

The Budget Sub-Committee for Community Organizations was held at the above place at the hour of 2:00 PM

Sub Committee Members Present: Councilor Joan Herman, Committee member Andrea Mazzarella and Councilor Member Andrea Mazzarella via phone.

Committee Members Excused: None

Staff Present: Finance and Administration Director Brooks

The meeting was called to order at 2:00 PM

Andy Davis indicated he may have a potential conflict with the Harbor but will depend on an application his wife has in with the Harbor.

The meeting began with discussion about how the review process has worked in the past through review of all applications and then coming back to make recommendations. Review of those organizations who best service the Astoria community, have good record keeping and use funds efficiently are of high consideration. It was noted the following operational definitions have been utilized by past committee members while reviewing the applications.

- One half percent of prior general fund budget is allocated for organizational grants. This is a convention which has been followed but is not part of the City code. This has been adopted by prior budget committees and followed since the 1990's. A total of \$ 69,300 is available to distribute for FY 20-21.
- Previous recipients are required to provide documentation of expenditures for prior year grant funds.
- Not-for-Profit Status – Is a 501(c)3 required: This is a requirement of the applicant and is listed in our summary of documentation. We have accepted applied for 501(c)3 status because IRS accepts the date as operational. Additional discussion about the recent processes IRS is undergoing to disenroll entities who are not meeting the requirements and the enrollment process does take longer than it has in the past.
- Social Service Organization: Provides a service or venue which serves the community needs in a non-profit status.
- Funds not available from other sources: Some overlap is expected but the intent is leveraging funds.
- Matching Funds: Matching grants are funds which are offered if the recipient organization can match the required amount stipulated. Non-matching grants may be used to meet the match requirement.
- Leveraging Funds: Leveraging is an advantageous condition utilizing a relatively small amount of cost yield to limited resources (or being very efficient with funds available).

There was a discussion about whether the surplus from the Arts & Cultural Grant available funding to requests could be utilized to provide additional funds for this group of applicants. Director Brooks clarified the Arts & Cultural Grant funds are provided from the Promote Astoria Fund which is designed and restricted to provide funding to attract tourists to Astoria. The Community Organization funds are provided from the General Fund. The Community Organization grants provide funds to service organizations which provide services to residents.

There was a question by Andrea Mazarella regarding whether there were other funds which could provide grants to organizations like Senior Center. City of Astoria has two types of grants available.

Review of Each Applicant

A review of each application was conducted and committee members listed aspects of the application which were commendable and applications which committee felt could be enhanced. Director Brooks will send additional information to those organizations who funding has not been recommended this year to assist these organizations with future applications.

It was felt the Seaside Hall project was a capital improvement project which is not supported with these grant funds and the North Coast Food Web project was not closely aligned with the grant purpose.

Director Brooks kept running totals and averages of recommendations in a spreadsheet to assist with committee consensus on recommendations. This method has been utilized in prior years.

Recommended Allocations

<u>Organization</u>	<u>Requested</u>	<u>Recommended</u>
Astoria Senior Center, Inc.	\$ 5,000	\$ 5,000
Astoria Warming Center	8,000	8,000
Clatsop CASA Program	5,000	5,000
Clatsop Community Action – Food Program	20,000	12,150
The Harbor / Clatsop County Women’s Resource Center	12,000	12,000
Helping Hands	25,000	17,150
North Coast Food Web	6,000	-
Seaside Hall	1,500	-
Senior Citizens Services of Astoria	10,000	10,000
Tenor Guitar Foundation	<u>5,000</u>	<u>-</u>
Total	\$ <u>97,500</u>	\$ 69,300

The Arts & Cultural Subcommittee proposed a change to the future grant application criteria. If you are a 501(c)3 organization you are accepting public funds. As the applications only requires the initial non-profit determination letter from the organizations, we do not have a mechanism to verify the organization still maintains this status. Rather than requiring City staff to check websites to ensure the organization continues to meet the requirements it is suggested the applicants submit a copy of the most recently filed CT-12 forms which is required to be filed with the Oregon Department of Justice on an annual basis. If the organization is newly formed a statement from Oregon Justice Department of Charities Division could be provided until the first CT-12 form is filed. There was discussion if this would require additional work for the organizations or create a new burden. It was noted, the CT-12 is required to be filed annually and so this should not be additional work, other than copying the information, for the application. This additional information will assist the committee as it will show the non profit nature of the organization is continuing and there hasn’t been a lapse. This will only apply moving forward for the FY 20-21 application process if approved by the budget committee and adopted as part of the budget process. There was further discussion that for new organization the provision of this information will assist the organizations with filing appropriately with the State oversight and maintaining the viability of their charitable status. This subcommittee also would like to propose the change for the next application process.

The meeting concluded at 3:00 P.M.

ATTEST:



Director of Finance and Administrative Services