

Neighborhood Council Funding Guidelines



The following information details Neighborhood Council guidelines for expenditures based on the Plan for a System of Citywide Neighborhood Councils. All purchases need to be an operating, outreach and/or community Improvement project. Neighborhood Councils should address all applicable questions below. For additional information on funding procedures please consult our FAQs, and Unacceptable Purchase List located on our website. If you have any additional questions and/or concerns regarding any purchase, please call and ask your Advocate and/or the Funding program first.

The best way to determine the legitimacy and quality of any purchase to have public input and constructive debate!

OP

Operating Expenses

How will this expenditure improve the Neighborhood Council's operations and why is this expenditure necessary?

- This question is essential to justify the purchase of any operational expenditure. The purpose of these expenses is to improve and enhance the internal operations of the Neighborhood Council and to help the council better serve and interact with both stakeholders and other City departments. If the expenditure does not successfully fulfill this question it should not be approved.

Is this an office lease?

- Contact Daniel Ruiz of DONE at 213.485.1360. Leases must meet all contract/leasing requirements established by the City of Los Angeles. The department will help your neighborhood council to make sure all rental property meet City codes.

Is this for direct employment?

- If so contact Xochitl Morales of Apple One at 213.892.0234. Employees can only be hired through Apple One. For rates and position descriptions please review Info Bulletin 2006-3 located at lacityneighborhoods.com and under the funding section.

Is this for Computers/digital equipment?

- If digital equipment is over \$1,000 items may be purchased with the city's contracted Vendor Endpoint or with an outside vendor by using a purchase order. All other computer/digital purchases should be on the card. Digital equipment over \$5,000 is required to be on the City's inventory list. Please contact DONE for inventory requirements.

Is this Office Furniture?

- If amount is over \$5,000 please contact DONE for inventory requirements.

Is the item/service purchased \$5,000 or over?

- At least 3 informal bids/prices should be examined. Neighborhood Councils are not legally authorized to issue a City of Los Angeles Request for Proposals (RFP) to secure bids, but efforts should nevertheless be made to secure the best prices and complete specifications.

OU

Outreach Expenses

How will this expenditure increase stakeholder participation and awareness for the Neighborhood Council?

- In order for outreach expenditures to be considered legitimate they need to increase **awareness**, be **relevant** and/or encourage **participation** among stakeholders in the Neighborhood Council. Outreach expenditures should effectively promote the Neighborhood Council in the community. If the expenditure does not successfully fulfill these requirements it should not be approved as an outreach item.

Is this an advertisement?

- Advertisements must include the Neighborhood Council's name and/or logo.

Is this for food and or beverages?

- Food must be given to all participants and used to increase participation for an event/meeting.

Is this an Event?

- Events must be open to the public
- There should not be an admission charge
- Is the event on City property or private property?
 - Private property – Insurance maybe needed for the event
 - City property – Appropriate permission/permits from city departments may be needed (i.e. street services, LAPD, RAP etc)

- Have appropriate liability issues been addressed?
 - Depending on the location, participants and activities of the event, insurance may be needed by the Neighborhood Council. Please contact Daniel Ruiz at 213.485.1360 and he will work with the City's Risk Management division to identify appropriate coverage.

Are these items intended for giveaways?

- Giveaways must have NCs name/logo and be distributed in a fair and open matter. Giveaways should never be given as a reward or as "thank you" gifts.

Is the item/service purchased \$5,000 or over?

- At least 3 informal bids/prices should be examined. Neighborhood Councils are not legally authorized to issue a City of Los Angeles Request for Proposals (RFP) to secure bids, but efforts should nevertheless be made to secure the best prices and complete specifications.

CIP

Community Improvement Project

How will the community be impacted by the proposed project?

Community improvement projects must directly benefit the Neighborhood Council community. Concerns about who and how many individuals will benefit from such projects also need consideration. When considering Community Improvement projects, issues of community access and fairness should always be addressed. For example, if a project is approved to plant trees or remove graffiti on one street corner in the Neighborhood, questions should be raised as to why that street corner needs trees or clean-up versus other street corners.

Is this a capital improvement project?

- Should be on public property
- Coordination with the appropriate city agency (i.e. Street Services, Fire, Rec and Parks, etc)
- Appropriate permits need to be in place
- Insurance may be required depending on the nature of work that will be performed. Please contact Daniel Ruiz at 213.485.1360 and will work with the City's Risk Management division to identify appropriate coverage.

Is this for program services (i.e. after school program, graffiti removal, etc.)?

- If for a select group of individuals, a fair selection process should be created to establish participants
- The service program needs to be provided by a legitimate non-profit/consultant. A neighborhood council or its members should not provide these services.

Is this for equipment and supplies?

- Equipment and supplies only be used for the benefit of the community
- Cannot be turned into private property or salvaged without prior approval by DONE.

Is the equipment and supplies for a private organization?

- Purchases for private organizations need to benefit the local community. Purchases intended for private and/or paid use are not allowed.

Is this for travel?

Must be pre-approved by DONE. Please submit all travel requests using DONE's Travel Request Form. Travel request include but are not limited to air and train travel, hotel costs, mileage reimbursement and per diem expenses.

Is this for training?

- Must be relevant to Neighborhood Council.
- Should be for board Members.
- If for one individual or a select group of individuals, a fair selection process should be used to establish who should be trained.

Is this a field trip?

- Must be pre-approved by DONE. Please submit all travel requests using DONE's Travel Request Form.
- Trip needs to be educational and tie into community improvement
- If trip involves children chaperones will need to be identified
- A fair selection process should be established to choose participants