



Office of the
CityClerk

FINANCIAL OFFICER HANDBOOK

Neighborhood Council Funding Program

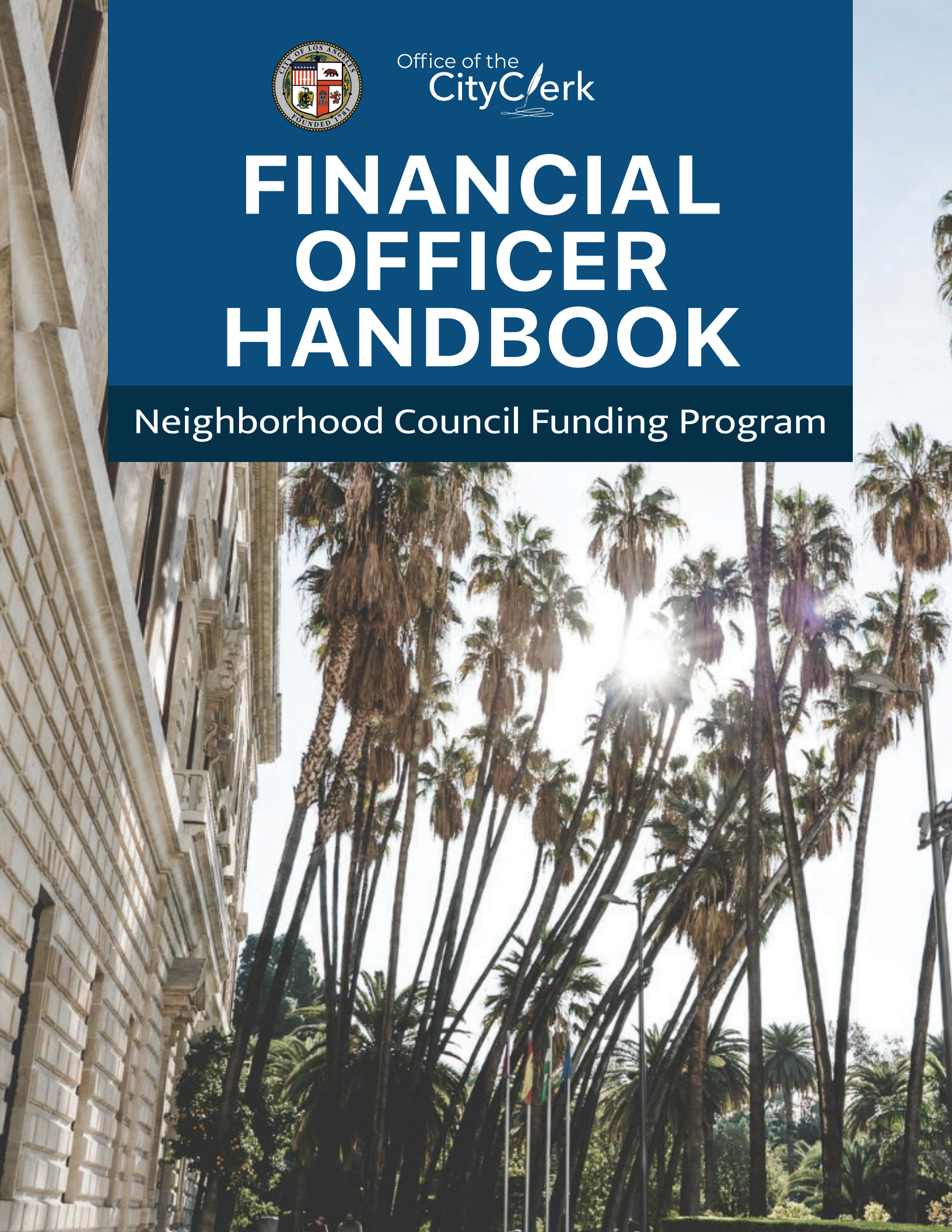


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1. NC Funding System Portal

The Neighborhood Council Funding Program adopted the viewpoint of TASC to improve the funding program experience:

T – Transparency A – Accountability S – Simplicity C – Consistency

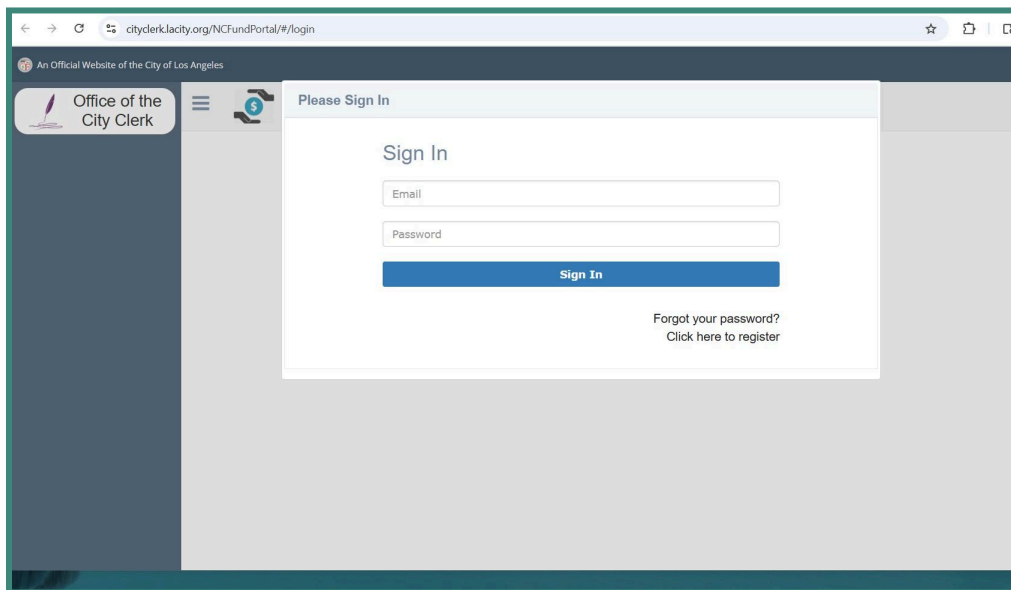
This section will assist you in navigating the Neighborhood Council Funding System Portal. If you need additional support or assistance, please contact us at 213-978-1058 or email us at clerk.ncfunding@lacity.org.

1.1 Register and Log-in

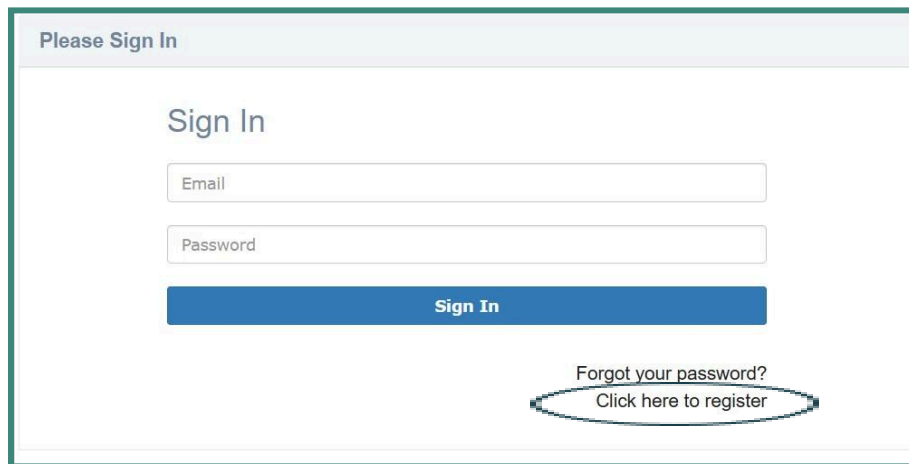
Before accessing the system portal, Neighborhood Council Funding Officers are required to register. Follow the steps listed below to register and log-in.

To get access:

1. In an internet browser, type in or copy the link: <https://cityclerk.lacity.org/NCFundPortal/#/login>



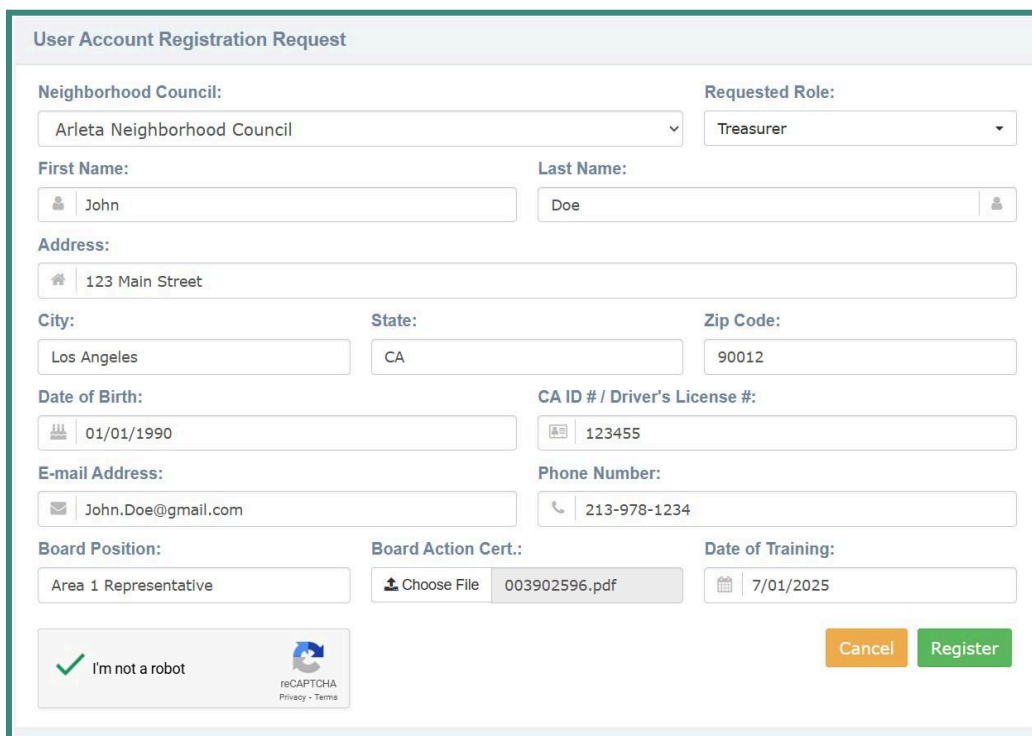
2. Select Click here to register



The image shows a 'Please Sign In' form. It has a title 'Sign In' and two input fields: 'Email' and 'Password'. Below these is a blue 'Sign In' button. At the bottom right, there is a link that says 'Forgot your password? Click here to register', which is circled in red.

3. Follow the prompts and fill in all the fields listed below:

- a. Select the NC name from the drop-down menu.
- b. Select the Role you are requesting access for from the drop-down menu.
- c. Enter your Name, Address, Date of Birth, CA ID# or Driver's License #, Email address, Phone Number, and Board Position.
- d. Upload the PDF file of the Board Action Certification (BAC) form that authorized you to gain access as either the Treasurer, Card Holder, 2nd Card Holder, Alternate Signer, or 2nd Signer. (Note: If a registrant is appointed to two roles, i.e. Treasurer and 1st Card Holder, both roles can be selected.)
- e. Add your training date.
- f. Verify that you are not a robot.
- g. Click Register.

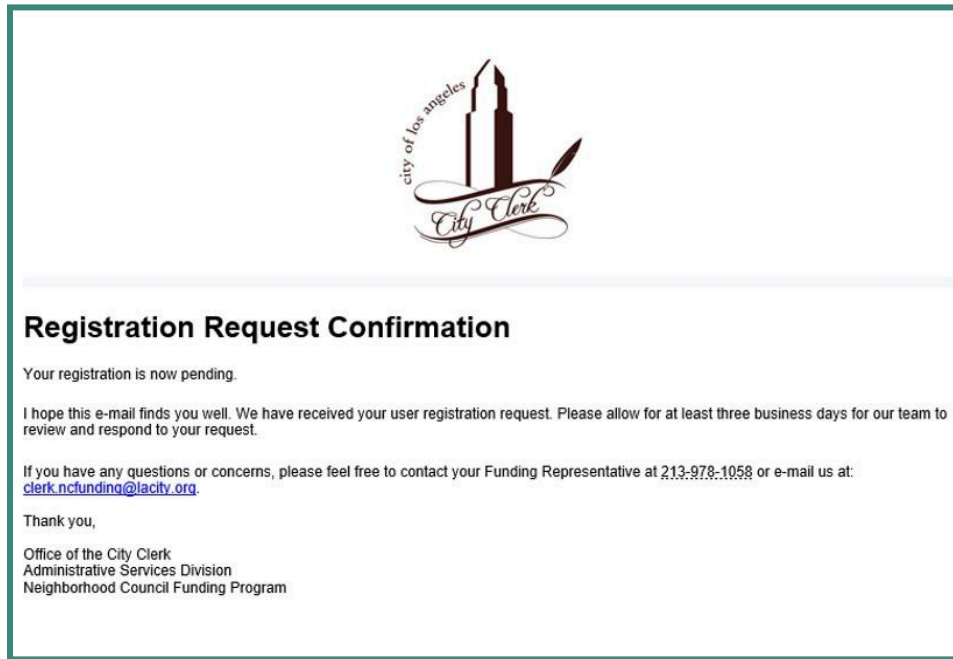


The image shows a 'User Account Registration Request' form. It contains the following fields and values:

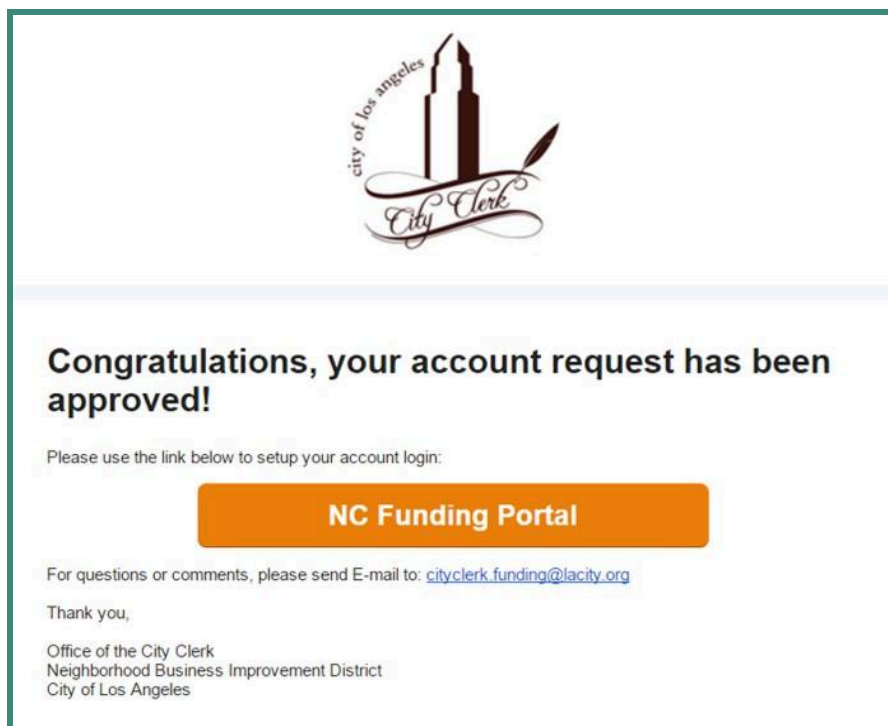
- Neighborhood Council:** Arleta Neighborhood Council
- Requested Role:** Treasurer
- First Name:** John
- Last Name:** Doe
- Address:** 123 Main Street
- City:** Los Angeles
- State:** CA
- Zip Code:** 90012
- Date of Birth:** 01/01/1990
- CA ID # / Driver's License #:** 123455
- E-mail Address:** John.Doe@gmail.com
- Phone Number:** 213-978-1234
- Board Position:** Area 1 Representative
- Board Action Cert.:** Choose File 003902596.pdf
- Date of Training:** 7/01/2025

At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox, a 'Cancel' button, and a 'Register' button.

4. Once you have registered, you will receive an email confirmation. It will take 1-2 business days for the NC Funding Program to finalize your registration.



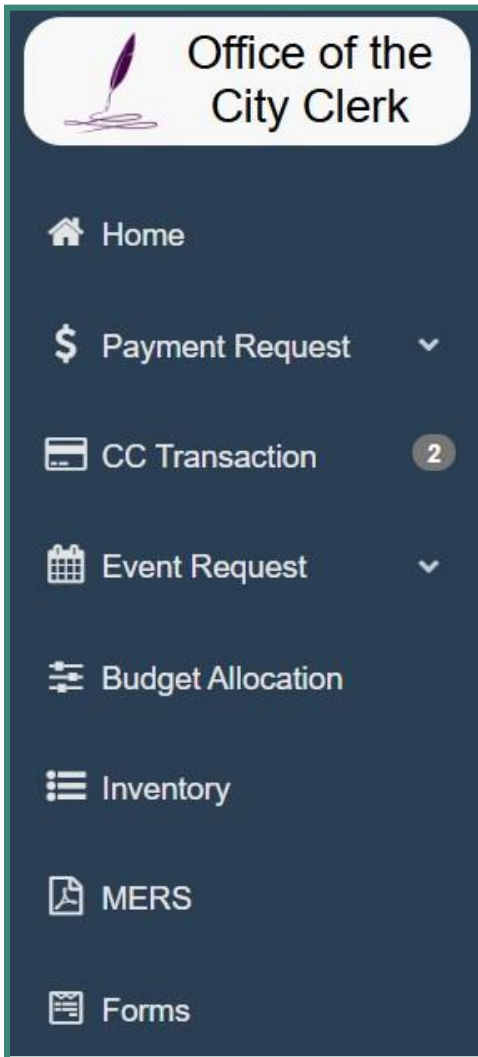
5. After the NC Funding Program has authorized the registration, you will receive an email to set up your password. Click the NC Funding Portal button to set up your password.



Note: If you forget your password, click the Forgot your password? link to reset it.

1.2 The Functions

There are seven major functions in the system portal to assist your Neighborhood Council Funding needs.



Home: is a tool that will give you a “bird’s-eye view” of your Neighborhood Council’s Dashboard.

Payment Request: is where all check payments are monitored and processed. This will be predominantly used for Neighborhood Purposes Grants and Community Improvement Projects, but also other Category expenditures, including recurring Office expenditures.

CC Transaction: is for tracking the NC Bank Card purchases, and it allows you to submit and save your NC Bank Card receipts, the Board Action Certification (BAC) form, and enter a Description for the card purchase.

Event Request: is where registered Financial Officers can submit proposed event requests for review and processing with all necessary documents.

Budget Allocation: is where the Treasurer can maintain, update, and adjust the budget throughout the fiscal year.

Inventory: is where any financial officer can submit the Neighborhood Council’s Inventory Report and Board Action Certification (BAC) form approving the NC Inventory Report.

MERS: is where financial officers generate the Monthly Expenditure Reports. The Treasurer will present the MER Report to the board at their next board meeting. It is the responsibility of the Neighborhood Council to submit a Board Action Certification (BAC) form to validate the information provided in the Monthly Expenditure Reports to complete the MER submission process.

1.3 Payment Request

One method for a Neighborhood Council to pay a vendor, grant funds to a not-for-profit organization or LAUSD school, or pay for a community project is to issue a check. The Payment Request tool allows you to input all the payment information, review all transactions, and save all the supporting documents for the monthly reports. It is the one-stop shop for all your payment needs.

The last day to submit a check payment request is June 1st of every fiscal year.

How to submit a Check Payment Request:

1. Go to PAYMENT REQUEST and select New Payment Request.

2. Fill in each field.
 - a. Select payment category.
 - b. Copy the Board Motion as written on your Board Action Certification (BAC) form.
 - i. Also, add the Event Approval Code if the payment is related to the request.
 - c. Vendor Invoice Number or Account Number
 - i. It is recommended that you add an invoice number or account number for vendors that are used by multiple NCs.
 - d. Add the Payment Amount.
 - e. Copy the Board Count from your Board Action Certification (BAC) form.

The screenshot shows a payment request form with the following sections:

- Category:** A dropdown menu with the text "Select a category".
- Vendor:** A search box with the text "Select a Vendor" and a magnifying glass icon.
- Board Motion/Purpose of Payment Request:** A large text area with a red asterisk and the instruction: "Board Motion/Purpose of Payment Request (If the payment request is related to an NC sponsored or co-sponsored event, please also include the Event Approval Code)."
- Vendor Invoice # / Account #:** A dropdown menu labeled "Type:" and a text box labeled "Invoice # / Account #".
- Amount:** A text box labeled "Amount:" with a dollar sign icon and a "Recurring" checkbox. A note "(Net Available: \$0.00)" is displayed.
- Board Vote Count:** Four input fields labeled "Yes:", "No:", "Abstain:", and "Absent and Recused:", each with a "thumbs up" icon and a "#" symbol.

3. Click on the magnifying glass icon to select the Vendor.

The screenshot shows a search bar for vendors. It has a magnifying glass icon on the right and the text "Select a Vendor" inside the search field.

- a. You can select a vendor from the existing list or add a vendor.
 - i. You can select from the list of vendors. All 99 Neighborhood Councils share this list so please ensure you select the correct vendor and mailing address for payment.
 1. Use the search bar to enter a vendor name if you are looking for a specific vendor.
 2. Or you can scroll to page to find a vendor.

The screenshot shows a table titled "Select a Vendor" with a search bar and a "Show 10 Vendors" dropdown. The table has columns for Vendor Name, Vendor Code, Address, and Phone.

	Vendor Name:	Vendor Code:	Address:	Phone:
<input type="radio"/>	PREMIER OFFICE CENTERS, LLC		2102 BUSINESS CENTER DR. IRVINE, CA. 92612	(818)714-2000
<input type="radio"/>	PROPERTY MANAGEMENT ASSOCIATES (GRANADA HILLS PARTNERS, LLC)		6011 BRISTOL PARKWAY CULVER CITY, CA. 90230	(323) 289-2035
<input type="radio"/>	Founders Metropolitan Church		4607 Prospect Avenue Los Angeles, CA. 90027	323-669-3434

- b. You can Add a Vendor, by filling in the following information:
 - i. Vendor Name.
 - ii. Vendor Code. (If known)
 - iii. Business Type. (if known)
 - iv. Vendor Address, City, State, and Zip Code.
 - v. Vendor Phone Number.
 - vi. Taxpayer ID Number. (if known)
 - vii. Add W-9 or IRS Determination Letter.
 1. The City will need a current W-9 form so that the City Controller may file necessary information as part of the annual 1099 reports with the IRS. Not filing correct or complete 1099 reports with the IRS, may cause the City financial penalties.
 - viii. Click Add Vendor.

Add a Vendor

Vendor Name: * Vendor Code: Business Type:

Vendor Address: *

City: * State: * Zip Code: *

Phone Number: Taxpayer ID Number: W9 / 501(c)(3) Letter:

4. Upload the Payment Request Document, which can be the invoice or NPG Grant Application. The Portal will only accept PDF for payment requests.
 - a. Note: The Invoice must have the following information (even sole proprietors):
 - i. Vendor name, Vendor address and contact information, Invoice number, Invoice date, Payment Amount due, Description of purchase, and Name of the NC in the “bill to” section.
5. Upload the Board Action Certification (BAC) form.
6. Check off all the agreement boxes.
7. Click Submit to complete the payment transaction.

Payment Request Document: * No file chosen

Board Action Certification: * No file chosen

This funding request is made in accordance with all applicable laws, policies, and procedures. This request has been approved by the Neighborhood Council Board, at a Brown Act compliant public meeting, where a quorum of the Board was present.

All issues of conflict of interest have been addressed to the best of my knowledge.

I declare that I am a person authorized by the Board of the above named Neighborhood Council to submit funding documents. All information presented on this request is accurate and complete.

Note: Once the request is submitted, you cannot update or edit the payment request. If you are missing any documents, you can click “Save.” Transactions will be left in a queue for payment. You can come back to edit and upload the missing documents, and then submit your payment transaction.

You may review all transactions by clicking on Payments and checking the status of the payment transaction using the legend provided in the portal.

Legend:

<p>1 : First Level Review</p> <p>🔄 : Recurring Transaction</p> <p>\$: Payment Issued</p>	<p>2 : Second Level Review</p> <p>✔ : Request Approved</p> <p>↔ : Payment Reconciled</p>	<p>3 : Third Level Review</p> <p>⊘ : Request Denied</p> <p>💬 : Has Notes</p>
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1.4 CC Transaction

To provide an easier method of making payments of General and Operational Expenditures under \$1000, the Office of the City Clerk will issue a NC Bank Card to a Board Authorized Cardholder. The Treasurer and Cardholder are responsible to submit a copy of the receipt and the Board Action Certification (BAC) form through the system by the 10th day after the transaction. Follow the steps below to submit Receipts for NC Bank card transactions.

The last day to use the NC Bank Card is June 20th of every fiscal year.

How to Submit Receipts:

1. Click CC Transaction to review the transaction made with the NC Bank Card.
2. Select a transaction without a receipt attached.

Credit Card Transactions		07/28/2024	to	07/28/2025	Clear	Go
Show 10 Credit Card Transactions		Search: <input style="width: 100%;" type="text"/>				
Transaction Date:	Due Date:	Merchant Info:	Amount:	Status:	Action:	
7/2/2025	▲ 7/12/2025	SQSP INV188430154 NEW YORK, NY	\$58.80	<input type="radio"/> Awaiting upload <input checked="" type="radio"/> Flagged <input type="radio"/> Notes	<input type="button" value="Upload"/>	
7/1/2025	▲ 7/11/2025	GOOGLE GOOGLE ONE G.CO/HELPPAY#, CA	\$1.99	<input type="radio"/> Awaiting upload <input checked="" type="radio"/> Flagged <input type="radio"/> Notes	<input type="button" value="Upload"/>	

3. Click Upload or Edit.
4. Select the expenditure category from the dropdown menu.
5. Add a brief description for the purpose of this card transaction, or enter the board motion as approved by the NC board related to this transaction. If the transaction is related to an NC-hosted or co-hosted event, please also include the Event Approval Code.
 - a. Reminder: Stating “the purchase is authorized by the annual budget” is not sufficient.
6. Upload the copy of the receipt. (PDF files are preferable).
7. Upload the Board Action Certification (BAC) form.
8. Check mark the declaration statement.
9. Click submit.

Upload Receipt

Category:

Select

Board Motion/Purpose of Card Transaction (If the transaction is related to an NC sponsored or co-sponsored event, please also include the Event Approval Code):

Required - Please provide a brief description for the purpose of this card transaction or enter the Board Motion as approved by the NC Board related to this transaction

Receipt (Please upload itemized receipt/paid invoice for this transaction):

Choose File No file chosen

BAC

Choose File No file chosen

I declare that this receipt is for a transaction(s) related to NC Business authorized by the above named Neighborhood Council.

Help Cancel Submit

Tip: If the NC Funding Program flagged your NC Bank Card Transaction, read the comment from your NC Funding Program Representative and make the necessary corrections. You can click “Edit” to make those corrections.

The billing address of all NC Bank Cards is 200 N. Spring Street, Room 224, Los Angeles, CA 90012

1.5 Event Request

As of 2024, event requests must be submitted through the NC Funding System Portal. The Event Request tab was created in the system portal where all event requests will be maintained and processed. All Financial Officers which include the Treasurer, Card Holders, and authorized Signers, who have access to the NC Funding System portal have the ability to upload/submit event requests along with all necessary documents.

The last day to submit an Event is May 20th of every fiscal year.

How to Submit Events:

1. Go to Event Request and select New Event Request.
2. Fill in each field.
 - a. Event Title.
 - b. Event Date.
 - c. Event Description.
 - d. Event Budget.
3. Upload the Event Approval Request Form.

4. Upload the Board Action Certification (BAC) form.
5. Upload the Itemized Detailed Event Budget.
6. Upload Additional Supporting Documents, if applicable.
 - a. Select the Supporting Document type from the dropdown menu.
7. Click Submit.

The screenshot shows a web form for event submission. It contains the following elements:

- Event Title:** A text input field with a red asterisk indicating it is required.
- Event Description:** A larger text area with a red asterisk.
- Event Date:** A date picker field with a red asterisk and a note: "(Please be sure to submit your request at least 30 days prior to your Event Date)".
- Event Budget:** A text input field with a dollar sign icon and a red asterisk.
- The NC is the:** Radio button options for "Main Sponsor (Organizer)" and "Co-Sponsor (Co-Organizer)".
- Event Approval Form:** A file upload button labeled "Choose File" and the text "No file chosen".
- Board Action Request (BAC) Form:** A file upload button labeled "Choose File" and the text "No file chosen".
- Itemized Detailed Event Budget:** A file upload button labeled "Choose File" and the text "No file chosen".
- Additional Supporting Document:** A dropdown menu with "Select" and a "Choose File" button. A note below reads: "(Please upload here supporting documents for your event, i.e. vendor certificate of insurance, County health permit, facility permits, etc.)".
- Buttons:** "Save" (blue), "Delete" (red), "Cancel" (orange), and "Submit" (blue).

Note: Once your Event has been reviewed and approved, you will receive an email notification that contains an Event Approval Code. Financial Officers must reference the Event Approval Code in all check payment requests and bank card transactions authorized under the approved event budget.

1.6 Budget Allocation

Budgeting is the process of creating a plan to spend allocated funds for the fiscal year. Creating this plan allows the Neighborhood Council to determine in advance projects, events, and operations. The Neighborhood Council Funding Program created three budget categories for the Neighborhood Councils: General and Operational Expenditures (which includes Office, Outreach, and Election Expenditures), Neighborhood Purposes Grant, and Community Improvement Project.

It is the responsibility of the Neighborhood Council Financial Officers to monitor the budget and make all adjustments when the board amends the budget.

To access your allocated funds for projects and events early in the new fiscal year, your NC should submit a board-approved Administrative Packet as soon as possible. **The first day to submit the Administrative Packet is July 1st of every fiscal year.**

How to Submit the Administrative Packet:

1. Have the Administrative Packet approved by the Board.
2. To submit or update the budget, click the Budget Allocation Tab.
3. Update the following items:
 - a. Add the amount approved for the General and Operational Expenditures.
 - b. Add the amount approved for the Neighborhood Purposes Grants.

- c. Add the amount approved for the Community Improvement Projects.
4. Check that the Total Annual Budget Funds line matches the total Annual Budget Allocation line.
5. Upload the Administrative Packet.
6. Upload the Board Action Certification (BAC) form.
7. Check off the declaration.
8. Click Save, and you have successfully added or updated your budget for your Neighborhood Council.

The screenshot shows a web form titled "Budget Allocation". The form contains the following fields and controls:

- Fiscal Year:** 2025-2026: 7/1/2025 - 6/30/2026
- Annual Funds:** \$ 25,000.00
- Rollover Funds:** \$ 0.00
- Adjustments:** \$ 0.00
- Total Annual Budget Funds:** \$ 25,000.00
- General and Operational Expenditures:** \$ General and Operational Expenditures
- Neighborhood Purpose Grants Expenditures:** \$ Neighborhood Purpose Grants Expenditures
- Community Improvement Projects Expenditures:** \$ Community Improvement Projects Expenditures
- Total Annual Budget Allocations:** \$ Total Annual Budget Allocations
- Admin. Packet:** Choose File (button) No file chosen
- BAC Approving Admin. Packet:** Choose File (button) No file chosen
- Declaration:** I declare that I am a person authorized, by the Board of the above Neighborhood Council, to submit the Budget or Amended Budget for the Neighborhood Council.
- Save:** Save (button)

For assistance with the Administrative Packet, please refer to the “Administrative Packet” section.

1.6 Inventory

The Office of the City Clerk provided an Inventory list to each Neighborhood Council after the 2019 NC Elections. The NC Board is responsible for maintaining this inventory list, certifying it, and attesting to its completeness. Both the Inventory List and BAC form must be uploaded to the NC Funding System Portal.

Inventory Steps:

1. The NC board will need to designate a board member(s) to conduct an inventory review on the items listed on the Inventory List.
2. Once the list is completed, the Neighborhood Council will vote on the Inventory List.
3. Any Financial Officer can upload the report and the Board Action Certification (BAC) form onto the portal.

To submit the report to the portal

1. Click the Inventory tab.

2. Click the Submit Inventory Report button.
3. Upload the inventory report.
4. Upload the BAC form.
5. Click Submit.

The screenshot shows a web form titled "Submit Inventory Report". It contains two file upload sections. The first section is labeled "Inventory Report" and the second is labeled "Board Action Cert.". Each section has a blue button with an upward arrow and the text "Choose File", followed by a grey text box containing "No file chosen". At the bottom right of the form, there are two buttons: an orange "Cancel" button and a blue "Submit" button.

Note: A physical inventory must be taken at least once every 2 years. For NCs who follow a 2-year board election schedule, their inventory certification process is to coincide with the board installation after the board election. For assistance with Inventory, please refer to the “Inventory” section.

1.7 Monthly Expenditure Report (MER)

The MER is a document generated automatically by the NC Funding System Portal that provides a record of the NC’s bank account monthly transactions, including expenditures made in both check payments and NC bank card transactions, committed and outstanding expenditures, and total net balance for the remaining fiscal year.

MERs can be generated by any Financial Officer each month, starting on the 5th business day of the month following the report month. (This does not include weekends or holidays.) The NC Treasurer must then present the MER report to the board for approval. The Monthly Expenditure Report is due to the NC Funding Program, through the NC Funding System portal, by the 15th day of the second month following the reporting month. (i.e. the due date for a January MER is March 15th.)

Tip: The MER report can only be generated once all NC Bank card transaction receipts have been uploaded to the portal and there are no flagged transactions.

Monthly Expenditure Report



Reporting Month: July 2024

Budget Fiscal Year: 2024-2025

NC Name: Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$198.40	\$31801.60	\$0.00	\$0.00	\$31801.60

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$198.40		\$0.00	
Outreach	\$0.00	\$0.00	\$-198.40	\$0.00	\$-198.40
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE NENC-LA	07/02/2024	Google Workspace - G Suite Basic subscriptions (5) for June 2024	General Operations Expenditure	Office	\$30.00
2	PUBLIC STORAGE 67676	07/03/2024	Rental of 5' X 5' storage space for July 2024.	General Operations Expenditure	Office	\$131.00
3	IONOS INC.	07/09/2024	Web Hosting Premium - basic fee for nc-la.org 7/7/2024 - 8/7/2024.	General Operations Expenditure	Office	\$26.00
4	TMOBILE POSTPAID WEB	07/13/2024	Basic Mobile Internet 30GB Hotspot service. Bill period 6/24/2024 - 7/23/2024.	General Operations Expenditure	Office	\$11.40
Subtotal:						\$198.40

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

To generate the Monthly Expenditure Report

1. Click the MER tab.
2. Click on the Generate MER button for the month you wish to generate.
3. Click View MER report to download the report from the portal to your computer.

June 2025

📄 MER has not been generated.

📄 Board Action Cert. not uploaded.

🗨 Notes

Generate MER

The Treasurer must then present the MER report along with all supporting documents to the board for review and approval at the next NC board meeting.

To upload the BAC form approving the Monthly Expenditure Report

1. Click the Upload BAC button.
2. Upload the BAC form
3. Click Submit to finish.

May 2025

📄 Board Action Cert. not uploaded.

🔍 MER has not been reviewed.

🚩 Flagged

🗨 Notes

View MER
Upload BAC

Note: If there is an issue with your BAC form, you can click Edit BAC to upload the correct BAC form.



2. Board Action Certification (BAC) Form

The Board Action Certification (BAC) form is an important document that serves as an official record of actions and motions approved by your NC board. It must be fully completed when submitted in the system portal as authorization for payment request, MER approvals, and other fiscal operations.

The BAC form contains the approved board motion, the list of board members, the way they voted, and is signed by the Treasurer, Second Signer, and/or Alternate Signer. A fillable PDF version of the BAC form can be downloaded from the NC Funding Program website "[Documents and Forms](#)" section

The board motion language provided in the BAC form must reflect the same agenda item or action as approved by the Board, which should include.

- The purpose of the funds
- The amount to be expensed
- The name of the recipient (Event Name, if applicable)

When necessary, NC Funding Program staff may request additional information or documentation, such as board meeting minutes to confirm final board actions.

Tip: The NC Board should designate a board member to create a template of the BAC form that contains all board member names at the beginning of the fiscal year. This template should be updated when necessary. The NC should also establish a process to obtain the required signatures, perhaps using Adobe Acrobat Reader DC as instructed in the "Working with PDF" section.

3. Administrative Packet

Each fiscal year, every Neighborhood Council must discuss, prepare, and approve an Administrative Packet. This 12-page document includes the Financial Officers' Letter of Acknowledgement, the Bank Cardholder Acknowledgement and Agreement of Responsibilities, an Annual Budget Template, and details on applicable Leases & Agreements. All of the funding documents and forms can be found on our website at clerk.lacity.gov/neighborhood-council-funding-program. Here, you may also find the Board Action Certification (BAC) form.

Once the board votes on and approves the Packet, it must be uploaded along with the completed BAC form to the NC Funding Program via the NC Funding System Portal. This process is essential to re-establish access to allocated funds at the beginning of each new fiscal year.

NC Fiscal Year
Admin Packet

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Example NC

Fiscal Year: 2025-2026

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

3.1 Budget Amount

The amount allocated to the Neighborhood Council is approved by the City Council every fiscal year. The Administrative Packet is to be submitted to the NC Funding Program office beginning July 1st.

NCs that have not submitted an Administrative Packet when the new fiscal year begins are limited to \$600/month for Office/Operational expenditures only. What happens at the beginning of the fiscal year if the NC's operational expenses are over the \$600 limit? Contact your NC Funding Program Representative to assist with payments.

3.2 Rollover

Effective February 1, 2019, a new policy was implemented to allow for non-cumulative rollover of unspent funds every fiscal year for each NC.

- How much can be rolled over?
 - No more than \$10,000 may be rolled over from one fiscal year to the next, on a noncumulative basis.
- Do all NCs qualify for rollover funds?
 - A NC is ineligible to receive rollover funds if any of the following apply:
 - In Exhaustive Efforts status as determined by DONE
 - Funds are frozen due to outstanding MERs
 - The current sitting Treasurer and NC Bank cardholder are not in good standing.
- When will NCs be advised of the availability of Rollover Funds?
 - Neighborhood Councils can expect to be notified of available rollover funds starting in August. This notification will follow the review and approval of NC Funding Program fiscal year-end accounting reports by the Controller's Office.
- How can the NC begin spending rollover funds?
 - Upon receiving notification of the rollover amount from the NC Funding Program, the Neighborhood Council must amend its Annual Budget to reflect the allocation of the rollover amount. The amended Annual Budget then requires board approval before being resubmitted to the NC Funding System portal for review by NC Funding Program staff.

3.3 Financial Officers' Letter of Acknowledgement and Agreement

The Neighborhood Council's appointed or elected financial officers must read and sign the Financial Officers Letter of Acknowledgement form, pages 3 and 4 of the Administrative Packet. Pages 5 and 6 are an Acknowledgment and Agreement for NC Bank Cardholders.

How to fill out the Financial Officer's Letter of Acknowledgement

1. The file is a fillable PDF.
2. Download the file to your computer.
3. Type the following information for each appointed or elected financial officer.
 - a. Name
 - b. Date appointed or elected to the financial officer position
 - c. Board Position/Seat Name

- d. Email address
- e. Phone Number
- 4. Select the box if financial officers are newly appointed or elected.
- 5. Move on to the NC Bank Cardholder Acknowledgement and Agreement section before signing.

NC Fiscal Year Administrative Packet Page 2 of 12

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds, WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

<p>Treasurer</p> <p>_____</p> <p><small>SIGNATURE OF THE TREASURER</small></p> <p>Name of Treasurer</p> <p>_____</p> <p><small>PRINT NAME OF THE TREASURER</small></p> <p>At-Large</p> <p>_____</p> <p><small>BOARD POSITION</small></p>	<p style="text-align: center;"><input checked="" type="checkbox"/> <u>Please check here if a new Treasurer is being appointed</u></p> <p style="text-align: center;">07/2028</p> <p>_____</p> <p><small>DATE</small></p> <p style="text-align: center;">Sample@Gmail.com</p> <p>_____</p> <p><small>EMAIL</small></p> <p style="text-align: center;">213-123-4567</p> <p>_____</p> <p><small>PHONE NUMBER</small></p>
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CONTINUES OTHER SIDE

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058 0423

How to fill out the NC Bank Cardholder Acknowledgement and Agreement

- 6. Type the Name for each appointed or elected NC Bank Cardholder.
- 7. Add the Date appointed or elected to the financial officer position.
- 8. Move on to the Annual Budget Template section before signing.

NC Fiscal Year Administrative Packet Page 5 of 12

1st Bank Cardholder

<p>_____</p> <p><small>SIGNATURE OF THE 1st BANK CARD HOLDER</small></p> <p>Name of Card Holder</p> <p>_____</p> <p><small>PRINT NAME OF THE 1st BANK CARD HOLDER</small></p>	<p style="text-align: center;">07/28/2025</p> <p>_____</p> <p><small>DATE</small></p>
--	--

2nd Bank Cardholder

<p>_____</p> <p><small>SIGNATURE OF THE 2nd BANK CARD HOLDER</small></p> <p>_____</p> <p><small>PRINT NAME OF THE 2nd BANK CARD HOLDER</small></p>	<p>_____</p> <p><small>DATE</small></p>
--	---

3.4 Annual Budget Template

The Annual Budget is a plan for the utilization of resources and expenditures, and should be used as a strategic financial road map to conduct activities that will help the NC achieve its mission, goals, and objectives in the Fiscal year ahead.

The Neighborhood Council's expenditures shall be categorized under one of the three budget categories and/or one of the three subcategories listed below:

- General and Operational Expenditures
 - Office/Operational
 - Outreach
 - Election
- Neighborhood Purposes Grants
- Community Improvement Projects

Note: All expenditures must be approved by the NC board at a Brown Act-compliant meeting.

3.5 General and Operational Expenditures

NCs may make expenditures for their functions, operations, and duties. A sample itemized Budget for office and operational expenditure is located on page 8 of the Administrative Packet.

For certain monthly and recurring office/operating expenses, specific line items may be created in the annual budget, under the Office/Operational Category, as payment authorizations, as described in NC Funding Program Policy 1.1.2.

How to fill out the General and Operational Expenditures section

1. Confirm the following information as it auto-populates:
 - a. Neighborhood Council Name.
 - b. The Fiscal Year annual budget.
2. Add the Annual Budget Funds.
 - a. This amount will be provided once the City's Budget has been adopted.
3. Add Rollover Funds*
4. List the name of the office or operational expenditure.
 - a. If you would like to use the BAC form to approve the Annual Budget, make sure to be specific and include vendor names, if applicable.
5. Move on to the general outreach section.

**The NC Funding Program will notify each NC of their Fiscal Year closing balance, including available rollover funds and/or applicable adjustment, if any, starting the month of August. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise, approve, and resubmit its annual budget to account for any rollover and/or adjustments.*

Election Expenditures Category	
Election mailers	\$ 650.00
Election "Meet the Candidates" Event	\$ 1,000.00
Total Election Expenditures	\$ 1,650.00

3.8 Neighborhood Purposes Grants (NPG)

The Neighborhood Purposes Grant (NPG) program provides NCs with greater opportunity to benefit their communities while supporting and building partnerships with local public-benefit organizations. Eligible organizations include 501(c)(3) nonprofits and public schools.

The NC has the option to either allocate funds to a specific eligible organization or allocate a general amount to the NPG category. The NC will need to vote on individual NPG applications as an individual agenda item. For More information on NPGs, you can refer to the “Neighborhood Purposes Grant” section, the Policies and Guidelines Handbook, or the [NPG Program website](#).

How to fill out the NPG Expenditures section

1. List the name of the NPG expenditure or just type the general amount your NC allocated for this category.
2. Move on to the Community Improvement Expenditure section.

Neighborhood Purposes Grants (NPG) Expenditures Category	
NPG 1	\$ 500.00
NPG 2	\$ 1,000.00
NPG 3	\$ 1,000.00
Total NPG Expenditures	\$ 2,500.00

3.9 Community Improvement Projects (CIP)

CIPs include projects that beautify and enhance public spaces. CIPs are reviewed on a case-by-case basis, considering the scope of work or services involved. CIPs cannot be approved as part of an

annual budget as specific line-item expenditures.

Examples of CIPs include projects such as:

- Street medians, parkways landscaping
- Neighborhood markers
- Street furniture
- Murals
- Tree plantings
- Graffiti abatement
- Community gardens
- Historic-Cultural Monument Applications

More information on Community Improvement Projects can be found in the Community Improvement Projects section in the Policies and Guidelines Handbook.

How to fill out the CIP

1. List the name of the CIP expenditure, or just type the amount your NC allocated for this category.
2. Move on to the Total Annual Budget Allocations section.

Community Improvement Projects (CIP) Expenditures Category	
CIP 1	\$ 1,000.00
Clean Up Event	\$ 400.00
Total CIP Expenditures	\$ 1,400.00

How to fill out the Total Annual Budget Allocation section

1. Ensure that the amounts for each category add up to the total annual budget funds allocated at the beginning.
2. Move on to the Leases and Agreement section.

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 12,450.00
Outreach Expenditures	\$ 7,000.00
Election Expenditures	\$ 1,650.00
General and Operational Expenditures	\$ 21,100.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 2,500.00
Community Improvement Projects (CIP) Expenditures	\$ 1,400.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

3.10 Lease and Agreements

The following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services.

How to fill out the Leases and Agreement section

1. If your Neighborhood Council has an Office Location, fill out the following information; if not, you can checkmark "N/A".
 - a. Check if this is an Existing, New, or Donated space.
 - b. Type the Property Name.
 - c. Type the Property Address.
 - d. Type the Property Owner Name.
 - e. Type the Property Owner Phone Number.
 - f. Type the Property Owner Email address.
2. If your Neighborhood Council has a Meeting Location fill out the following information, if not you can checkmark "N/A".
 - a. Check if this is an Existing, New, or Donated space.
 - b. Type the Property Name.
 - c. Type the Property Address.
 - d. Type the Property Owner Name.
 - e. Type the Property Owner Phone Number.
 - f. Type the Property Owner Email address.
3. If your Neighborhood Council has a Storage Facility fill out the following information, if not, you can checkmark "N/A".
 - a. Check if this is an Existing, New, or Donated P.O. Box.
 - b. Type the Facility Name/Owner.
 - c. Type the Facility Address.
 - d. Type the Facility Owner Phone Number.
 - e. Type the Facility Owner Email address.
 - f. Name on Facility Account.
4. If your Neighborhood Council has a Website Service, fill out the following information; if not, you can checkmark "N/A".
 - a. Check if this is an Existing, New, or Donated service.
 - b. Type the Name of the Website Service Provider.
 - c. Type the ProviderAddress.
 - d. Type the Provider Phone Number.
 - e. Type the Provider Email address.
 - f. Add the Type of Services Provided.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
LEASES & AGREEMENTS**

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

Existing(may need to renew agreement) New(new agreement may be needed) Donated NA

Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

Existing(may need to renew agreement) New(new agreement may be needed) Donated NA

Property Name:	LA Recreation Center
Property Address:	123 Main Street
Property Owner Name:	LA City Department
Property Owner Phone Number:	(323)123-4567
Property Owner Email:	Meeting@gmail.com

Storage Facility:

Existing(may need to renew agreement) New(new agreement may be needed) Donated NA

Facility Name/Owner	Storage
Facility Address:	321 Main Street
Facility Owner Phone Number:	(213)765-4321
Facility Owner Email:	Storage@gmail.com
Name on Facility Account:	Sample Neighborhood

3.11 Finalizing the Administrative Packet

After completing the Administrative Packet, save your information by clicking "File" and then "Save" from the drop-down menu. This allows you to modify the Annual Budget later if your Neighborhood Council (NC) amends it.

Once saved, obtain signatures from financial officers on the Letter of Acknowledgement and Agreement, and from NC Bankcard holders on the NC Bank Cardholder Acknowledgement and Agreement form. You can either print the pages and sign them manually or use Adobe Acrobat Reader DC (refer to the "Working with PDF" tab for assistance). After signing, submit the documents through the portal.

Alternatively, you can print the Administrative Packet, manually fill in the information, and then scan the document.

3.12 Administrative Packet Portal Submissions

Please be aware that the NC Funding System Portal has a document size limit of 5MB for uploads. If you experience file size issues, consider re-scanning the packet at a lower resolution (e.g., 300dpi) and re-uploading it. Alternatively, deleting pages #1, 2, 7, and 8 from your scanned document may reduce the file size sufficiently for successful re-upload.

3.13 How to Edit the Administrative Packet

The Administrative Packet, particularly the annual budget, may be amended throughout the fiscal year. Any changes made to the Administrative Packet/annual budget require board approval. Following board approval, the Treasurer is responsible for uploading the amended Administrative Packet/annual budget and BAC form, and updating the budget allocation figures within the NC Funding System Portal.

It's easier to make changes to the Administrative Packet if you have saved it before signing the Letter of Acknowledgement and Agreement and the NC Bank Cardholder Acknowledgement forms. Otherwise, you'll need to complete the Annual Budget portion of the Administrative Packet from scratch.

4. Working with PDFs

4.1 How to Merge PDF Files Using Adobe Acrobat (Free Online)

Combining multiple documents into a single file by merging them into a PDF. This would be useful when working with multiple files, such as submitting two BAC forms for a board member reimbursement, or a bank card slip along with its corresponding invoice.

What You'll Need:

- A computer, tablet, or smartphone
- Internet connection
- The PDF files saved on your device
- A free Adobe account (you'll need to sign in)

Website to Use:

<https://www.adobe.com/acrobat/online/merge-pdf.html>

Step-by-Step Instructions:

1. Open your browser (Chrome, Safari, Edge, or Firefox).
2. Go to: <https://www.adobe.com/acrobat/online/merge-pdf.html>
3. Click on 'Select Files' and choose the PDFs you want to combine.
4. Sign in with your Adobe account (create one if needed).
5. Drag and drop to arrange the file order.
6. Click on 'Merge'.
7. Click on 'Download' to save the new PDF to your device.

Helpful Tips:

- Rename PDFs before uploading for easier organization.
- Adobe saves files temporarily; don't forget to download them.
- Please make sure not to create Adobe files with password protection, as this will cause issues when generating the monthly MER.

4.2 How to Save a Fillable PDF Form

What is a Fillable PDF?

A fillable PDF is a PDF document you can type into. These are often used for applications, forms, or surveys.

How to Save a Fillable PDF (Using Adobe Acrobat Reader Free Version)

1. Open the Fillable PDF file.
 - a. Double-click the file to open it in Adobe Acrobat Reader.

- i. If the file opens in your web browser, download it first and then open it with Adobe.
2. Fill Out the Form
 - a. Click inside each field to type or select your answers.
3. Save the Completed Form
 - a. Click on 'File' (top left corner).
 - b. Select 'Save As'.
 - c. Choose where you want to save the file (i.e. your Desktop or Documents folder).
 - d. Rename the file to something like "Completed_Form_YourName". (optional)
4. Click on 'Save'.

Helpful Tips:

- Want to email the saved form? Attach the PDF file from the folder where you saved it.
- Make sure you're using Adobe Acrobat Reader for best results (you can download it for free at get.adobe.com/reader).

4.3 Signing PDF Forms in Adobe Acrobat Reader DC

To sign a PDF form in Adobe Acrobat Reader DC*, you can type, draw, or insert an image of your handwritten signature or initials.

1. Open the PDF document or form that you want to sign.
2. Go to 'Tools' > Under 'Forms & Signatures', select 'Fill & Sign'.
3. Click on the 'Sign' icon in the toolbar, and then select whether you want to 'Add Signature' or 'Add Initials'.
4. If you are signing for the first time, you will see the Signature or Initials panel. You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use. *If you already have your signature or initial saved, skip to #5.*
 - a. Type your name in the field. You can choose from a small selection of signature styles.
 - i. Click on 'Change Style' to view a different style.
 - b. Draw your signature in the field with the mouse or stylus.
 - c. Browse and select an image of your signature.
 - d. Mark the 'Save Signature' check box. (optional)
 - i. When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for future use.
 - e. Click on 'Apply', and then select the place in the PDF document where you want to add the signature or initial.
5. Select your saved signature or initials from the 'Sign' options that will appear, and select the place in the PDF document where you want to add your signature or initial.

- a. To move the placed signature or initial, click the field to highlight it and use the arrow keys. To resize or delete the field, you can use the options in the field toolbar.
6. Save the signed PDF form.

*Adobe Acrobat Reader DC is a free, downloadable program to view and enter information, including electronic signatures, onto PDF forms. You may download it from: <https://get.adobe.com/reader>

5. NC Events

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liabilities, risks, and permitting issues that must be handled prior to the event. The NC Funding Program staff will assist with event administration, including permit application review, contracting with vendors as needed, and issuing payments. All NC hosted or co-hosted events must be approved before any payments can be processed.

5.1 NC Hosted and NC Co-Hosted Events

Hosted Events: Events solely organized, implemented, and/or paid for by the NC.

- Examples of NC Hosted Events:
 - Movie in the Park
 - Holiday Festival
 - Spring Eggstravaganza
 - Candidate Forum

Co-Hosted Events: Events partially organized, implemented, and/or paid for by the NC, including events where the NC provides in-kind support, such as lending NC equipment, materials, etc.

- Examples of NC Co-Hosted Events:
 - Providing a projector and screen for an event hosted by LA Rec and Parks
 - Providing catering for an event hosted by a council district office.
 - NCs obtain the event location for a community-based organization.

However, if a NC plans or co-hosts an event, such as a town hall, forum, community fair, or carnival, it must provide at least 30-days advance notice to the NC Funding Program to address potential risks and liability and secure necessary insurance, permits, and/or agreements with parties involved in the event.

If an NC is invited to table at an event to do outreach, the NC is not considered an event host or event co-host and is therefore not required to submit an Event Approval form.

- Example of tabling at an event
 - Attending a resource fair to provide information about the NC.
 - Setting up a table during a farmers market and handing out flyers and promotional items to invite stakeholders to future board meetings.

5.2 The Planning Stage

While your NC is planning an event or considering co-hosting an event, the Neighborhood Council Community Events Risks & Liabilities Planning Checklist should be present during the planning stage. This checklist details what additional documents our office may ask for.

The Neighborhood Council Community Events Risks & Liabilities Planning Checklist offers valuable

- 3. NC Event Budget.
 - a. We recommend that the budget have as much detail as possible.

Event Budget for [Event Name]		
Our Neighborhood Council (ONC) - Sat. June 21, 2025		
	Estimated	Actual
Venue		
Venue fees - LA City Rec&Parks Dept.	waived	
Venue staff - overtime costs	\$300.00	
Sound equipment - AAA Rents	\$100.00	
Tables and chairs - AAA Rents	\$250.00	
Totals	\$650.00	\$0.00
Food/Refreshments		
Catered Food - ABC Catering Services	\$500.00	
Snacks and Drinks - Smart & Final	\$200.00	
Totals	\$700.00	\$0.00
Entertainment		
Music - DJ SoundMaster	\$400.00	
Face Painters - FacePainters-R-Us	\$300.00	
Petting Zoo - PettingZoos-R-Us	\$500.00	
Totals	\$1,200.00	\$0.00
Decorations		
Banners - Kinko's	\$100.00	
Balloons - Parties-R-Us Supply Store	\$100.00	
Table covers - Parties-R-Us Supply Store	\$50.00	
Totals	\$250.00	\$0.00
Publicity		
Graphics work - Kinko's	\$100.00	
Photocopying/Printing - Kinko's	\$200.00	
Facebook/Instagram advertising	\$300.00	
Totals	\$600.00	\$0.00
Other		
SPARTA Insurance (if necessary)	\$300.00	
Totals	\$300.00	\$0.00
	Estimated	Actual
TOTAL EXPENSES	\$3,700.00	\$0.00

The last day to submit an Event Approval Request is May 20th

For events occurring in the same Fiscal Year. Note: For events from July 1st through July 15th of the following Fiscal Year, please contact your NC Funding Program Rep. for assistance.

5.4 Additional Documents

NC events are considered City public events. As such, NC Events may require additional documents to determine risk and liability exposure for the City. If you have any questions, please contact your NC Funding Program Representative.

Below are examples of additional documents that should be provided (when applicable):

1. Invoices and quotes.
 - a. Invoices and quotes must include the following information: Vendor name, Vendor address and contact information, Invoice number, Invoice date, Payment Amount due, Description of purchase, and Name of the NC in the “bill to” section.
 - b. Invoices with terms and conditions need to be reviewed by our office for potential contracts and service agreements.
 - i. Don't forget to provide us with the vendor's W-9. This form must have the signature and date provided be in the current calendar year. The City will need a current W-9 form so that the City Controller may file necessary information as part of the annual 1099 reports with the IRS. Not filing correct or complete 1099 reports with the IRS, may cause the City financial penalties.
 - ii. Reminder: NC board members cannot enter into any agreement or contracts on their own.

Mobile Zoo of LA
123 Your Street
Your City, ST 12345
(123) 456-7890

Invoice

Submitted on 10/26/2019


Invoice for John Doe City Hall NC 200 S. Main Street Los Angeles CA, 90012	Payable to City Hall NC	Invoice # 123456
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Description	Qty	Unit price	Total price
Petting Zoo per hour	3	\$100.00	\$300.00
Pony Rides	3	\$150.00	\$450.00
			\$0.00
			\$0.00
Notes: Please see terms and conditions below			Subtotal \$750.00

\$750.00

2. Permits for the event location.

- a. LAUSD, REC & PARKS, and LAPL permits should not be signed until your NC receives a Letter of Authorization (LOA) from the NC Funding Program.

<p>PETTY F. SANTOS INTERIM CITY CLERK</p> <hr/> <p>VACANT EXECUTIVE OFFICER</p>	<p>City of Los Angeles CALIFORNIA</p>  <p>KAREN BASS MAYOR</p>	<p>OFFICE OF THE CITY CLERK</p> <p>Neighborhood Council Elections and Funding Division 555 Ramirez Street, Space 300 Los Angeles, CA 90012 Election: (213) 978-0444</p> <hr/> <p>SOFIA ANGUIANO DIVISION MANAGER clerk.lacity.gov</p>
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Date: **8/23/2022**

To: **NC President Name**
President, **NC Name** Neighborhood Council

From: Melvin Cañas
Program Manager, Neighborhood Council Funding Program, Office of the City Clerk

Re: Authorization for Agreement

This memo authorizes the **NC Name** Neighborhood Council (**NC Initials**) to enter into the attached Fiduciary Agreement with **Name of Vendor** on behalf of the City of Los Angeles, Office of the City Clerk. The memo authorizes the **NC Initials** Board President, or the **NC Initials** Treasurer if the President is unable, to complete the application. Please ensure the following:

1. The application must be completed by the authorized **NC Initials** Board Members in their capacity as representatives of the Neighborhood Council, not as private individuals;
2. "City of Los Angeles" must be indicated next to the NC name as the Permittee, Applicant, Organization Name, etc. For example: "City of Los Angeles-**NC Name** NC";
3. The **NC Initials** Board has approved this service prior to completing the application.

NC Initials must provide a copy of the completed application to the NC Funding Program. Please email the copy to the NC Funding Representative listed below.

NC Initials must abide with all **Name of Vendor** Terms and Conditions.

Payments for **Name of Vendor** must be pursuant to the Neighborhood Council Funding Program policies and procedures.

Please contact **Funding Rep Name** at **Funding Rep Email Address** or by calling (213) 978-1058 if you have any further questions.

Email attachments – X page(s)

Initials necessary

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

3. Certificate of Insurance.

- a. The City of Los Angeles needs to be listed as additionally insured.
- b. A certificate of insurance is not required for vendors who have contracts with the city.
- c. Insurance requirements may vary for different types of vendors, as determined by the City's Office of Risk Management.

CERTIFICATE HOLDER	CANCELLATION
<p style="text-align: center;"> City of Los Angeles and its Agencies, Boards and Depts. 200 North Main Street City Hall East - Rm 1240 Los Angeles CA 90012 </p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <hr/> <p>AUTHORIZED REPRESENTATIVE Nancy Cadwallader</p>
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ACORD 25 (2016/03)	The ACORD name and logo are registered marks of ACORD

4. LA County Health Permit.

- a. Health permits should be valid.
 - i. The Health Permits are usually located by the restaurant's register.



5. LA County Community Event Organizer permit.

- a. If cooking food on site, please be aware that a Community Event Organizer permit and a food facility permit may be necessary from the L.A. County Public Health Department. For more information, please visit their website at: <http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm>

6. Request a City Fire Department Permit.

- a. If cooking food outside, contact the local Fire Station for permit information.

5.5 Finalizing the Event Approval Process

An NC must upload a completed Event Approval Application, BAC form, and an event budget to the NC Funding System Portal to trigger the NC Funding Program review. It is recommended to upload those documents as early as 45 to 60 days before the event. For assistance uploading documents to the NC Funding System Portal, please refer to the “How to Submit Events” in the “NC Funding System Portal” Section or contact your NC Funding Program Representative.

5.6 NC Booth Sponsorship

Should an organization request your Neighborhood Council to sponsor a booth at their event, they will need to invoice your NC. In such instances, your NC is not required to submit an event approval. Instead, simply submit the invoice for payment through the portal, as an Outreach expenditure, once it has received board approval.

Sponsorship Invoice

Los Angeles Historical Society
10110 Main Street
Los Angeles, CA 90012
(213)978-1058

Bill to:
City Hall Neighborhood Council
200 N. Spring Street
Los Angeles, CA 90012

Description
Sponsorship: \$500
Los Angeles Historical Society: 2019 Holiday Festival. Open to all public. Advertisised on all local social media. There will be Food, Drinks, and Games
Sponsorship will cover:
Booth at event
Recognition of CHNC with banner
Recognition of CHNC newsletter
Recognition of CHNC flyers promotions the event
Recognition of CHNC with online promotions
Total: \$500.00

6. Inventory

The inventory certification will be completed on an inventory form provided by the NC Funding Program. A physical inventory must be taken at least once every 2 years. The process is to coincide with the installation of a new board for those NCs that follow a 2-year election cycle. For NCs that follow a 4-year election cycle, their inventory certification must be completed every 2 years.

The NC Board must certify the inventory list, attesting to the completion of the list. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation.

Items to be included in an Inventory List include, but are not limited to, the following items:

- Goods with a \$1,000 value and at least a 3-year expected life cycle.
- Computer Hardware, regardless of its cost.
 - Computers
 - Printers
 - Tablets
 - Scanners
 - USB Drive/Hard Drive
- Electronic/Electric equipment
 - Cameras
 - Popcorn/snow cone machines
 - Generators
 - Projector/Projector Screen
 - Sound System, microphones, speakers
 - Cables/Extension cords
- Furniture/Other Equipment
 - Canopies
 - Tables
 - Chairs

All Inventory items must be photographed and have applicable serial numbers recorded on the inventory list.

To ensure proper tracking of Neighborhood Council inventory, it is recommended that one or two board members be designated for this task. The outgoing NC Board's assigned member is responsible for providing a complete inventory form to the incoming board, detailing all NC inventory items.

6.1 Inventory Report Template

The Inventory Report will be completed on an inventory form template provided by the Office of the City Clerk-NC Funding Program. The form is a Microsoft Excel sheet that the NC board member(s) designated to maintain the inventory report can save and revise/edit as necessary throughout the fiscal year.

6.2 Maintaining Inventory List

NCs must review and update the inventory report to indicate the current status of each of the items listed, if any, as follows:

- 1) In the "Current Status" column, select one of the following codes, as applicable, from the drop-down menu for each item listed:
 - C – Currently in use
 - S – For City Salvage
 - M – Stolen/Missing
- 2) If "S" is selected, please indicate "Yes" or "No" under the column "If Salvage, was a Salvage Request filed?"
- 3) If "M" is selected, please indicate "Yes" or "No" under the column "If Stolen/Missing, was a Police Report filed?"

Any inventory removed from the NC's designated storage facility, office, or meeting space must be checked out through the board member responsible for NC inventory. While the specific checkout and inventory process is left to the NC's discretion, it must be thoroughly documented.

6.3 Salvage

Inventory items purchased with Neighborhood Council funds are City property and must be disposed of through the Salvage Program. To salvage an item, please contact the NC Funding Program.

For assistance uploading the inventory report, please refer to the "Neighborhood Council Funding System Portal" section by [clicking here](#).



7. Neighborhood Purposes Grant (NPG)

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations. Eligible organizations include 501(c)(3) non-profits as well as public schools.

Note: NPGs cannot be issued to religious organizations or private schools.

7.1 Good Standing with the NC Funding Program

Only Neighborhood Councils in good standing with the NC Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- NC must have a current Fiscal Year budget on file with the NC Funding Program, indicating sufficient funds are allocated in the NPG expenditure category.
- NC cannot be delinquent with its Monthly Expenditure Reports (MER) submissions to the NC Funding Program (please refer to the NC Funding Program Policies and Guidelines Handbook for more information);
- NC cannot be in Exhaustive Efforts (EE) status under the Department of Neighborhood Empowerment; and
- NC must have an eligible Treasurer and 2nd Signer on the Board.

7.2 Community Benefit

A Neighborhood Purposes Grant (NPG) must provide a clear benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

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

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards.

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured. Additional sources of funding must be disclosed under Question 8 of the application.

7.3 Conflict of Interest Laws

State and City regulations regarding conflict of interest and ethics apply in the consideration of Neighborhood Purposes Grant requests.

If there is a potential conflict of interest identified due to an affiliation with an NPG applicant, NC board members with the potential conflict **must contact and consult** with the Office of the City Attorney, Neighborhood Council Advice Division (NCAD) before engaging or participating in any matters related to the NPG application. Engaging or participating in an NPG request where conflict of interest may exist can include, but is not limited to:

- Discussing or commenting on the request at NC committee or board meetings
- Helping an applicant complete an NPG application.
- Signing the NPG application
- Signing and handling a BAC form with a board-approved application

Please refer to the documents entitled, “State and City Conflicts of Interest Laws: Information for Neighborhood Council Boards and Committees” and “Guidance Regarding Conflict of Interest”, by NCAD, found in our NPG Program website, “Documents and Forms - Neighborhood Purposes Grants Documents”. You may also contact your Neighborhood Council’s Neighborhood Empowerment Advocate (NEA), at DONE, for more information.

Note: Any Conflict of Interest issues should be addressed before the NC board considers the NPG application.

7.4 Application Process

The following is required from all organizations/entities seeking a NPG from a Neighborhood Council:

- Completed and signed NPG Application.
- Project Budget. (On a separate sheet if the space provided in the application form is insufficient.)

For Non-Profits 501(c)(3)

- Submit: IRS Letter of Determination.
- Submit: Status verification from the California Secretary of State and/or Department of Justice. Printout and/or screenshots accepted for status verification.

For Public Schools

- Submit: Letter on official school letterhead, signed by the school Principal.



LOS ANGELES UNIFIED SCHOOL DISTRICT
 FLORENCE NIGHTINGALE MIDDLE SCHOOL
 3311 N. FIGUEROA STREET
 Los Angeles, CA 90065
 Telephone# (323) 224-4800 Fax (323) 222-4506

Isabella Richardson
 Principal

12/15/15

To Whom It May Concern:

We are requesting a grant for \$1,000. To purchase books for the ABC Elementary School library. This will help facilitate books for over 550 students from TKE to 6th grade. This will be of great assistance to our students in the community and enhance our classrooms.

Thank you for your time,

Isabella Richardson, Principal

Superintendent's Charge

Our charge is to fundamentally improve the interaction between the teacher and the student

IRS Department of the Treasury
 Internal Revenue Service
 P.O. Box 2508
 Cincinnati OH 45201

In reply refer to: [REDACTED]
 Feb. 13, 2014 LTR 4168C 0



025655

Employer Identification Number: [REDACTED]
 Person to Contact: Customer Service
 Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 04, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 1971.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

State of California
 Department of Justice



Office of the
 Attorney General

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registrant Details

Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.

Organization Name:	[REDACTED]	IRS FEIN:	[REDACTED]
Entity Type:	Charitable or nonprofit corporation	SOS/FTB Corporate/Organization Number:	[REDACTED]
Registry Status:	Current	Renewal Due/Exp. Date:	11/15/2025
RCT Registration Number:	[REDACTED]	Issue Date:	6/30/2006
Record Type:	Charity Registration	Effective Date:	6/30/2006
Date of Last Renewal:	8/4/2025	DBA:	

Mailing Address

Street: [REDACTED]
 Street Line 2: [REDACTED]
 City, State Zip: [REDACTED]

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search: ONEgeneration

Advanced

Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
[REDACTED]	09/26/1986	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	[REDACTED]

Request Certificate

Initial Filing Date: 09/26/1986
 Status: Active
 Standing - SOS: Good
 Standing - FTB: Good
 Standing - Agent: Good
 Standing - VCFCF: Good
 Formed In: CALIFORNIA
 Entity Type: Nonprofit Corporation - CA - Public Benefit
 Principal Address: [REDACTED]
 Mailing Address: [REDACTED]
 Statement of Info Due Date: 09/30/2026
 Agent: Individual [REDACTED]

View History | Request Access

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, properly agendized, to consider whether to approve the proposed grant request. If the application is approved, the NC Treasurer must submit the application as a payment request via the NC Funding System Portal. Board-approved applications submitted to the NC Funding Program after 45 days will not be accepted for processing, and the Board will need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents comply, the NC Funding Program will process a check payment request, and the check will be issued to the grant recipient.

7.5 NPGs and Contracts

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract. Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Refer to the Requirements for Neighborhood Council Agreements for documentation requirements.

Neighborhood Councils do not have the legal authority to enter into unilateral contracts.

7.6 Neighborhood Council NPG Considerations

Neighborhood Councils are responsible for vetting the NPG applicants. It is recommended that applicants be present when their proposed project is being considered at the Neighborhood Council's board meeting to answer questions regarding their application. Here are some questions NCs can consider/ask before approving the NPG application.

Credibility

- Is the organization current with the State of California?
- Does the organization know what it wants to accomplish?
- What evidence proves that the organization is currently achieving its goals?
- What kind of reputation does the group enjoy within the community and beyond?
- Is this project within the Neighborhood Council boundaries?
- How will the project implementation process build a community?
- How many Neighborhood Councils has the applicant applied to for funding?
- How will the complete project enhance the community?

Capability

- What skills does the organization's staff and/or board bring to the project?
- Are they relevant to the project's aims?
- Has the organization succeeded in similar endeavors of equal size and scale to what you are now proposing?
- Can the organization provide estimates and invoices for the project?
- If requesting less than the total project cost, can the applicant identify and explain other funding sources?

Feasibility

- Is the organization or individual capable of completing the project?
- Is the proposal advancing a worthwhile project built upon a good idea that can be successfully implemented?
- Is the budget allocated sufficiently to execute the various tasks and strategies described in the proposal?
- Is the budget realistic and supported with documentation?
- Is this for an event?
 - Is the event open, accessible, free of charge, and advertised to the general public?
 - Have the appropriate liability issues been discussed?
- Is this a capital improvement project?
 - Is it on public property within the Neighborhood Council's boundaries, or provide a demonstrable benefit to its stakeholders, within the City boundaries?
 - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
 - Has the applicant created a fair selection process to establish participants?

- Is this for equipment and supplies?
 - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community.

Importance

- Should the project be done?
- Is the project significant?
 - Is the project supported by the community?
 - How many stakeholders will benefit from this project?
- Is there evidence that the proposal will trigger action or work that the community wants?
- Will it make a difference in the community it purports to aid or resolve the issue it addresses?

7.7 Project Completion Follow-Up

Upon the project's conclusion, applicants must submit a Project Completion Report. NPG applicants are also encouraged to include photos. Failure to submit this report may result in Neighborhood Councils withholding approval for future grant requests. If a NPG-funded project remains incomplete, NCs should contact the NC Funding Program for assistance.



8. Community Improvement Projects (CIP)

CIPs include projects that beautify and enhance public spaces.

Examples of CIPs on public spaces include:

- Street medians, parkways, and landscaping
- Street furniture
- Murals or Utility Box Paintings
- Tree plantings
- Graffiti Abatement
- Community gardens
- Historic-Cultural Monument Applications

Community Improvement Projects cannot be done on privately-owned property, unless permitted and authorized under applicable City regulations, and are approved on a case-by-case basis.

Depending on the scope of the work or services involved, projects may require certain permits, such as but are not limited to:

- Insurance certificates
- Authorizations/Permits from other agencies
- Contracts or agreements involving a number of public agencies, vendors, etc.

8.1 Submitting CIPs for Review

All Community Improvement Project Applications must be submitted for review and approval no less than 30 days PRIOR to issuance of payment to involved vendors and commencement of the project.

Financial Officers must submit a completed CIP Application and BAC form. It is recommended to include as much information regarding the CIP, like vendors or permits. CIPs may require additional documentation depending on the scope of services. The application requires detailed information, including:

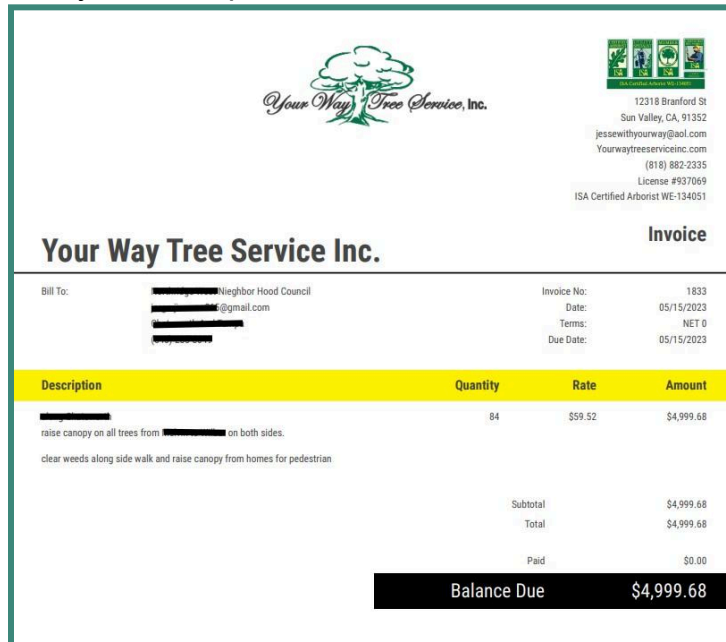
- **NC Point of Contact Information**
- **Project Information**
- **Project Budget**
- **Vendor(s) Information**
- **Supplemental Documentation and Information**

The CIP application is available on the [NC Funding website](#). If you have any questions, please contact your NC Funding Representative.

Below are examples of additional documents that may be requested when applicable:

1. Invoices and quotes.

- a. Invoices must be billed to the NC.
- b. The invoice needs to be itemized.
- c. Invoices with terms and conditions need to be reviewed by our office for potential contracts and service agreements.
 - i. Don't forget to provide us with the vendor's W-9
 - 1. The City will need a current W-9 form so that the City Controller may file necessary information as part of the annual 1099 reports with the IRS. Not filing correct or complete 1099 reports with the IRS, may cause the City financial penalties..




2. Permits for the project.

- a. LADOT, Department of Cultural Affairs, or other government agency permits should not be signed until your NC receives a Letter of Acknowledgement from the NC Funding Program.

City of Los Angeles
CALIFORNIA

PETTY F. SANTOS
INTERIM CITY CLERK
—
VACANT
EXECUTIVE OFFICER



KAREN BASS
MAYOR

OFFICE OF THE
CITY CLERK
Neighborhood Council Elections
and Funding Division
555 Ramirez Street, Space 300
Los Angeles, CA 90012
Election: (213) 978-0444
—
SOFIA ANGUIANO
DIVISION MANAGER
clerk@cityofla.gov

Date: 8/23/2022

To: **NC President Name**
President, **NC Name** Neighborhood Council

From: Melvin Cañas
Program Manager, Neighborhood Council Funding Program, Office of the City Clerk

Re: Authorization for Agreement

This memo authorizes the **NC Name** Neighborhood Council (**NC Initials**) to enter into the attached Fiduciary Agreement with **Name of Vendor** on behalf of the City of Los Angeles, Office of the City Clerk. The memo authorizes the **NC Initials**, Board President, or the **NC Initials** Treasurer if the President is unable, to complete the application. Please ensure the following:

1. The application must be completed by the authorized **NC Initials** Board Members in their capacity as representatives of the Neighborhood Council, not as private individuals;
2. "City of Los Angeles" must be indicated next to the **NC name** as the Permittee, Applicant, Organization Name, etc. For example: "City of Los Angeles-**NC Name** **NC**";
3. The **NC Initials** Board has approved this service prior to completing the application.

NC Initials must provide a copy of the completed application to the **NC Funding Program**. Please email the copy to the **NC Funding Representative** listed below.

NC Initials must abide with all **Name of Vendor** Terms and Conditions.

Payments for **Name of Vendor** must be pursuant to the Neighborhood Council Funding Program policies and procedures.

Please contact **Funding Rep Name** at **Funding Rep Email Address** or by calling (213) 978-1058 if you have any further questions.

Email attachments – X page(s)

Initials necessary

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

3. Certificate of Insurance.

- a. The City of Los Angeles needs to be listed as additionally insured.
- b. A certificate of insurance is not required for vendors who have contracts with the city.

CERTIFICATE HOLDER	CANCELLATION
<div style="border: 2px solid green; border-radius: 50%; padding: 10px; display: inline-block;"> City of Los Angeles and its Agencies, Boards and Depts. 200 North Main Street City Hall East - Rm 1240 Los Angeles CA 90012 </div>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE Nancy Cadwallader</p>
ACORD 25 (2016/03)	© 1988-2015 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD

Method of Payment

- CIPs are primarily paid via the check payment method, in particular when a contract is involved and stipulates check payments to be issued.

- CIP payments may be made through the NC bank card. Payment transactions made through the NC bank card must be approved by the board and the CIP approved by the Office of the City Clerk with all permits, insurance, etc. in place before the transactions are executed.

8.2 Unauthorized CIPs

Any purchases and/or capital improvement projects that impact the value of private property or do not benefit the general public are unauthorized and may lead to corrective measures.

9. Contracts and Leases

To ensure that Neighborhood Council and City assets are protected and liability is minimized, contracts or leases may be required before an NC is able to purchase a good or service. Under Article IX, Section 902, NCs do not have the authority to enter into contracts, agreements, permits, and/or memorandums of understanding. With the transfer of the NC Funding Program and the administration of the NC Trust Fund from the Department of Neighborhood Empowerment (DONE) to the Office of the City Clerk, the Office of the City Clerk has the authority to enter into contracts on behalf of NCs.

9.1 NC Contracts

Expenditures will require a contract if the expenditure falls under one of the criteria listed below:

- The owner or vendor requires a contract.
 - The vendor has terms and conditions listed on their invoice.
- Expenditure exceeds \$5,000 within a fiscal year.
 - Including NPGs and or CIPs.
- Service exceeds three (3) months.
 - Web design services or Web maintenance.
 - Contact your NC Funding Representative for information regarding subscription services.
- The risk and liability exposure to the City is excessive.
 - Events and or CIPs.

9.2 NC Leases

Office space always requires a lease agreement. Types of Lease Agreement:

- Privately owned
- Donated Space
- Shared Space

Meeting space lease agreements are required in the following instances:

- If the owner of the leased facility requires an agreement.
- If the NC wants to secure the meeting venue for certain dates and times on an on-going basis.

9.3 Other Agreement Types

Artwork or Design Agreements - Letter of Agreements can be entered for any artwork or designs created for a NC. e.g. a new NC logo or utility box art projects.

Letter of Authorization - A Letter of Authorization, issued by the Office of the City Clerk, grants a Neighborhood Council President or NC Treasurer the authority to sign agreements or permits on behalf of the Neighborhood Council. Letters of Authorization can be granted for smaller expenditures such as storage facilities, mail boxes (PO boxes), or Facility Use Applications with other City departments. Letter of Authorization Documents:

- Agreement or permit completed but unsigned
- BAC form approving the requested service

9.4 Required Documents for Contracts and Leases

Prior to entering an agreement, Neighborhood Councils are responsible for collecting the required documents from the vendor. Refer to the Requirements for Neighborhood Council Agreements document for documentation requirements on contracts and leases.

Documents must be submitted to the Office of the City Clerk for review. Once all documentation has been submitted a contract may be completed within 60 days.

Failure to comply with the City's contracting requirements will result in the NC's inability to hire the vendor for any services.

10. City-Contracted Services

10.1 Available Temporary Staffing Services

Administrative Support Services - Temporary administrative office support such as opening and routing mail, answering phones, providing customer service at public counters, drafting general correspondence, preparing minutes or transcripts of meetings, and other related administrative support duties.

Accounting and Financial Services - Temporary accounting staff responsible for but not limited to reconciling accounting records, preparing accounting reports and budgets.

Neighborhood Council Outreach, Meeting Assistance and Training - Temporary assistance for outreach, meeting support and capacity development/training services for Neighborhood Councils. Services could include but are not limited to: drafting and editing of outreach materials; direct mail distribution of outreach materials (for example, door-to-door distribution); web based distribution of outreach materials including social media; and providing capacity development, training and education services in the form of sessions or seminars on a variety of topics such as strategic planning, leadership development, board dynamics, resource development, building effective collaborations, needs assessments, program designs and evaluations, fiscal management, community outreach, and special events planning.

Parliamentary Assistance - Parliamentarian related services which may include assistance researching parliamentary rulings, questions and laws which affect parliamentary procedure.

Arbitration and Dispute Resolution Services - Temporary Arbitration and Dispute Resolution services support that would be responsible for but not limited to mediating conflicts and disputes, reviewing, and investigating factual issues related to such matters, issuing written memoranda, providing recommended consequences to parties, holding any necessary meetings to address such matters and other related duties as assigned. Temporary staff would have to be certified in arbitration and dispute resolution. Proof of certification would be required.

10.2 Requesting Temporary Staffing Services

1. The NC Board must approve and allocate funds in its annual budget (Office/Operational Expenditures Category), authorizing funding for Temporary Staffing.
2. With funding authorized, the NC may contact any one of the contracted vendors to request the service. See section 10.3 for City contracted vendors.
 - 2.1. The Board should identify the services needed and the Board Member serving as the main point of contact for the temporary staff member.
3. The NC may request that the temporary staff have specific qualifications and request to see resumes as well.
 - 3.1. The vendor will respond via e-mail, with a summary of the staffing service requested including the requestor information, location of services and bill rate per hour for said services.
 - 3.2. If an NC is not satisfied with the resumes, services or rates proposed by one vendor, they can request to see additional resumes and/or are free to obtain information from another other vendor.

- 3.3. Once an NC has acquired a list of potential candidates, they may conduct interviews if they chose to do so.
4. If, upon assignment of a temporary staff member to an NC, the NC finds that the work quality does not meet the minimum standards needed, then the NC should contact the vendor and request that the service of the temporary staff be terminated/cancelled.
 - 4.1. The NC can then request that the vendor assign a different temporary staff member, or opt to go to a different vendor altogether.
 - 4.2. If you are satisfied with your temporary staff member, you may request to the Vendor if they can assign the same temporary staff member to your future meetings.

10.3 City-Contracted Temporary Staffing Vendors

- **Emploi Inc**
Contact: Josee Minero
Joseem@atwork.com
(562)309-4607 or (562)400-5278
- **Partners in Diversity**
Contact: Frances Martinez
Frances.Martinez@p-i-d.biz
(626)793-0020
- **Cogent Infotech**
Contact: Casey Brinkman
Casey.Brinkman@cogentinfo.com
(469)843-9455

10.4 Requesting Interpretation and Translation Services

1. The NC Board must approve and allocate funds in its annual budget (Office/Operational Expenditures Category), authorizing funding for interpretation and/or translation services.
2. With funding authorized, the NC may contact any one of the contracted vendors to request the service. See section 10.5 for City contracted vendors.
 - a. The Board should identify the services needed and the Board Member serving as the main point of contact for the interpreter or translator.
3. The NC may request that the interpreter or translator have certain experience, i.e., experience in providing interpretation services at NC meetings or at other government or community meetings, etc.
 - a. To assist the interpreter to prepare for your meeting, you may provide them with the meeting agenda, minutes, bylaws, and other documents so they may review in advance.
 - b. If needed, the NC may request the vendor to provide the equipment for in-person interpretation services. If they are able to provide it, the vendor may charge an additional fee for the equipment.
4. The Vendor will coordinate with you to confirm services requested, location of services, and cost.
 - a. Assign a board member to serve as the point of contact for the Vendor and interpreter/translator.

5. After services have been provided, if the NC believes that the quality of the service provided by the Vendor did not meet expectations, then the NC should contact the Vendor to discuss the specific issue(s).
 - a. The NC may request that the Vendor assign a different interpreter or translator for the next time services are scheduled, or the NC may opt to go to a different listed Vendor.
 - b. If you are satisfied with your interpreter, you may request to the Vendor if they can assign the same interpreter to your future meetings.

10.5 City-Contracted Interpretation and Translation Vendors

- **Barbier International, Inc.**
translations@barbierinc.com
interpretations@barbierinc.com
(844) 824-0477
- **Cal Interpreting & Translations**
info@calinterpreting.com
(888)737-9009
- **Interpreters Unlimited, Inc.**
info@iugroup.com
(800) 726-9891
- **Language Solutions**
(800) 752-6096
- **Focus Language International**
ccox@focusinterpreting.com
(800) 374-5444 x703
- **Key Translations International**
mgomez@kitranslations.com
(714) 752-6761
- **Continental Interpreting**
beckyj@cis-inc.com
(800) 201-7121 or (805) 409-8679
- **Languages4You**
languages4You@aol.com
(818) 720-7105
- **Powerling**
s.chochois@powerling.com
(301) 905-2583
- **Schreiber Translations**
businessdevelopment@schreibernet.com
(301) 424-7737

10.6 Processing Payments

1. The Vendor will provide an invoice to the NC after the services have been rendered.
2. The NC will review the invoice for accuracy and submit the invoice to the Office of the City Clerk-NC Funding Program as soon as possible for payment through the NC Funding System Portal.

Note: Funds shall not be released to the Vendor from the NC account until the NC Funding Program has verified that the service provided is a contracted service and proper documentation has been provided.

10.7 Interpretation and Translation Services Reimbursements

- Special Account funds are available every Fiscal Year to reimburse NCs for payments made for translation and interpretation services during the same Fiscal Year.
- These services may include simultaneous interpretation at NC meetings or events, as well as written translation for NC documents, i.e., bylaws, standing rules, outreach material, etc.
- Reimbursements will be made by NC Funding Program staff on a first-come, first-serve basis while funds remain in the Special Account for those NCs that make payments for applicable services tracked in the Funding portal.
- Your NC does not need to apply for the reimbursement.

11. Declared Emergency Expenditures

11.1 Emergency Authority

In a declared state of emergency, as determined by a government agency, the Neighborhood Council (NC) President may, at their discretion, immediately use NC funds if imminent danger to community persons and/or property is reasonably foreseen as a direct result of the emergency. This is subject to the conditions listed herein.

This emergency authority may remain in effect until the following Board meeting. It is expected that the Board will make efforts to hold a meeting as soon as reasonably possible.

11.2 Use of NC Funds

The NC is hereby authorized to expend NC funds not exceeding \$1,000 total for emergency services and/or supplies under the circumstances described herein without prior board approval.

With prior approval by the NC Board at a properly noticed meeting, the NC may authorize more than \$1,000 for emergency services and/or supplies under the circumstances described herein.

Expenditures during a Declared Emergency are categorized under the Outreach Category. NCs may expense funds for items such as:

- Water and light refreshments for first responders
- Water and light refreshments for affected persons
- Emergency generators
- Flood lights
- Shelter amenities
 - Blankets
 - Toiletries
 - Pet food
- Communication equipment/services
 - Walkie-talkies
 - Radios
 - Bull-horns
- Printing services*
 - Flyers
 - Banners

* Printed materials should be for general information, not related to legal advice, or appearing to be legal advice. Please consult with your DONE Neighborhood Empowerment Advocate (NEA) for more clarification.

11.3 Use of NC Bank Card

The NC President may authorize the NC Bank Cardholder to utilize the NC bank card to purchase items and services listed above. Purchases may not exceed \$1,000 unless previously authorized by

the board, as prescribed under Section 5.0. of the Policies and Guidelines Handbook. Such expenses are strictly for emergency services and/or supplies under the circumstances described herein.

11.4 Board Member Reimbursement

In the event the NC bank card is not available for use and with authorization from the NC President as described herein, a Board member may use his/her personal funds for emergency services and/or supplies under the circumstances described herein.

Board member reimbursements under circumstances described herein are exempt from the reimbursement payment limits of \$1000 allowed per Board member per Fiscal Year.

11.5 Alternative Authority

If the NC President is absent or unavailable, the NC bank card may be authorized for use by the NC Vice-President or Treasurer, in that order.

11.6 Receipts and Invoices

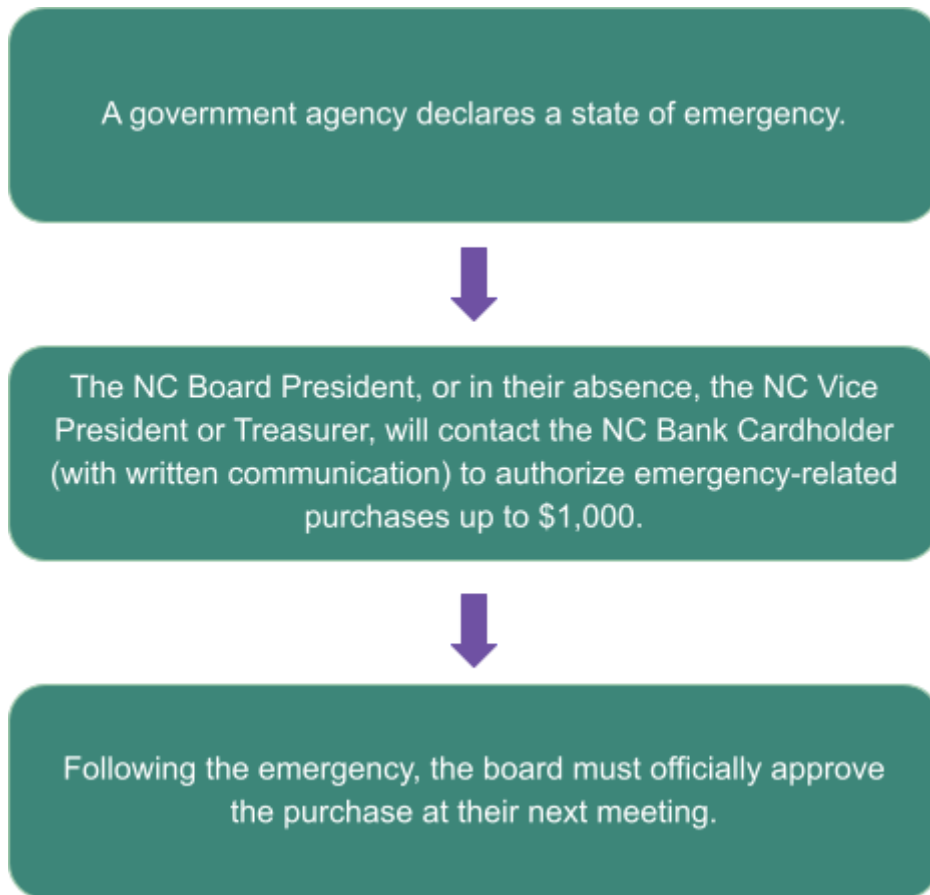
Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding System Portal per standard operating procedures.

11.7 Report and Board Action

At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certificate (BAC) form entered into the minutes of the meeting.

If a Board member reimbursement as described herein is requested, the Board must review and approve the request through a separate BAC form and (upload) for payment through the NC Funding System Portal.

11.8 Emergency Purchase Protocol



Note: The NC Funding Program may request additional details, such as the BAC form, among other information.



12. Additional Resources

Administrative Packet Template

Board Action Certification (BAC) Form Template

Department of Neighborhood Empowerment (DONE) - LA City Directory Link

Event Packet

- NC Community Events Risks & Liabilities Planning Checklist

- NC Event Approval Request Form

- Event Budget Template

Examples of Exceptions for Prepayments

NC Funding Fiscal Year Deadline Calendar

NC Funding Program Representative/Accounting Contact List

NC Funding System Portal link

NC Training and Workshops Website

NPG Packet

Policy and Guideline Handbook

Promotional Items Questionnaire