Studio City Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available during every meeting.

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: Studio City

SECTION I - APPLICANT INFORMATION

1a)	<u>NoHo Home Alliance</u> <i>Organization Name</i>	<u>82-4768699</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u>06-12-2018</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>11031 Camarillo Street</u> <i>Organization Mailing Address</i>	<u>North Hollywood</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91602</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

1d) **PRIMARY CONTACT INFORMATION:**

<u>Stephanie Jaeger</u>	<u>310.968.7038 or 818.762.2909</u>	<u>info@nohohome.org</u>
<i>Name</i>	<i>Phone</i>	<i>Email</i>

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.**

NoHo Home Alliance is a 501(c)(3) community organization that runs the only access center for persons experiencing homelessness in the Studio City/south North Hollywood area. We currently provide a pop-up drop-in program for any one in need one day a week, Wednesdays, 8:30am-12:30pm. At the drop-in we provide 2 hot meals, bag lunches, showers, as well as medical care and more, and connect guests to housing placements. An NPG in the amount of \$2500 would help us to expand our program to a second day, Mondays, beginning March 11, 2019. The funds will cover tangible program costs: food and clothing (new socks/underwear).

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)**

Homelessness is one of the greatest challenges for the Studio City community. The entire community benefits when persons experiencing homelessness are engaged, have a safe and desirable place to spend time, receive important emergency, medical, mental health and substance use care, and referrals to housing. Our program is a unique community-based response involving many volunteers who work with our homeless guests during the drop-in. This approach helps to educate the community about homelessness, and teaches effective ways to address it. By mobilizing neighbors as volunteers, we reduce fear and frustration in the community, teach ordinary people how they can make an impact in their neighborhood, and build a healthier community for all. For more information on our approach see: nohohome.org

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
	Total Personnel Expenses	\$0	\$37,160
		\$	\$
	SEE ATTACHED BUDGET OUTLINE	\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	food/kitchen supplies	\$2000	\$6000
	clothing/shower supplies	\$500	\$500
	all other expenses	\$0	\$15,429

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: \$2,500.00

10a) Start date: 03/11/19 10b) Date Funds Required: 05/31/19 10c) Expected Completion Date: 12/31/19
 (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*

Stephanie Jaeger Executive Dir. Stephanie Jaeger 02/03/19
 PRINT Name Title Signature Date

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

Andrew Silver Board Secretary Andrew Silver 02/03/19
 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

NoHo Home Alliance Chart of Accounts / Budget

	2019 Expansion Budget	Notes
Revenue		
4200 Grants		
4250 Thrivent Choice	\$500.00	
4290 Other Grants (Incl. Public)	\$10,000.00	Includes \$2500 NPG from Studio City
Total 4200 Grants	\$10,500.00	
4400 Dues		
4410 Corporate	\$1,000.00	
4420 Individual	\$1,000.00	
Total 4400 Dues	\$2,000.00	
4500 Donations		
4510 Congregations/Organizations	\$15,000.00	
4520 Corporate Funds	\$10,000.00	
4530 Individual Donations	\$18,000.00	
4540 In-Kind/Thrivent Grants	\$0.00	
4550 Volunteer Time Equivalent	\$0.00	
4590 Other Fundraising/Events etc.	\$4,000.00	
Total 4500 Donations	\$47,000.00	
Total Revenue	\$59,500.00	
Expenditures		
7200 Homeless Drop-in (2 days)		
7205 LSS Case Worker	\$2,000.00	
7210 Food/Kitchen Supplies	\$6,000.00	\$2000 of NPG for food and supplies (ie.paper goods)
7215 Gifts/Special Events	\$1,500.00	
7220 Clothing/Closet Supplies	\$500.00	\$500 of NPG for clothing supplies (ie Socks, underwear etc.)
7225 Equipment/Other Supplies	\$200.00	
7230 Support Staff		

7235 Custodial Staff	\$3,822.00
7240 Volunteer Costs	
7245 Taxes/Benefits	\$0.00
7250 Utilities/Space Offset	
Total 7200 Homeless Drop-in	\$14,022.00
7300 Feed the Homeless Lunch Making	
7310 Food/Supplies	\$1,600.00
7320 Admin Assistant	\$0.00
7330 Taxes/Benefit	\$0.00
7340 Utilities/Space Offset	
Total 7300 Feed the Homeless Lunch Making	\$1,600.00
7400 Community Engagement	
7410 Materials	\$500.00
7420 Events	\$500.00
Total 7400 Community Engagement	\$1,000.00
7500 Community Volunteer Training	
7510 Materials	\$300.00
7520 Events	\$300.00
Total 7500 Community Volunteer Training	\$600.00
7600 Other Administrative	
7605 Legal Fees	\$200.00
7610 Insurance	\$3,579.00
7615 Fiscal Agency Fees	\$0.00
7620 Document Support	\$900.00
7625 Bookkeeper	\$1,500.00
7630 Board	\$500.00
7635 Worker's Comp. Insurance	\$2,500.00
7640 Taxes/Benefits	\$2,100.00
7645 Office Space	\$4,800.00
7650 Custodial Fees	
7655 Admn. Assistant	\$7,738.00
7660 Executive Director	\$17,500.00
7665 Grant Writer	
7670 Bank/Financial Institution Fees	\$150.00
7680 Advertising/Promotion	\$400.00
Total 7600 Other Administrative	\$41,867.00
Total Expenditures	\$59,089.00
Net Revenue	\$411.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUN 12 2018

NOHO HOME ALLIANCE
11031 CARMARILLO ST
NORTH HOLLYWOOD, CA 91602

Employer Identification Number:
82-4768699
DLN:
17053157380008
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 20, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

NOHO HOME ALLIANCE

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements