

SCOPING MEMORANDUM

To: Los Gatos Finance Commission
From: Phil Koen, Member
Date: August 5, 2026
Subject: Community Grant Program Review — Three-Phase Structure

Purpose. This is a proposal for how the Community Grant Program should be reviewed. It is a starting point, not a finished plan. The Commission and staff should review it and make any changes that would improve the review process.

Work product. Each phase will produce a set of specific written recommendations for the Town's consideration — nothing more than that. The Commission is purely a recommending body. Every recommendation in this review goes to the Town Council, and the Council alone decides which to adopt, which to change, and which to set aside. The Council is accountable for those decisions.

Phase 1 — The duty to know your applicant

Focus. Identifying the organizations that meet the Town's standards, so that every organization the Town funds is known to be run well enough to be trusted with public money.

Phase 1 rests on a duty the Town owes the people whose money it is spending: know your applicant. Everything that comes after — scoring, ranking, awarding, contracting — assumes the Town already knows who it is dealing with. If that is not established first, the rest of the process is only a form of words. This is fundamental to the grant process, not an add-on to it. The object is to identify the organizations that meet the Town's standards and are ready to receive public money, so the Council can fund them with confidence.

Look at the scoring rubric the Town uses today and add criteria that establish four things: how open an organization is about itself, how it is governed, how it handles conflicts of interest, and whether its required federal and state filings are current and in good standing. Together these show whether an applicant meets the standards the Town expects of anyone it funds.

What the Town asks for should fit the size of the grant and the size of the organization. A small volunteer group asking for a one-time award should not have to produce what a larger organization on a recurring grant produces. A requirement that no small nonprofit can meet does not identify the organizations that meet the Town's standards — it excludes capable ones that do. But fitting the requirement to the applicant is not the same as waiving it. There is a floor that applies at any dollar amount. The Town should know who sits on the board, that the organization's filings are current and complete, and that the same person does not both approve a payment and write the check. Holding that floor is what looking after the public's money means.

The scoring has to apply to both kinds of applications — sustaining grants and competitive grants alike. Vetting the sustaining organizations carries a one-time cost, because most of what we ask for has to be gathered once and then only confirmed each year after that. It is worth paying. These organizations receive the largest and steadiest support the Town gives, and none has ever been confirmed against a standard of this kind. Exempting them would leave the biggest dollars unexamined.

Once the rubric is final, every organization staff recommends for a grant should be run through it before the FY 27 grants are finalized. A standard that is written but not applied to the cycle in front of us accomplishes nothing.

The last thing for the Commission to settle in this phase is whether the final grant allocations ought to go back to the Town Council, so the Council can confirm that what staff produced matches the direction the Council gave. There is a reason to raise it. In the FY 26 cycle, the allocation of the rental assistance money and the contracts that carried it out were never brought back for review and approval, and it is fair to debate whether what staff did fully complied with the Council's funding resolution. Sending the final allocations back for confirmation is simply good process. It costs one agenda item and it settles, at the time, any later question about whether the money went where the Council said it should. This belongs in Phase 1 because it governs how the FY 27 cycle is closed out.

Phase 2 — The rental assistance program

Focus. Whether the rental assistance program is built to deliver the best result for the money, how much the Town should set aside for it each year, and whether a single provider would do the job better than three.

Review the rental assistance program from top to bottom and find where it can be improved — better results, lower cost, less waste. The question to answer is this: why should the Town not pick one organization to deliver rental assistance, the way it already does for the senior nutrition program? On June 18, 2024 the Council gave nutrition to a single provider and, in the same action, directed that rent relief be divided equally among as many as three organizations. Two programs, opposite designs, decided the same night. The Commission should find out which design works better.

Phase 2 should also end with a number — a recommendation on how much the Town sets aside for rental assistance each year. That number has to be built on top of what the Town already buys. In June 2025 the Town signed a five-year agreement with West Valley Community Services running from July 1, 2025 through June 30, 2030, paying up to \$15,000 a year, \$75,000 over the term, for emergency rental and utility assistance, with a committed output of twelve Los Gatos households a year. Two months later the Council created a separate \$20,000 grant track for rental assistance, and West Valley also holds a \$20,000 sustaining grant for human services support. The Commission should first establish how many households the Town is actually reaching across all of these and at what cost per household, then recommend a total annual figure and how it should be divided between contract and grant.

The review should also weigh the prime-and-subcontractor arrangement now in place, where one organization holds the grant and passes part of the money to a second organization to deliver. The case for it: a single point of contact for the Town, a local organization that can reach people who would not walk into a county agency, and less administrative work for staff. The case against it: the Town has no agreement with the organization actually spending part of the money, gets no reporting directly from it, and has no way to enforce terms against it; the grant agreement itself bars a grantee from delegating performance to anyone else without written Town consent; and running a small program through two sets of books makes cost per household almost impossible to compare. The Commission should decide whether to keep the structure, keep it only where the subcontract is documented and consented to in writing, or drop it.

None of this can be settled without the record. The Commission should review the annual reports the organizations filed for the FY 24, FY 25, and FY 26 cycles — households served, dollars actually disbursed, money left unspent or returned, and whether each report was filed on time and on the required form. Three years side by side will show whether the programs delivered what was promised, and whether the reports the Town receives are good enough to tell.

Phase 3 — The duty to recuse when conflicts arise: a deep review of Policy 2-04

Focus. Whether the Town tells Council members clearly enough when the duty to recuse applies, and whether the standard it holds them to is high enough.

Phase 1 rests on the duty to know your applicant. Phase 3 rests on the matching duty on the Town's side of the table: when a conflict arises, the member steps aside. That duty is worth as little as the guidance behind it, which is why this phase calls for a deep review of Policy 2-04 rather than a glance at it — what the policy says now, what it said before, what was taken out, and what other cities put in its place.

There are several reasons a Council member can be required to step aside. State law bars a public official from taking part in a contract in which the official has a financial interest — that is Government Code section 1090. A separate line of court decisions bars an official from deciding a matter where the official's impartiality is in real doubt. And there are ethical reasons that have nothing to do with either. Policy 2-04 used to carry guidance on this. It was taken out in the revision the Council adopted on August 19, 2025, and nothing was put in its place.

The law is only a floor. Statutes tell you where conduct becomes illegal. They do not tell you how the people who decide where public money goes ought to behave. Policy 2-04 says this itself: its opening paragraph states that the Council adopted rules holding Council members to standards above and beyond what the law requires. The provision that was deleted was one of those higher standards. The same revision also removed the sentence applying those expectations to the Town's boards, committees, and commissions — the bodies that score grant applications. So the Town did not lower its standard. It stopped having one.

The Commission should recommend a standard high enough that a resident reading the record could not find even a hint of impropriety in an award of public money. In practical terms:

- **Say it before the vote.** A member who has a connection to an applicant tells the Council what that connection is before the item is decided.
- **Include the family.** That covers what the member knows of a spouse's or child's connections, and any other relationship that gives the appearance of bias.
- **Write it down.** What was said goes into the Town's records — including for items on the consent calendar.
- **Say it out loud when stepping aside.** If the member sits an item out, that is stated at the meeting and recorded.
- **Stepping aside is always allowed.** A member may sit an item out to avoid the appearance of impropriety, even where the law would let him or her vote.

Palo Alto's council handbook requires all of these. Los Gatos requires none of them. Public confidence in the grant program does not rest on whether an award was legal. It rests on whether someone reading the file can see that the decision was made fairly.

Sequencing

This will probably take three meetings, one for each phase. Only the Phase 1 material is going out now. The Phase 2 and Phase 3 material will follow before those meetings.

COMMUNITY GRANT PROGRAM
Grantee Eligibility Standard (Proposed)
Town of Los Gatos

To be eligible for a Community Grant award, an applicant organization must satisfy each of the following criteria. The criteria are objective and compliance-based; they do not evaluate the merit of an organization's mission or viewpoint.

1. Legal existence and good standing. The applicant holds a current IRS determination letter under section 501(c)(3); its status with the California Secretary of State is active; and it is registered and current — not delinquent, suspended, or revoked — with the Attorney General's Registry of Charities and Fundraisers, including timely RRF-1 and CT-TR-1 (or Form 990-series) filings.

2. Filing consistency. The financial information in the application reconciles with the organization's own most recent sworn filings (IRS and Attorney General). The applicant shall submit its most recent Form 990-series return and CT-TR-1 or RRF-1 with the application. Material contradictions among the applicant's filings are disqualifying until resolved in writing.

3. Governance minimums. The applicant has an adopted written conflict-of-interest policy and a governing board of at least three voting directors, a majority of whom are independent. This requirement applies to every application filed on or after the effective date of this standard; there is no phase-in period and an applicant that does not meet it on the date its application is filed is not eligible.

A director is independent only if the director:

- (a) is not an officer or employee of the applicant;
- (b) receives no compensation from the applicant in any capacity, whether as an officer, employee, or independent contractor;
- (c) is not a party to, and has no financial interest in, a material transaction with the applicant; and
- (d) is not a member of the household of, and is not related by blood, marriage, or domestic partnership to, any officer or employee of the applicant.

A director who holds an officer title is never independent, whether or not the title is compensated.

The applicant further certifies that no single individual both prepares and certifies its grant reports and solely controls disbursement of grant funds, and that no expenditure of grant funds is approved and disbursed by the same individual. The applicant shall submit with its application a current roster of directors and officers that identifies each director claimed as independent.

4. Conflict-of-interest certification. The applicant certifies under penalty of perjury whether any of its officers, directors, employees, or agents — or any member of such a person's household — is a Town of Los Gatos official, officer, employee, or commissioner. An affirmative answer does not disqualify the applicant; it triggers the disclosure, recusal, and record-entry requirements of Government Code sections 1090 and 1091 before any Council action on the award.

5. Mission fit. The funded activity falls within the exempt purpose stated in the applicant's IRS application and organizing documents. Activities materially outside the stated purpose require an amended statement of purpose before award.

6. Prior grant compliance. If previously funded, the applicant filed all required reports on time, expended funds within the grant period and for the approved purpose, and returned any unspent funds. Unresolved defaults on prior Town grants are disqualifying.

7. Inspection and clawback consent. The applicant agrees in the grant agreement to the Town's right to inspect books and records related to the grant, and to repayment of funds spent outside the approved purpose or period.

Administration. Items 1, 2, 5, and 6 are verified by staff against public records. Items 3, 4, and 7 are certified by the applicant on a one-page form signed under penalty of perjury by two officers. The board roster required by item 3 is reconciled by staff against the applicant's most recent Statement of Information and Form 990-series return; a director listed as an officer in either filing is not counted as independent. Any certification later shown to be false is grounds for termination and repayment.

TOWN OF LOS GATOS — COMMUNITY GRANT PROGRAM Application Eligibility and Scoring Card (Proposed)

Applies to all Community Grants — Sustaining and Competitive One-Time

Draft for Finance Commission consideration · August 2026

What these forms are for. Eligibility exists to identify organizations that are run well enough to be trusted with public money. It does not exist to screen out organizations that are small, informal, or imperfectly documented. A charity with no paid staff, no audit, and a plain set of board-approved internal financial statements can pass every item. An organization that cannot say who its directors are, has let its state registration lapse, lets one person both approve and pay its own bills, or never accounted for the Town's last grant, cannot. Where a deficiency is the absence of a document that exists, it is curable; where it reflects how the organization operates, it is not.

How they fit together. Form A-1 is completed by the applicant and returned with the application, signed by two officers under penalty of perjury. Form A-2 is completed by staff, once per applicant, before any application is released for scoring; an applicant that does not pass is not scored, and an item found not met after scoring begins withdraws the application from the cycle. These forms apply to every Community Grant applicant — sustaining and competitive one-time alike. A sustaining recipient completes Form A-1 and is determined on Form A-2 each cycle, and is scored on Form B, even though its award is not competed. Neither Form A-1 nor Form A-2 is distributed to scorers. A false certification disqualifies the application at any point in the cycle and is grounds for termination of any agreement and repayment. Form B is completed separately by each scorer for each eligible applicant and is the only instrument that evaluates merit. Inspection of records, repayment of misspent funds, and the bar on assignment without prior written Town consent are provisions of the grant agreement and are not certified here.

FORM A-1 — APPLICANT ELIGIBILITY CERTIFICATION

Completed by the applicant and returned with the application. Signed by two officers under penalty of perjury.

FY: _____ Organization: _____ EIN: _____ Amount: \$ _____ Grant type: Sustaining ☐ Competitive ☐

What you are certifying	Your entry
SECTION 1 — LEGALLY ABLE TO RECEIVE THE MONEY	
• IRS. Attach your current determination letter under section 501(c)(3), or state another exempt classification. • Secretary of State. Active status, with a current Statement of Information on file. Nonprofit corporations file Form SI-100 biennially. • Registry of Charities and Fundraisers. Registered, status Current — the only accepted status. Delinquent, suspended, revoked, and not appearing at all are each disqualifying. • Annual filings. Every charity files an RRF-1 each year. Attach it and the return for your size: under \$50,000 — 990-N and CT-TR-1; \$50,000 to under \$200,000 — 990-EZ; \$200,000 or more, or assets of \$500,000 or more — 990; a private foundation — 990-PF. • The 990-N postcard is not sufficient on its own. It reports no revenue, expense, or asset figures, so the CT-TR-1 is the financial disclosure the Town relies on and must accompany it. Nor is 990-N the correct return at \$50,000 or more in gross revenue — attach the 990-EZ or the 990. A 990-N filed alongside reported revenue of \$50,000 or more is treated as a filing not made. • CT-TR-1, where it applies. Complete and signed — no line blank or zeroed without explanation, Part B schedules attached, signed under penalty of perjury by an officer — and shown on the Registry as Accepted. Filing is not enough: a Not Accepted status does not count as filed and is disqualifying until an amended form is accepted. • Purpose. The activity you are asking the Town to fund falls within the exempt purpose stated in your organizing documents.	Determination letter attached ☐ Classification: _____ SOS entity no.: _____ Statement of Information filed: _____ through: _____ Registry CT #: _____ Status: _____ Gross revenue, last FY: \$ _____ Filing class: 990-N ☐ 990-EZ ☐ 990 ☐ 990-PF ☐ If 990-N: CT-TR-1 attached ☐ Revenue matches class ☐ RRF-1 for FY _____ attached ☐ Return attached ☐ Type: _____ FY: _____ CT-TR-1: N/A ☐ Complete and signed ☐ Accepted ☐ Funded activity is within our exempt purpose ☐
SECTION 2 — GOVERNED BY A REAL BOARD	
• Roster. Attach a roster of every voting director and officer — full name, office held if any,	Roster attached, independents marked ☐

What you are certifying	Your entry
date the current term began. Mark each independent director with an asterisk. • Independence. Independent means: (a) not an officer or employee; (b) no compensation in any capacity, including as a contractor; (c) no financial interest in a material transaction with the organization; (d) not a household member of, or related to, any officer or employee. An officer is never independent. • Composition. At least three voting directors, a majority of them independent. A director not marked with an asterisk is not counted. • Conflict of interest. Attach the adopted written policy itself; certifying that one exists is not enough. Each director makes an annual written disclosure under it. No policy, or a policy not submitted, is disqualifying.	Voting directors: _____ Officers: _____ Independent (marked): _____ Majority independent: Yes ☐ No ☐ Conflict-of-interest policy attached ☐ Date adopted: _____ Most recent annual director disclosures: _____
SECTION 3 — CAN HANDLE THE MONEY AND ACCOUNT FOR IT	
• Separation of duties. No expenditure is approved and disbursed by the same individual, and no one person both prepares and certifies your grant reports. • Reconciliation. Bank statements are reconciled, and the reconciliation is reviewed by someone who neither signs checks nor initiates transfers. • Fiscal policies and tracking. Written adopted fiscal policies, and Town funds tracked separately from other funds. • Financial statements. Attach your most recent statements and state the level. An audit is not required. • Reporting. Name the individual accountable for the final report and expenditure record. Receipts and invoices retained; five-year retention obligation met. • Prior Town grants. If previously funded: reports on time, funds spent within the period and for the approved purpose, unspent funds returned.	Approval and disbursement are separated ☐ Report preparation and certification are separated ☐ Reconciliation reviewed independently ☐ Written fiscal policies ☐ Town funds tracked separately ☐ Statements attached — level: Audit ☐ Review ☐ Compilation ☐ Board-approved internal ☐ None ☐ FY: _____ Responsible individual: _____ Title: _____ Receipts retained; five-year retention ☐ Prior Town grant: None ☐ FY _____ All prior obligations met ☐
SECTION 4 — DISCLOSURES	
• Passthrough. State whether any other entity will receive, hold, or disburse any portion of the funds, or exercise discretion over how it is distributed. If so, name it, give the amount and the basis, and have it complete Sections 1 and 2 for itself. • Town relationships. State whether any officer, director, employee, or agent — or a household member — is a Town official, officer, employee, or commissioner. An affirmative answer does not disqualify you and is not shown to scorers.	Passthrough: None ☐ Disclosed ☐ Entity: _____ Amount: \$ _____ Basis: _____ Entity Sections 1 and 2 attached ☐ Town relationship: None ☐ Yes ☐ Person: _____ Role with us: _____ Town position: _____

WHAT WILL NOT DISQUALIFY YOU. *Recorded and disclosed to the Council with the recommendation. None is a bar.*

- **No audit, and no paid staff.** Board-approved internal financial statements satisfy Section 3, and an all-volunteer organization can pass every item.
- **A small budget, or a first-time applicant with no Town grant history.** (Section 3)
- **A Town relationship disclosed under Section 4.** This triggers disclosure and recusal on the Town's side; it is not a defect in the applicant.
- **A missing document produced within five business days of written notice.** The application is held, not withdrawn.
- **A disclosed passthrough.** Disclosure is required and is not itself adverse; the arrangement needs written Town consent before execution.

CERTIFICATION. We certify under penalty of perjury under California law that this form and its attachments are true, complete, and correct.

Officer 1 — name and signature: _____ Officer 2 — name and signature: _____ Date: _____

FORM A-2 — STAFF ELIGIBILITY DETERMINATION

One per applicant. Completed by staff before applications are released for scoring. Not distributed to scorers.

Applicant: _____ Grant type: Sustaining ☐ Competitive one-time ☐ Application number: _____ Date received: _____
 Form A-1 received and complete: Yes ☐ No ☐

Amount requested: \$ _____ Program cap this cycle: \$ _____ A request exceeding the cap must be conformed in writing before scoring; an unconformed request is not released for scoring. Conformed ☐ N/A ☐

#	What staff verify — and what ends the application	Finding
1	Legally able to receive the money. Confirm the applicant appears on the Attorney General's Registry of Charities and Fundraisers and that its status is Current; check filing history there; entity status and the Statement of Information against the Secretary of State; that the RRF-1 and the return for the applicant's size are attached and current; that the figures in the application match the most recent filings; and that the funded activity is within the stated exempt purpose. A 990-N postcard is not sufficient documentation on its own: it carries no financial figures, and it is the correct return only below \$50,000 in gross revenue. Where a CT-TR-1 applies, confirm the Registry shows it as Accepted. Disqualifying: not appearing on the Registry of Charities and Fundraisers, or any Registry status other than Current — delinquent, suspended, and revoked are not accepted; a missing or delinquent filing; a 990-N submitted without a complete, signed CT-TR-1; a 990-N where reported gross revenue is \$50,000 or more, which is a filing not made; a CT-TR-1 that is incomplete, unsigned, inconsistent with the application, or shown on the Registry as Not Accepted, until an amended form is accepted; a contradiction with a sworn filing that the applicant does not resolve in writing; a funded activity outside the stated exempt purpose, unless an amended statement of purpose is adopted before award.	Met ☐ Not met ☐ Registry status: Current ☐ Other ☐ Not listed ☐ Status recorded: _____ Filings current ☐ Delinquent ☐ Return matches revenue reported ☐ If 990-N: CT-TR-1 attached ☐ CT-TR-1: Accepted ☐ Not Accepted ☐ N/A ☐ Reconciles ☐ Contradiction ☐ Date checked: _____
2	Governed by a real board. Reconcile the roster against the Statement of Information and the most recent Form 990-series return. Count only directors marked independent on the roster. Confirm the conflict-of-interest policy is attached and read it. Disqualifying: fewer than three voting directors; no independent majority on the filing date; or no adopted written conflict-of-interest policy, or a policy the applicant does not submit with the application. None of these is curable within the cycle — not by explanation, by a resolution adopted after filing, or by a commitment to act before the agreement is executed.	Met ☐ Not met ☐ Directors: _____ Independent: _____ Majority independent: Yes ☐ No ☐ COI policy attached ☐ Not attached ☐ Roster reconciles ☐ Discrepancy ☐
3	Can handle the money and account for it. Read the certification on its face, review the financial statements submitted, and check prior grant compliance against Town records. Disqualifying: approval and disbursement of an expenditure by the same individual; one individual both preparing and certifying grant reports; or an unresolved default on a prior Town grant. The absence of an audit is not disqualifying.	Met ☐ Not met ☐ Statements: Audit ☐ Review ☐ Compilation ☐ Internal ☐ None ☐ Prior compliance: Met ☐ Not met ☐ First-time applicant ☐
4	Disclosures. Verify any named passthrough entity against items 1 and 2 of this sheet. Refer an affirmative Town relationship to the Town Attorney before the recommendation goes to Council. Disqualifying: a passthrough to an unnamed entity, or to one that cannot itself satisfy items 1 and 2.	Met ☐ Not met ☐ Passthrough: None ☐ Disclosed ☐ Entity items 1 and 2 verified ☐ Town relationship: Negative ☐ Affirmative ☐ Referred to Town Attorney: _____

ELIGIBILITY DETERMINATION Eligible — release for scoring ☐ Eligible subject to written resolution of item(s) _____ ☐ Not eligible — not scored ☐

Reason (required if other than “release for scoring”): _____

Determined by: _____ Title: _____ Signature: _____ Date: _____ Second reviewer (required for any determination other than “release for scoring”): _____ Date: _____

Reconsideration by the Town Manager may be sought in writing within five business days. Determinations are records of the award proceeding.

FORM B — SCORER'S CARD

One per scorer, per eligible applicant. Complete Part 1 before reading the application.

Applicant: _____ Scorer: _____ Fiscal year: _____

PART 1 — SCORER'S DECLARATION (complete before scoring)

I have reviewed the applicant organizations in this cycle. Except as noted below, I have no relationship with this applicant — including service as an officer, director, employee, or agent of the applicant, or such a role held by a member of my household — that requires disclosure or recusal under Council Policy 2-04, Government Code sections 1090 and 1091, or the Political Reform Act. I have not conferred with any other scorer about the scores on this card.

Relationship declared (state the applicant and the relationship; attach a sheet if needed):

A declared relationship must be stated publicly and entered in the Town's official records before any action on the award. I abstain from scoring and from any vote on this applicant unless the Town Attorney advises otherwise.

None to declare ☐ Relationship declared above ☐ Signature: _____ Date: _____

PART 2 — MERIT SCORING

Award one whole number from 0 to 5 for each of the eight criteria. All eight are weighted equally. Where a band spans two points, the italic note states the condition for awarding the higher of the two. Score each criterion independently of the others and independently of the amount requested.

Criterion	5 — Exemplary	4-3 — Good	2-1 — Passable	0 — Not demonstrated or adverse	Score
1. Project overview	Proposal clearly explains the project and its scope, steps, methods, and intended results with logical and systematic detail.	Proposal adequately explains the scope, steps, methods, and intended results in general terms. <i>Award the higher point when all four elements are present and only the level of detail is general.</i>	Proposal explains the general scope and intended results but lacks detail of the project steps and methods. <i>Award the higher point when steps or methods are partially described rather than absent.</i>	Proposal lacks sufficient detail to convey the scope or intended results of the project.	____ / 5
2. Advancing new ideas or surmounting new (non-financial) challenges	The project clearly represents implementation of a new insight or idea that has not been piloted previously, or surmounts a new (non-financial) challenge facing the organization.	The project clearly represents implementation of an emerging innovation or trend that has been piloted in other communities but will be new to the Los Gatos community. <i>Award the higher point when the applicant identifies the source community and states what it will adapt.</i>	The project represents the adoption of a change, addition, or variation to an already established program for the Los Gatos community. <i>Award the higher point when the change is substantive and specifically described rather than incremental.</i>	The project continues an already established program or service verbatim, or the proposal lacks information or evidence to suggest that it is a new project or service.	____ / 5
3. Community impact	Target audience or population clearly and specifically defined. Strong presentation of meaningful positive impact, supported by specific local evidence or data establishing	Target audience or population reasonably well defined. Sufficient presentation of meaningful positive impact, supported by general evidence	Target audience or population very broadly defined. Presentation of positive impact rests on realistic assumptions despite gaps in evidence.	Target audience or population not sufficiently defined or too broadly defined. Proposal lacks demonstration of meaningful impact.	____ / 5

Criterion	5 — Exemplary	4-3 — Good	2-1 — Passable	0 — Not demonstrated or adverse	Score
	the need.	or data establishing the need. <i>Award the higher point when the evidence is the applicant's own service data rather than general or third-party sources.</i>	<i>Award the higher point when the assumptions are stated explicitly and are testable.</i>		
4. Direct benefit to Los Gatos	Project is highly local and specifically targets the incorporated Los Gatos community, whether or not the organization is based in Los Gatos.	Project is regional but specifically targets expansion into the incorporated Los Gatos community, or shows significant benefit to it. <i>Award the higher point when a Los Gatos service level, participant count, or comparable commitment is stated rather than intent alone.</i>	Project is regional. Evidence is offered for how the incorporated Los Gatos community will benefit, or the wide regional audience indicates only indirect benefit. <i>Award the higher point when the benefit to incorporated Los Gatos is direct and evidenced rather than indirect.</i>	No identifiable benefit to the incorporated Los Gatos community, or the proposal does not address Los Gatos benefit.	____ / 5
5. Budget analysis	Strongly detailed and realistic budget with sound use of funds. Any funding necessary above the limit of the grant is both accounted for and secured through commitments from other means.	Realistic budget with general detail showing responsible use of funds. Any funding necessary above the limit of the grant is accounted for with reasonable certainty or commitment. <i>Award the higher point when other funding sources are identified by name rather than by category.</i>	Budget generally appears to support the project activities as described, although there are gaps in detail. Applicant has a realistic opportunity to secure funding above the limit of the grant even if commitment is not certain. <i>Award the higher point when the gaps are in line-item detail rather than in the funding plan.</i>	The described proposal is not supported by the budget, or no reliable source of funding is presented for any necessary funding beyond the limit of the grant.	____ / 5
6. Feasibility and organizational capacity	Superior experience or knowledge in the field as it relates to completing the project. Project, personnel, resources, and timeline are realistic and congruent with the description and outcomes. Staff or volunteer capacity is sufficient for the scale proposed.	Adequate experience or knowledge in the field, or transferable expertise in a related field. Deficiencies or overestimations in project, personnel, resources, or timeline fall within a tolerable range. Outcome appears achievable despite some gaps. <i>Award the higher point when personnel are named and assigned rather than described by role alone.</i>	Gaps in experience or knowledge, but the applicant demonstrates it can reasonably bridge them. Project, personnel, timeline, or resources expose weaknesses that will leave gaps. Achievement is questionable at the level proposed but likely at a smaller level. <i>Award the higher point when the applicant itself identifies the reduced scope at which the project is achievable.</i>	Applicant does not demonstrate the experience or knowledge to complete the project, or there is insufficient information about personnel, resources, project, or timeline to gauge feasibility.	____ / 5
7. Assessment and evaluation	Clear definition of the success of the program. Clear picture of	Good understanding of the anticipated specific results of	Success is difficult to ascertain — flawed by untestable	Evaluation plan missing or	____ / 5

Criterion	5 — Exemplary	4-3 — Good	2-1 — Passable	0 — Not demonstrated or adverse	Score
	how data will be collected to demonstrate the degree to which outcomes are met.	success, but the plan lacks detail about data or methods. <i>Award the higher point when the anticipated results are stated in measurable terms.</i>	outcomes, inappropriate methods, or lack of useful data collection. <i>Award the higher point when at least one measurable outcome is identified.</i>	unusable.	
8. Commitment to diversity, equity, and inclusion	Efforts are specifically demonstrated and articulated both at the organizational level and within the scope of the proposal, with identified practices rather than statements of principle.	Efforts are specifically demonstrated and articulated at the organizational level, although not within the scope of the proposed project. <i>Award the higher point when organizational practice is documented — an adopted policy, board or staff composition, or an outreach record — rather than described narratively.</i>	Impacts or commitments are expressed in general terms at either level. <i>Award the higher point when the proposal identifies the populations intended to benefit.</i>	The proposal does not address a commitment to diversity, equity, and inclusion at either the project level or the organizational level.	____ / 5

PART 3 — BONUS: ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

Two bonus points are awarded to a project that specifically meets one or more of the Council Strategic Priorities in effect for this grant cycle. A maximum of two points may be awarded regardless of how many priorities the project meets. Name the priority relied on in Part 4; a bonus awarded without a named priority is not counted.

Council Strategic Priorities in effect for this cycle [replace this list with the priorities adopted for the applicable cycle before the card is issued]:

Emergency Preparedness ☐ Fire Protection ☐ Community Where Older Adults Thrive ☐ Events or Town-Wide Efforts ☐ Community Engagement ☐
Environmental Sustainability ☐ Support the Needs of Unhoused Residents ☐

Note. Diversity, equity, and inclusion is scored as Criterion 8 and is not separately eligible for a bonus. Under the prior rubric the same subject could earn points twice on one dimension.

PART 4 — SCORE SUMMARY AND BASIS

Enter each score below and state the basis for any 5, any 0, and any bonus awarded. A required entry left blank returns the card to the scorer.

Criterion	Score	Basis for the score — required for any 5 or 0, and for any bonus awarded
1. Project overview		
2. Advancing new ideas		
3. Community impact		
4. Direct benefit to Los Gatos		
5. Budget analysis		
6. Feasibility and capacity		
7. Assessment and evaluation		
8. Diversity, equity, and inclusion		
Bonus — Council Strategic Priority		Priority relied on (name it; a bonus with no priority named is not counted): _____

MERIT SUBTOTAL _____ / 40 BONUS _____ / 2 TOTAL _____ / 42 Scorer signature: _____ Date: _____

PART 5 — RULES FOR USING THE SCORES

1. Each application is scored independently by each scorer. Scorer do not confer before submitting their cards.
2. The final score for an application is the mean of the submitted scorer totals, carried to one decimal place. Cards from a scorer who declared a disqualifying relationship are not included.
3. A score of 0 on a single criterion does not by itself disqualify an application. An application scoring 0 on Criterion 4 (Direct benefit to Los Gatos) is not recommended for funding.
4. Recommended funding threshold: _____ points out of 42. Applications below the threshold are not recommended. The threshold is set by the Council or the reviewing body before applications are scored, not after.
5. Ties are broken first by the mean score on Criterion 4 (Direct benefit to Los Gatos), then by the mean score on Criterion 3 (Community impact).
6. Use of the score. The ranked list produced by these cards is the basis for the funding recommendation forwarded to the Council. Where the Council has adopted an allocation structure that distributes funds by formula rather than by rank — for example, an equal division among a fixed number of providers — staff shall state that in the recommendation and identify which awards are set by formula and are therefore not determined by these scores.
7. Award amounts. A score does not by itself set an award amount. Where the recommendation is for less than the amount requested, staff shall state the basis for the reduction.
8. Records. Completed Form A determinations and Form B cards, including Part 1 declarations, are retained as records of the award proceeding and are subject to disclosure under the Public Records Act to the extent required by law.

TOWN OF LOS GATOS GRANT AGREEMENT

Summary:

The Town of Los Gatos ("Town") has awarded a grant to **West Valley Community Services** ("Grantee") in the total amount not to exceed **\$21,000.** for the period from **July 1, 2024** to **June 30, 2025.** This letter ("Agreement") sets forth the terms and conditions of the grant award.

Payment Terms and Use of Funds:

Grantee must accept the terms of this Agreement prior to disbursement of grant funds. Grant disbursement to the Grantee shall be made after receipt of the grant claim form and the countersigned original of this Agreement. Please submit award claim and signed copy of this agreement, either via Docusign, or by mail to: Town of Los Gatos, Town Manager's Office, Attention: Community Grants, 110 E. Main Street, Los Gatos, CA 95030.

Grant funds shall be used exclusively to support the project(s) as set forth in the Grantee's proposal, which is attached as Exhibit A and incorporated by reference, with the exception of funding for print or community outreach proposals. Any use of funds for a purpose other than that described in the Grantee's original proposal requires the Town's prior written consent.

Unused Funds:

At the conclusion of the grant period, Grantee agrees to return any unexpended or unaccounted for funds to the Town. Grantee agrees to return all disbursed funds if (1) grant funds have not been used for their intended purpose, or (2) have been used inconsistently with the terms of this Agreement, or (3) if the activities or outputs funded by the grant are materially incomplete by the end of the grant period, as determined by the Town in its sole discretion.

No Pledge:

This Agreement shall not be interpreted to create any pledge or any commitment by the Town to make any further grants or contributions to Grantee or any other person or entity for this or any other project.

Reporting and Records:

Grantee agrees to deliver to the office of the Town Clerk a final written report and video presentation in the form attached as Exhibit B to this Agreement by August 1, 2025 (one month after the date the agreement ends). The written report must include copies of completed contracts, paid invoices, timecards, payroll check register report, cash receipts, vouchers, cancelled checks, bank statements and/or other official documentation to show the Town how the grant funds were expended. This documentation shall explain how each expense is related to the approved purpose of the grant. The final written report is a publicly accessible document.

Original receipts and invoices must be maintained by Grantee for five years and shall be made available to the Town upon request. Grantee agrees to maintain adequate financial records consistent with generally accepted accounting practices, and to retain such records for at least five years after the conclusion of the grant period. The Town may monitor and conduct an evaluation of the Grantee's operation to ensure compliance with this Agreement.

Grantee will provide a minimum of one site visit or project observation at a mutually agreed upon time during the grant period to a Town staff representative. An interim check-in by phone, video meeting or email may also be requested at any time during the grant period by either the Town or the Grantee.

Publicity Acknowledgement:

Grantee will acknowledge the Town's support in any publications or materials related to the project, as follows: "Supported in part by a grant from the Town of Los Gatos". Grantee agrees that The Town may include information about the Grantee and its activities in its own reports and publications and may distribute such information to third parties.

No Agency:

Grantee is solely responsible for the results of its services, compliance with the terms of this Agreement, and for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the Grantee and the Town. The Grantee shall not represent itself as an agent of the Town for any purpose and has no authority to bind the Town in any manner whatsoever.

No Lobbying:

Grantee confirms that the grant funds will not be used for the purpose of lobbying, carrying on propaganda or otherwise attempting to influence legislation as defined by the United States Internal Revenue Code of 1986.

No Assignment:

Grantee may not assign this Agreement or delegate performance of the terms of this Agreement or of the project to any other person or entity without the prior written consent of the Town.

Indemnity:

Grantee agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected and appointed officials, employees, and agents, from any and all claims, injury, liabilities, losses and expenses (including attorney's fees) directly, indirectly wholly or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying grant funds, or in carrying out the project as set forth in the proposal. Grantee shall defend Town, its elected and appointed officials, employees, and agents, against any such claims.

Compliance with Law:

Grantee shall comply with and cause all its contractors and employees, if any, to comply with all

applicable federal, state and local laws, ordinances, codes, regulations.

Contact and Notices:

All notices, reports, or other correspondences related to this Agreement shall be sent to the following Addresses:

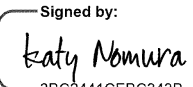
<u>TOWN</u>	<u>GRANTEE</u>
Town of Los Gatos	West Valley Community Services
Town Manager’s Office	10104 Vista Drive, Cupertino, CA 95014
Attn: Community Grants	
110 E. Main St	
Los Gatos, CA 95030	

Agreement and Authority:

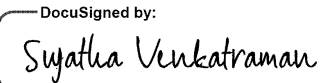
Grantee acknowledges and agrees that this Agreement represents the entire agreement between the Grantee and the Town with respect to the subject matter addressed herein. The terms of this Agreement may be modified only by writing signed by duly authorized representatives of both parties. The person(s) signing this Agreement on behalf of the Grantee represents and warrants to the Town that they have the requisite legal authority and power to execute this Agreement, and to bind Grantee to the obligations contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first herein above set forth.

TOWN OF LOS GATOS

Signed by:	
	9/17/2024
3B62441CEB6343D...	
Katy Nomura, Interim Town Manager	Date

West Valley Community Services

DocuSigned by:	
	9/11/2024
0737E78C8ED04A8...	
Signature of grant representative	Date

Sujatha Venkatraman	Executive Director
Printed name of grant representative	Title of grant representative

APPROVED AS TO FORM:

Signed by:

Gabrielle Whelan

EED6738A5534428...

Gabrielle Whelan, Town Attorney

9/17/2024

Date

Attest:

DocuSigned by:

Wendy Wood

BF6EB0BE2C214F8...

Wendy Wood, Town Clerk

9/18/2024

Date

- Exhibits:
- A. Grantee’s original proposal
 - B. Final Grant Report Template

Los Gatos Grant Agreement. West Valley Community Services



Community Grant Certification and Claim Form

Grant funds issued to:

Organization Name: West Valley Community Services

Mailing Address: 10104 Vista Drive, Cupertino, CA 95014

Grant Award Amount: \$21,000

Title of Grant Project: SUSTAINING- CARE Grants

GRANT CERTIFICATION AND CLAIM:

I certify that I am a duly authorized representative of the applicant organization and that the funds will only be used for the project/service as described in our organization's original grant application. Any funds not expended by June 30, 2025 must be returned to the Town.

Any changes to the scope of the project must be communicated to and approved by the Town.

All advertising or marketing for the funded project/service must contain the byline "Supported in part by a grant from the Town of Los Gatos"

A final grant report, expenditure report, and video presentation must be submitted by July 31, 2025

DocuSigned by:
By: Sujatha Venkatraman Printed Name: Sujatha Venkatraman
6737E7BC8ED04A3...
(Signature of authorized representative)

Title: Executive Director Date: 9/11/2024

For office use only:

Payment amount: \$21,000.

Account Number: 2102-67703

Invoice # CG24-26

PO # _____

#40

COMPLETE

Collector:
Started:
Last Modified:
Time Spent:
IP Address:

Web Link 1 (Web Link)
Wednesday, July 31, 2024 3:45:12 PM
Wednesday, July 31, 2024 3:45:51 PM
00:00:38
67.164.60.242

Page 1: Deadline for submission: Wednesday, July 31st at 5:00 p.m. Application guidelines and rules:

Q1

Please provide your contact information

Name of coordinator for this proposal	Sujatha Venkatraman
Name of organization	West Valley Community Services
Address	10104 Vista Drive
City/Town	Cupertino
State/Province	CO
ZIP/Postal Code	95014
Email Address	sujathav@wvcommunityservices.org
Phone Number	408.255.8033

Q2

Organization's EIN#

GC \$7922.000

Q3

Title of your proposal

SUSTAINING- CARE Grants

Q4

Amount of grant funding requested (up to a maximum of \$10,000)

21,000

Q5

Please provide a concise one sentence overview of your proposed program (i.e. what will you be spending the money on, for whom, and why?)

The funds will be used for critical family needs and financial assistance support part of the CARE program services.

Q6

Briefly describe how this project fits within the goals and mission of your organization.

West Valley Community Services (WVCS) is a nonprofit organization providing safety net services to low-income and homeless individuals and families in the West Valley region of Santa Clara County for more than 50 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on their table and every person has a roof over their head.

West Valley Community Services programs have grown exponentially, complementing our food, case management, financial coaching, and emergency rental assistance services to include an outreach program with the Park-it Market, additional off-site affordable housing, a newly renovated walk-through Market for clients, and senior adult transportation service.

Many families and individuals living in the West Valley struggle to put food on the table and pay their rent in the wake of staggering increases in gas, food, and electricity, stagnant wages, high rents, and a tight affordable housing market. Poverty creates further barriers to accessing critical services, including health services, nutritious food, and other necessities, contributing to poor physical and mental health. Poverty also inhibits socialization and engagement with the community. For low-income families with limited English language skills, finding where or how to access services is much more of a challenge. In some cases, these families may not know where to go or may not have reliable transportation to get the help they need. This can result in significant delays in service delivery, leading them further into financial crises, unhealthy or risky living conditions, or circumstances that make them vulnerable to being taken advantage of.

West Valley Community Services is our community's safety net. We ensure that low-income and homeless individuals and families receive the support and services they need to build the foundation for a brighter future. Last year, we provided:

- 953,452 meals to 1,943 individuals and families through weekly grocery distribution at our site in Cupertino
 - 219,392 meals to 1,506 families across West San Jose, Saratoga, and Los Gatos through our Mobile Food Pantry
 - Case management and referrals for 400 households.
 - \$1,498,142 in rental assistance for 384 households
-

Q7

Fully describe your proposed program, what you intend to deliver, and how you plan to accomplish it. (Make sure to also include how the need for the program was identified; the target audience and number of people that will participate; the direct benefit to the Los Gatos community)

West Valley Community Services' Community Access to Resources and Education (CARE) program serves low-income families and individuals living at or below the 250% federal poverty level in Cupertino, Saratoga, West San Jose, Los Gatos, Monte Sereno, and the unincorporated mountain regions. The program reaches individuals and families living on the brink of poverty who struggle to pay for household needs.

West Valley Community Services requests funding to support the Community Access to Resources and Education (CARE) program. This program helps low-income households move from poverty toward self-sufficiency and better health outcomes through case management, food assistance, and wrap-around services.

CARE services will include:

- Weekly access to groceries, which helps to provide healthy meals
- Emergency financial assistance to prevent evictions, utility shut-off, and move-in assistance.
- Monthly meeting with a case manager to help navigate social services and get help with financial assistance for rent and other critical family needs.
- Health screening and health fair onsite to help educate clients on chronic health conditions that impact low-income households
- Referral to public benefits, affordable child care, and other state programs
- Semiannual workshops and resource fairs to help bring resources close to where the clients live
- Referral to financial coaching and employment programs
- Onsite career fairs

Case management is at the heart of CARE, focusing on helping clients develop stability and self-sufficiency. CARE case managers use the self-sufficiency matrix assessment tool to measure a client's vulnerability. The tool uses a strength-based approach to help clients evaluate their financial, physical, and emotional health. It is the basis for creating a plan with goals to address critical family needs or vulnerability domains. Case managers provide individual consultation in person, online, and by telephone, offer referrals to other services, and function as advocates, helping clients navigate governmental assistance paperwork and information.

Q8

What is your project timeline?

July 1st 2024- June 30th 2024

Q9

Please give a breakdown of your program budget. If additional funding is needed to cover the full cost of the proposal, please identify what sources of funding will be covering those additional costs.

We will use the funds for direct assistance to help support any financial or critical family needs.

Q10

How will you evaluate the success of the program?

The CARE program's outcomes and objectives will be measured using the agency database, self-sufficiency matrix assessment, case management plan, and annual client survey.

Q11

Please articulate how your proposal and/or the mission of your organization aligns with the Town of Los Gatos commitment to Equity, Diversity, and Inclusion.

The CARE program helps build an inclusive community, prevent the displacement of low-income families, and support families facing homelessness.

Q12

Support the Needs of Unhoused Residents

Does your project align with one of the following 2023-2025 Council strategic priorities?



1. This report must be submitted to the Town of Los Gatos by July 31, 2025.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Final report will be submitted to Ryan Baker, Library Director, via a submission link. For questions, please email rbaker@losgatosca.gov

Organization:	
Mailing Address:	
Program Coordinator:	
Contact Email:	
Contact Phone:	

Program Title:	
Date/s of Program:	
Total Program Attendance:	
Number of Los Gatos Residents participating:	

Total Grant Funds Awarded:	
Total Grant Funds Spent:	

EXHIBIT B

Program Summary

Please provide an overview of the program as it was implemented during the grant period:

Program Summary cont.

Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

Program Summary cont.

Program Summary cont.

Please provide any additional statistics that you feel would highlight your program:

Signatures

I certify that the information provided in this report is true and correct to the best of my knowledge.

Event Coordinator:		Date:
(Name Printed):		
Organization's Director:		Date:
(Name Printed):		

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	6 (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

TOWN OF LOS GATOS GRANT AGREEMENT

Summary:

The Town of Los Gatos ("Town") has awarded a grant to **St. Vincent de Paul Society** ("Grantee") in the total amount not to exceed **\$12,500.** for the period from **July 1, 2024** to **June 30, 2025.** This letter ("Agreement") sets forth the terms and conditions of the grant award.

Payment Terms and Use of Funds:

Grantee must accept the terms of this Agreement prior to disbursement of grant funds. Grant disbursement to the Grantee shall be made after receipt of the grant claim form and the countersigned original of this Agreement. Please submit award claim and signed copy of this agreement, either via Docusign, or by mail to: Town of Los Gatos, Town Manager's Office, Attention: Community Grants, 110 E. Main Street, Los Gatos, CA 95030.

Grant funds shall be used exclusively to support the project(s) as set forth in the Grantee's proposal, which is attached as Exhibit A and incorporated by reference, with the exception of funding for print or community outreach proposals. Any use of funds for a purpose other than that described in the Grantee's original proposal requires the Town's prior written consent.

Unused Funds:

At the conclusion of the grant period, Grantee agrees to return any unexpended or unaccounted for funds to the Town. Grantee agrees to return all disbursed funds if (1) grant funds have not been used for their intended purpose, or (2) have been used inconsistently with the terms of this Agreement, or (3) if the activities or outputs funded by the grant are materially incomplete by the end of the grant period, as determined by the Town in its sole discretion.

No Pledge:

This Agreement shall not be interpreted to create any pledge or any commitment by the Town to make any further grants or contributions to Grantee or any other person or entity for this or any other project.

Reporting and Records:

Grantee agrees to deliver to the office of the Town Clerk a final written report and video presentation in the form attached as Exhibit B to this Agreement by August 1, 2025 (one month after the date the agreement ends). The written report must include copies of completed contracts, paid invoices, timecards, payroll check register report, cash receipts, vouchers, cancelled checks, bank statements and/or other official documentation to show the Town how the grant funds were expended. This documentation shall explain how each expense is related to the approved purpose of the grant. The final written report is a publicly accessible document.

Original receipts and invoices must be maintained by Grantee for five years and shall be made available to the Town upon request. Grantee agrees to maintain adequate financial records consistent with generally accepted accounting practices, and to retain such records for at least five years after the conclusion of the grant period. The Town may monitor and conduct an evaluation of the Grantee's operation to ensure compliance with this Agreement.

Grantee will provide a minimum of one site visit or project observation at a mutually agreed upon time during the grant period to a Town staff representative. An interim check-in by phone, video meeting or email may also be requested at any time during the grant period by either the Town or the Grantee.

Publicity Acknowledgement:

Grantee will acknowledge the Town's support in any publications or materials related to the project, as follows: "Supported in part by a grant from the Town of Los Gatos". Grantee agrees that The Town may include information about the Grantee and its activities in its own reports and publications and may distribute such information to third parties.

No Agency:

Grantee is solely responsible for the results of its services, compliance with the terms of this Agreement, and for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the Grantee and the Town. The Grantee shall not represent itself as an agent of the Town for any purpose and has no authority to bind the Town in any manner whatsoever.

No Lobbying:

Grantee confirms that the grant funds will not be used for the purpose of lobbying, carrying on propaganda or otherwise attempting to influence legislation as defined by the United States Internal Revenue Code of 1986.

No Assignment:

Grantee may not assign this Agreement or delegate performance of the terms of this Agreement or of the project to any other person or entity without the prior written consent of the Town.

Indemnity:

Grantee agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected and appointed officials, employees, and agents, from any and all claims, injury, liabilities, losses and expenses (including attorney's fees) directly, indirectly wholly or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying grant funds, or in carrying out the project as set forth in the proposal. Grantee shall defend Town, its elected and appointed officials, employees, and agents, against any such claims.

Compliance with Law:

Grantee shall comply with and cause all its contractors and employees, if any, to comply with all

applicable federal, state and local laws, ordinances, codes, regulations.

Contact and Notices:

All notices, reports, or other correspondences related to this Agreement shall be sent to the following Addresses:

<u>TOWN</u>	<u>GRANTEE</u>
Town of Los Gatos	St. Vincent de Paul Society
Town Manager’s Office	920 S. Winchester Blvd., Suite C,
Attn: Community Grants	San Jose CA, 95128
110 E. Main St	
Los Gatos, CA 95030	

Agreement and Authority:

Grantee acknowledges and agrees that this Agreement represents the entire agreement between the Grantee and the Town with respect to the subject matter addressed herein. The terms of this Agreement may be modified only by writing signed by duly authorized representatives of both parties. The person(s) signing this Agreement on behalf of the Grantee represents and warrants to the Town that they have the requisite legal authority and power to execute this Agreement, and to bind Grantee to the obligations contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first herein above set forth.

TOWN OF LOS GATOS

Signed by:	
	10/20/2024
3BC2441CEBC343B...	
Katy Nomura, Interim Town Manager	Date

St. Vincent de Paul Society

Signed by:	
	10/10/2024
5D30CC8DF109453...	
Signature of grant representative	Date

Sue Ahmadian	President
Printed name of grant representative	Title of grant representative

APPROVED AS TO FORM:

Signed by:

Gabrielle Whelan

EPD0738A5534428...

Gabrielle Whelan, Town Attorney

10/16/2024

Date

Attest:

DocuSigned by:

Wendy Wood

10/21/2024

BF6EBCBE2C214F8...

Wendy Wood, Town Clerk

Exhibits:

- A. Grantee's original proposal
- B. Final Grant Report Template

Los Gatos Grant Agreement. St. Vincent de Paul Society



Community Grant Certification and Claim Form

Grant funds issued to:

Organization Name: St. Vincent de Paul Society

Mailing Address: 920 S. Winchester Blvd., Suite C, San Jose CA, 95128

Grant Award Amount: \$12,500

Title of Grant Project: Rental Assistance

GRANT CERTIFICATION AND CLAIM:

I certify that I am a duly authorized representative of the applicant organization and that the funds will only be used for the project/service as described in our organization's original grant application. Any funds not expended by June 30, 2025 must be returned to the Town.

Any changes to the scope of the project must be communicated to and approved by the Town.

All advertising or marketing for the funded project/service must contain the byline "Supported in part by a grant from the Town of Los Gatos"

A final grant report, expenditure report, and video presentation must be submitted by July 31, 2025

Signed by:
By: Sue Ahmadian Printed Name: Sue Ahmadian
5D30CC8DF109453...
(Signature of authorized representative)

Title: President

Date: 10/10/2024

For office use only:

Payment amount: \$12,500.

Account Number: 2102-67701

Invoice # CG24-22

PO # _____

#18

COMPLETE

Collector:Web Link 1 (Web Link)

Started:Tuesday, July 23, 2024 4:00:39 PM

Last Modified:Tuesday, July 23, 2024 4:33:48 PM

Time Spent:00:33:08

IP Address:172.56.42.180

Page 1: Deadline for submission: Wednesday, July 31st at 5:00 p.m. Application guidelines and rules:

Q1

Please provide your contact information

Name of coordinator for this proposal

Sue Ahmadian, president SVdP LG

Name of organization

St Vincent de Paul (SVdP)

Address

GC §7922.000

City/Town

Los Gatos

State/Province

CA

ZIP/Postal Code

95032

Email Address

GC §7922.000

Phone Number

Q2

Organization's EIN#

Fed EIN: 94-1358301

Q3

Title of your proposal

Rental Assistance

Q4

Amount of grant funding requested (up to a maximum of \$10,000)

\$25,000

Q5

Please provide a concise one sentence overview of your proposed program (i.e. what will you be spending the money on, for whom, and why?)

Rental assistance will be provided to Los Gatos residents who can provide documentation/reasons why they do not have the funds to cover their rent and may become unhoused without assistance.

Q6

Briefly describe how this project fits within the goals and mission of your organization.

SVdP is a 501(c) non-profit organization of lay volunteers who provide essential services to the poor and needy of our community. Rental assistance is essential to those in our Community who would become unhoused without it. We believe that it is a human right that people should have a safe, secure space to live and sleep.

Q7

Fully describe your proposed program, what you intend to deliver, and how you plan to accomplish it.(Make sure to also include how the need for the program was identified; the target audience and number of people that will participate; the direct benefit to the Los Gatos community)

The SVdP Conference of Los Gatos has been serving Town residents since 1965. Calls come in through the SVdP assistance line for a variety of needs; rental assistance makes up approximately 40% of all calls. The people requesting rental assistance are typically seniors, and/or those experiencing a healthcare emergency, disabled or newly unemployed or underemployed. If SVdP determines that assistance would be the only means to keep a person/family housed, the caller must provide proof of need, verification of address, legal consent form (to speak with landlord), and bank & pay statements. If applicable, an SSI award letter is required if the award amount is not reflected in a bank statement. The SVdP Conference sends assistance checks directly to landlords. Typically a caller is provided rental assistance only once in a twelve month period. Since November 2023, SVdP's rental assistance enabled 7 Los Gatos households to avoid eviction and remain housed.

Q8

What is your project timeline?

SVdP will use the funds to provide rental assistance from the date the funds are received until June 30, 2025.

Q9

Please give a breakdown of your program budget. If additional funding is needed to cover the full cost of the proposal, please identify what sources of funding will be covering those additional costs.

In the previous fiscal year, SVdP of Los Gatos operated with a total income of \$40K. Funds were primarily provided through donations from St Mary’s parishioners of Los Gatos (\$30,000 in the prior fiscal year). An additional \$10,000 was donated directly by SVdP Conference Members. The SVdP Conference actively fundraises and solicits donations from St. Mary’s parishioners through an Annual Appeal every November.

Rental assistance is the single largest expenditure for SVdP of Los Gatos. Thus far in the current fiscal year (October 2023 thru September, 2024), SVdP of Los Gatos provided approximately \$13,000 in rental assistance to Los Gatos residents; this is projected to grow to approximately \$18,000 by fiscal year end September 30, 2024.

Besides rental assistance, SVdP of Los Gatos assists the working poor with utility bills, DMV bills, car repairs, and other necessities for living and maintaining employment. SVdP has no paid staff, nor any rent or facility costs of their own.

A Los Gatos Township Rental Assistance Grant of \$25,000 would be spent entirely and directly on rental assistance for Los Gatos residents who require assistance in order to remain housed.

Q10

How will you evaluate the success of the program?

The goal of providing SVdP rental assistance is to keep Los Gatos residents housed. Everyone we keep housed is a success and having Grant funds will maximize our ability to help more residents stay in their homes. We track every dollar of assistance that we provide and will be able to report how much rental assistance we provided to Town residents through the duration of the Grant dates.

Q11

Please articulate how your proposal and/or the mission of your organization aligns with the Town of Los Gatos commitment to Equity, Diversity, and Inclusion.

SVdP offers its service and support to anyone in need. It does not matter the person’s race, ethnicity, gender identity, financial status, politics, religion or age. SVdP provides much support to our local Unhoused (a Strategic Priority). Providing rental assistance mitigates the risk that many Los Gatos residents would become unhoused through eviction.

Q12

Community Engagement

Does your project align with one of the following 2023-2025 Council strategic priorities?



1. This report must be submitted to the Town of Los Gatos by July 31, 2025.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Final report will be submitted to Ryan Baker, Library Director, via a submission link. For questions, please email rbaker@losgatosca.gov

Organization:	
Mailing Address:	
Program Coordinator:	
Contact Email:	
Contact Phone:	

Program Title:	
Date/s of Program:	
Total Program Attendance:	
Number of Los Gatos Residents participating:	

Total Grant Funds Awarded:	
Total Grant Funds Spent:	

Itemize all grant fund expenditures (use additional pages as needed):	Amount
Total	

Program Summary

Please provide an overview of the program as it was implemented during the grant period:

Program Summary cont.

Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

Program Summary cont.

Program Summary cont.

Please provide any additional statistics that you feel would highlight your program:

Signatures

I certify that the information provided in this report is true and correct to the best of my knowledge.

Event Coordinator:

Date:

(Name Printed):

Organization's Director:

Date:

(Name Printed):

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	6 (2)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

COMMUNITY GRANT SCORING RUBRIC FY2024-2025

Criteria	5 points Exemplary	3-4 points Good	1-2 points Passable	0 points Evidence not demonstrated
Project overview	Proposal clearly explains the project and the scope, steps, methods and intended results with logical and systematic detail.	Proposal adequately explains the scope, steps, methods and intended results of the project in general terms.	Proposal explains the general scope and intended results but lacks detail of the project steps and methods.	Proposal lacks sufficient detail to convey the scope or intended results of the project.
Advancing new ideas or surmounting new (non-financial) challenges	The project clearly represents the implementation of a new insight or idea that has not been piloted previously, or surmounts a new (non-financial) challenge facing the organization.	The project clearly represents the implementation of an emerging innovation or trend that has been piloted in other communities but will be new to the Los Gatos community.	The project clearly represents the adoption of a change, addition, or variation to an already established program for the Los Gatos community.	The project continues an already established program or service verbatim, or the proposal lacks information or evidence to suggest that it is a new project or service.
Community Impact	Target audience/population clearly and specifically defined. Strong presentation of the meaningful positive impact to the target audience/population provided with specific local evidence or data to support the need for the project.	Target audience/population reasonably well defined. Sufficient presentation of meaningful positive impact to the target audience/population provided with general evidence or data to support the need for the project.	Target audience/population very broadly defined. Presentation of positive impact based on realistic assumptions despite gaps in evidence.	Target audience/population not sufficiently defined or too broadly defined. Proposal lacks demonstration of meaningful impact to target audience/population.

Direct Benefit to Los Gatos	Project is highly local and specifically targets the incorporated Los Gatos Community (whether or not the organization is based in Los Gatos).	Project is regional but specifically is targeting expansion into the incorporated Los Gatos Community or shows significant benefit to the Los Gatos Community.	Project is regional but gives strong evidence for how the incorporated Los Gatos Community will directly benefit.	Project is regional with a wide regional target audience indicating only an indirect benefit for the Los Gatos Community.
Budget Analysis	Strongly detailed and realistic budget with sound use of funds. Any funding necessary above the limit of the grant is both accounted for and secured through commitments from other means.	Realistic budget with general detail to show responsible use of funds. Any funding necessary above the limit of the grant is accounted for with reasonable certainty or commitment.	Budget generally appears to support the project activities as described although there are gaps in detail. Applicant has realistic opportunity to secure necessary funding above the limit of the grant even if commitment from those sources is not certain	Described proposal is not supported by the budget or no reliable source of funding is presented to provide any necessary funding beyond the limit of the grant.
Feasibility	Applicant demonstrates it has superior experience or knowledge in the field as it relates to completing the project. Project, personnel, available resources, and timeline are realistic and congruent with project descriptions and outcomes. High likelihood of project being achievable based on information presented.	Applicant demonstrates it has adequate experience or knowledge in the field as it relates to completing the project or expertise in a related field that would transfer to the project. Deficiencies or overestimations may exist in project, personnel, available resources or timeline within tolerable range. Outcome appears achievable despite some gaps or leaps.	Applicant has gaps in experience or knowledge as it relates to the proposal but demonstrates that it can reasonably bridge gaps to successfully accomplish the project. Project, personnel, timeline or resources as described expose weaknesses in the proposal that will leave gaps. Project outcome's ability to be achieved is questionable at the level proposed, but likely will be achievable at a smaller level.	Applicant does not demonstrate the experience or knowledge to complete the project. Insufficient information about personnel, resources, project or timeline to gauge feasibility.

Assessment/Evaluation	Clear definition of success of program. Clear picture of how data will be collected to demonstrate degree to which outcomes are met.	Good understanding of anticipated specific results of success, but plan lacks details about data or methods.	Success difficult to ascertain, flawed by untestable outcomes, inappropriate methods, or lack of useful data collection.	Evaluation plans missing or unusable.
Commitment to Diversity, Equity, and Inclusion	Diversity, Equity, and Inclusion efforts are strongly demonstrated and articulated both at the organizational level and within the scope of the proposal.	Diversity, Equity, and Inclusion efforts are strongly demonstrated and articulated at an organizational level, although not necessarily within the scope of the proposed project.	Diversity, Equity, and Inclusion impacts or commitments are expressed in highly general terms.	The proposal does not address a commitment to Diversity, Equity, and Inclusion at either a project level or an organizational level.

Bonus points for alignment with Council priorities:

2 bonus points should be awarded for proposed projects that specifically meet one of the criteria listed as one of the Council Strategic Priorities 2023-25 <https://www.losgatosca.gov/2851/Strategic-Priorities> .

These include:

Emergency Preparedness

Fire Protection

Diversity Equity and Inclusion Efforts

Community Where Older Adults Thrive

Events or Town-Wide Efforts

Community Engagement

Environmental Sustainability

Support the Needs of Unhoused Residents

FY2024-25 Community Grant Rater Instructions

Thank you for ranking this year's Community Grant applications!

Two members from the Community Health and Senior Services Commission, two members of the Arts and Culture Commission, and one member of the Diversity, Equity, and Inclusion Commission will rank all applications across all categories to find the best qualified proposals that reflect a broad range of projects and ideas to benefit the community of Los Gatos.

Commissioners ranking these applications *must think outside of the realm of their assigned Commission's goals and equally consider all proposals in all categories on equal footing*. You will be seeing proposals for arts, events, human services, education, community vitality, and more.

In the Google Drive folder titled "Community Grants FY2024-25" you will find:

- A folder labeled "Community Grants" that contains 32 applications received by the deadline
- A folder labeled "Rental Assistance Grants" that contains 2 applications received by the deadline
- A folder labeled "Sustaining Grants" that contains 4 applications received by the deadline
- A scoring rubric to use for judging applications
- A scoring sheet with your name on it

How to rank:

- You will be working independently. Please do not meet with or consult with other grant raters in the process.
- Type your scores directly into your scoring sheet. Award 0 to 5 points in each category based on the scoring rubric.
- To compare the applications as fairly as possible, please stick closely to the scoring rubric. Please refrain from judging the proposal based on your own opinions or feelings of what would or would not constitute a good program.
- For application question #12, If the applicant identified that their proposal addresses one of the Town Council's Priorities (listed at the bottom of the scoring rubric) award two bonus points. If the question is left blank, or you feel that the proposal does not actually fit the priority listed, do not give any bonus points. Please don't put a 1 in the field, it is either a 2 or a 0.
- Conflict of Interest – If you come across an application for an organization that you are involved in, either as an employee, board member, volunteer, or in other capacity, please do not rate that application. Leave that proposal blank on your scoring sheet with a note in the notes field stating "conflict of interest". Continue to rank other applications. An alternate grant reader will be assigned to review any applications you note as a conflict of interest for yourself.
- Please have your scores complete by **August 19th** and I will compile the averages from all grant readers. If you send me an email to confirm when you are finished, I would appreciate it. If you need additional time, just let me know.

Please feel free to reach out to me if you have any questions.

Thank you,

Ryan

NameTitle of Proposal		Khanal	konrad	jensen	javey	gordon	total
Art Docents of Los Gatos	Proposal to Recruit and Retain Art Docents	31	28	34	40	23	31.2
AWO	AFRICA AT YOUR FINGERTIPS	28	20	31	29	23	26.2
Billy Jones Wildcat Railroad	Billy Jones Wildcat Railroad Grant Application for New Rail	20	33	33	44	24	30.8
Boldly Me	Train Professionals to Elevate Mental Health Awareness & Provide Useful Tools	17	27	28	23	8	20.6
Catalyze SV (Social Good Fund is fiscal sponsor)	“It’s Electric!” A Future of Electrified Transportation, Homes & Buildings	19	24	25	43	14	25
Chabad of S Jose	Smile on Seniors	21	22	37	29	17	25.2
Collaborating Agencies’ Disaster Relief Effort (CADRE)	Enhancing Disaster Resilience through Community Support Networks in Los Gatos	19	30	30	47	10	27.2
Girls on the Run of Silicon Valley	Girls on the Run of Silicon Valley Community 5K 2025	32	21	35	44	30	32.4
Jewish Silicon Valley	Jewish Silicon Valley's FitFest	24	30	28	40	24	29.2
KPCR 92.9FM	Media Production Education for Youth and Adults	22	23	35	28	19	25.4
Kyle J. Taylor Foundation	Los Gatos Youth Heart Health	31	21	39	27	31	29.8
Los Gatos Community Concert Association	2024 - 2025 Los Gatos Community Concerts	26	30	30	31	21	27.6
Los Gatos Foundation for Older Adults to Thrive	Ride & Taste program for Seniors to Ride the Bus		26	29	47	23	31.25
Los Gatos Museum Association DBA New Museum Los	Exhibition and programs for Double Exposure: Photojournalist Ted Sahl and the LGBTQ+ History of the South Bay	28	30	34	42	34	33.6
Los Gatos Music and Arts	Summer Jazz Camp for 50 Youth	27	27	35	27	19	27
Los Gatos Public Media, Inc.	OktoberFest LG 2024 Platinum Sponsor	22	36	35	36	18	29.4
Los Gatos Union School District	The Nature of Environmental Sustainability	32	35	33	38	33	34.2
Los Gatos Youth Park	Repairs to Never Neverland building located at Los Gatos Youth Park	28	32	33	28	22	28.6
Louise Van Meter Home & School Club	Louise Van Meter School Garden Program & Living Classroom	22	25	35	30	23	27
Omniware Networks	public art contest of 'I love Los Gatos'	16	25	37	19	14	22.2
Parents Helping Parents Inc	Providing support to Los Gatos parents raising children with disabilities	29	30	38	29	20	29.2
Rebuilding Together Silicon Valley	Home Repairs and Accessibility Modifications for Two Low-Income Older Adult Homeowners in Los Gatos	27	26	38		21	28
SASCC	SafeRides Los Gatos Program	29	31	29		15	26
Screaming horse ranch and horse rescue	Horse barn and dog kennels	19	21	29	28	10	21.4
Silicon Valley Jewish Film Festival	Silicon Valley Jewish Film Festival	28	27	35	41	26	31.4
Special Olympics Northern California	2025 Bocce Bash	17	26	37	30	16	25.2
St. Vincent de Paul Society	Laundry Vouchers for the Unhoused	26	27	39	42	27	32.2
The Yay Foundation:	YAY Day	19	22	37	35	9	24.4
Tianmu Education Foundation	The Little Engine that Could - PGnE (Portable Generator in Emergency)	23	26	39	47	15	30
Veterans Memorial & Support Foundation	2024/25 Yellow Ribbon Programs	22	31	31		21	26.25
West Valley Muslim Association	Enhancing EcoSerenity & Sprouting Seeds of Peace: Proposal for West Valley Muslim Association Community Garden Project	21	26	32	29	13	24.2
West Valley Youth Theater	Creative and Technical Theater Expertise Development Program for Los Gatos High School Students	23	26	30	39	16	26.8
RENTAL ASSISTANCE GRANTS							
Los Gatos Anti-Racism Coalition	Rental Assistance	31	29	43	45	37	37
St Vincent de Paul (SVdP)	Rental Assistance	28	27	37	47	27	33.2
SUSTAINING GRANTS							
CASSY - Counseling and Support Services for Youth	SUSTAINING - School based mental health counseling for Los Gatos students	30	32	33	47	32	34.8
Live Oak Senior Nutrition	SUSTAINING - Food Assistance	31	34	32	30	27	30.8
Next Door Solutions to Domestic Violence	SUSTAINING - Support Services for Survivors of Domestic Violence	29	25	36	34	28	30.4
West Valley Community Services	SUSTAINING- CARE Grants	26	28	35	47	30	33.2

	Name	Title of Proposal	Request Amount
40.67	St Lukes Pantry Fund	Food Assistance/Security for Our Unhoused in Los Gatos	\$ 6,000
39.67	LGS Recreation - 55 Plus	55 Plus Program – Adult Recreation Center Appliance Suite	\$ 12,000
38.67	Live Oak Adult Day Services	Adult Day Program	\$ 12,000
38.67	Rebuilding Together Silicon Valley	Home Repairs and Accessibility Modifications for Two Low-Income Older Adult Homeowners in Los Gatos	\$ 7,500
37.00	Parents Helping Parents Inc	Family support services for families with children with disabilities	\$ 12,000
36.67	The Rotary Club of Los Gatos	The Rotary Club of Los Gatos Great Race 2024	\$ 7,500
36.00	The Los Gatos Anti-Racism Coalition	Rental Assistance for Low-Income Residents of Los Gatos	\$ 12,000
36.00	Los Gatos Music and Arts	Los Gatos Spring Bluegrass Festival	\$ 12,000
35.67	Louise Van Meter HSC/Project Cornerstone	Project Cornerstone/Digital Wellness and Citizenship Learning Events	\$ 12,000
35.67	Veterans Memorial & Support Foundation	2023/24 Yellow Ribbon Programs	\$ 12,000
35.33	New Museum Los Gatos	Celebrating Diversity: Building a Place Where Everybody Belongs	\$ 12,000
34.67	Los Gatos Education Foundation	Family STEAM and Meet the Specialist Nights, Fisher Student Showcase	\$ 12,000
34.33	Silicon Valley Jewish Film Festival	Silicon Valley Jewish Film Festival	\$ 12,000
32.67	Art Docents of Los Gatos	Grant for New 5th Grade Mosaic Workshop	\$ 1,300
31.33	Jewish Silicon Valley	Jewish Silicon Valley Community Challah Bake: Those Who Bake Together, Rise Together	\$ 12,000
31.33	Omniware Networks	public art contest of 'Los Gatos, My Home'	\$ 2,500
30.67	Los Gatos Chamber of Commerce	New Street Pole Banners	\$ 12,000
30.33	Los Gatos Community Concert Association	2023 - 2024 Los Gatos Community Concerts	\$ 6,000
29.67	Plant Based Advocates	Los Gatos Plant Based Education Program	\$ 9,382
29.33	Girls on the Run of Silicon Valley	Girls on the Run of Silicon Valley Community 5K 2024	\$ 12,000
29.00	Daves Avenue Elementary School	The Garden Classroom	\$ 10,500
28.33	Chabad of S Jose	Senior Outreach	\$ 12,000
28.33	Homenetmen Santa Clara Ani Chapter	Family Empowerment and Safety Training	\$ 4,320
27.67	AWO	Africa At Your Fingertips	\$ 12,000
26.33	American Cancer Society	Making Strides Against Breast Cancer Sponsorship	\$ 10,000

TOWN OF LOS GATOS — FINANCE COMMISSION
Community Grant Program Review
Phase 1 — The duty to know your applicant
Discussion agenda · 90 minutes · Draft, August 2026

Purpose. To determine whether the Town collects enough information about a grant applicant to know that the organization is run to an acceptable standard, and to recommend a screen that establishes eligibility before any application is scored. The Commission is a recommending body; the Council decides.

Materials. Form A-1, Applicant Eligibility Certification (proposed). Form A-2, Staff Eligibility Determination (proposed). Form B, Scorer's Card, issued as it stands and not proposed for amendment.

#	Item	Time
1	Scope and authority Confirm what this review is and what it is not. – Authority. Town Code sections 2.50.200(a) and 2.50.225(a)(1); Measure A. – Materiality. \$2,043,413 over five fiscal years, including \$155,000 in FY2026-27. – Boundary. Phase 1 decides who may be considered. Phases 2 and 3 follow. No individual applicant is under review.	5 min
2	The duty to know your applicant The premise behind the forms, and the line they draw. – Why eligibility precedes scoring. Scoring is a merit judgment by volunteer readers. It cannot vet, and it was never built to. – The line. The screen identifies organizations run well enough to be trusted with public money. It is not a test of whether an organization is large, formal, or well documented. – What is curable. A missing document that exists is curable. A fact about how the organization operates is not.	5 min
3	Form A-1 — the applicant's certification Walk the four sections. For each, confirm what the applicant must attach and whether the requirement is proportionate. – Section 1, legally able to receive the money. IRS, Secretary of State, Registry status, annual filings by size, the CT-TR-1 rules, and consistency with the stated exempt purpose. – Section 2, governed by a real board. Roster with independent directors marked, three-director minimum with an independent majority, and the conflict-of-interest policy attached. – Section 3, can handle the money and account for it. Separation of duties, reconciliation, fiscal policies, financial statements at whatever level exists, reporting capacity, prior grant compliance. – Section 4, disclosures. Passthrough entities and Town relationships.	20 min
4	Form A-2 — the staff determination One page. Confirm the division of labor. – Who checks what. The applicant certifies and attaches; staff verify against the Registry, the Secretary of State, and Town records. – Sequencing. A-2 cannot be completed until A-1 is in. Determination happens before any application is released for scoring. – The findings column. Whether it captures what a reviewer needs to record and what a later reader needs to see.	10 min
5	The disqualifying findings The substantive discussion. Each item on Form A-1 ends with the findings that end an application.	15 min

#	Item	Time
	– Confirm the bars. Registry status other than Current, or absence from the Registry. A required filing not made. A defective or Not Accepted CT-TR-1. Fewer than three directors or no independent majority. No conflict-of-interest policy, or one not submitted. Approval and disbursement by the same person. An unresolved prior grant default. A passthrough to an unnamed entity. – Confirm what is recorded but not a bar. No audit. No paid staff. A small budget or a first-time applicant. A disclosed Town relationship. A disclosed passthrough. – The cure period. Five business days from written notice, matching the reconsideration window. Confirm or change.	
6	Extending the screen to sustaining grants The card is drafted to apply to all Community Grants, sustaining and competitive one-time alike. This is a change to how sustaining awards are made. – The change. Sustaining recipients do not complete an application today. Under this proposal each one completes Form A-1 and is determined on Form A-2 every cycle. – Why it matters. The FY2026-27 sustaining line is \$99,300 across eight recipients, awarded without any eligibility determination on the record. – One consequence to raise, not to decide here. Form B, Criterion 2 awards zero points for continuing an established program without change. Applied to a steady service provider, that produces a low score for doing exactly what the Town funds it to do. Form B is not before the Commission for amendment; the point should be put to staff.	15 min
7	What Phase 1 does not cover Stated for the record so the scope of any recommendation is clear. – Not the merit criteria. Form B is issued as it stands and is not proposed for amendment in Phase 1. – Not award sizing or program design. Those belong to Phase 2, together with the rental assistance review. – Not Policy 2-04. That is Phase 3.	5 min
8	Blanks and process decisions Items that must be settled before the forms can be issued. – To be filled. Version and adoption line; program cap for the cycle; recommended funding threshold; the Council Strategic Priorities list in effect. – Second reviewer. Form A-2 requires one for any determination other than release for scoring. Decide whose signature. – Distribution. Whether Form A-1 goes out with the application packet or is requested after filing. – Effect. Acknowledge on the record that this will change who can apply, and decide how current grantees are told.	10 min
9	Actions requested, and Phase 2 scope – Recommend. Forward Forms A-1 and A-2 to the Council with a recommendation, or return them for one revision cycle. – Direct. Ask staff to confirm the screen can be run on all recommended organizations before FY2027 grants are finalized. – Set. Phase 2 scope and calendar.	5 min

Note on time. Items 5 and 6 carry the decisions and will run long if allowed to. Items 3 and 4 are walkthroughs and can be compressed if the Commission has read the forms in advance.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/04/2026

ITEM NO: 18

ADDENDUM

DATE: August 3, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Allocation of \$20,000 in Supplemental Sustaining Grant Funds and
Consideration of Continued Funding Eligibility for Counseling and Support
Services for Youth (CASSY)

Remarks:

Attachment two contains public comments received before 11:00 a.m. on Monday, August 3, 2026.

Attachments received with the staff report:

1. Proposals Received for Requesting Supplemental Sustaining Grant Funding

Attachments received with this addendum:

1. Public comments received before 11:00 a.m. on Monday, August 3, 2026.

MEMORANDUM

To: Rob Moore, Mayor
Ashby Monk, Chair, Finance Commission
Chris Constantin, Town Manager
Gabrielle Whelan, Town Attorney

Cc: Wendy Wood, Town Clerk
Kristina Alfaro, Director of Administrative Services

From: Phil Koen, Member, Finance Commission¹

Date: August 2, 2026

Re: Request to Table Agenda Item 18 (August 4, 2026)

Item 18 should be tabled. Too many questions about the rental assistance program are unanswered, and they should be settled before the Town puts more money into it. The Finance Commission takes up the Community Grant Program, which includes rental assistance, at its August 10th meeting. The Town Manager can confirm this.

The Commission has clear authority to look at this. Town Code section 2.50.200(a) directs the Finance Commission to review Town finances and advise the Council on financial and budget matters. Section 2.50.225(a)(2) requires it to review the Town Manager's proposed budget. Community Grants are part of that budget. The Council itself directed on August 19, 2025 that Sustaining Grants be listed in the budget by recipient and amount. The Commission only recommends. The Council still decides.

Rental assistance is a worthy use of public funds. That is exactly why the Town should know the money is going to organizations under rules the Town can check. The Item 18 report does not show that. Three problems stand out.

First, the request does not match what the Council approved. On August 19, 2025, the Council set aside \$20,000 for rental assistance and directed staff to work with St. Vincent de Paul and the Los Gatos Anti-Racism Coalition to divide it fairly.

That is not what happened. On October 10, 2025, the Town signed a single grant agreement awarding the full \$20,000 to the Coalition. The Coalition's own proposal, attached to that agreement, states that it will pass \$10,000 to St. Vincent de Paul and that St. Vincent de Paul will have full discretion over those funds. The split was made by the grantee, not by staff. The same agreement also bars the Coalition from delegating any part of the project to another organization without the Town's written consent.

The Item 18 report now calls the same money a grant to the Coalition as lead agency, and one current request again asks to pass part of an award to the other organization. I would ask the Town Attorney to confirm two things: that the signed FY 2025-26 grant agreement complies with what the Council approved on August 19, 2025, and that transferring grant funds to a second organization is consistent with the agreement's own terms.

Second, we cannot see how the money is spent. Sound rental assistance programs share a few basics: written rules on who qualifies, proof of need, separation of duties so that the person who reviews an application does not also approve it or release the money, payment sent straight to the landlord or utility, a limit per household, and a written record of every decision. The Town has not said which of these apply, whether every provider must follow the same processes, or who checks.

The current requests show the problem. The Coalition wants to spend its award on storage unit rent, security deposits, application fees, and hotel stays for people who have already lost their housing. Those may be worth doing, but they are not rental assistance. The Council has never discussed widening the program that far. A grantee should not be setting the scope of a Town program in a funding request.

Third, the way the Town delivers this service does not add up. Three organizations now provide rental assistance under two very different arrangements.

West Valley Community Services works under a contract that runs from July 2025 through June 2030, at up to \$15,000 a year and \$75,000 in all. It provides its Comprehensive Emergency Assistance Program to low-income Los Gatos residents. The work includes rent help to prevent eviction, deposit help to house people who are unhoused, and utility help to prevent shut offs. Each client also receives three months of follow-up support and referrals to services such as job placement, financial counseling, and shelters. West Valley commits to twelve Los Gatos households a year, three each quarter, and bills monthly with an itemized invoice showing who did the work, at what rate, and on what date.

The other two organizations receive grants with none of that. No written scope, no number of households promised, no invoicing standard. Neither the Item 18 report nor the August 2025 motion mentions the WVCS contract at all. Note also that deposit help for people who are unhoused is already covered by the WVCS contract, and that is part of what the Coalition is now asking the Town to fund again.

These are two different approaches to the same problem. Under the contract a payment is one part of a case. The household is assessed, the payment is made, and the client then receives three months of crisis intervention with referrals to other help. The grants buy the payment alone. Nothing in them requires an assessment, a case plan, follow-up, or any record of whether the household was still housed six months later. The Town has never decided which approach it wants, or whether it means to pay for both.

The three-way split traces back to Item 21 on June 18, 2024. The motion first called for rent relief to be awarded competitively, capped at \$10,000. It was then amended to drop the cap and simply split the money equally among up to three organizations. The same motion gave the nutrition grant to Live Oak Nutrition alone. One motion, two services, opposite approaches, and no reason recorded.

Senior nutrition still runs through one organization at \$23,000 a year, with one organization to hold accountable. Splitting rent relief by arithmetic spreads the money thin and spreads accountability thinner. Dividing the work among three organizations does not by itself produce a higher quality program, and a higher quality program is what the Town should be aiming for.

These are questions about how the program is built and whether more money should go into it now. They belong with the Commission. I ask that the Commission be given the chance to recommend whether these funds should be awarded now, held, or returned to the General Fund, and on what terms.

Waiting costs little. The money is in the FY 2026-27 budget and does not expire until June 30, 2027, and no organization has a signed agreement counting on it. The CASSY question stands on its own and can go forward on August 4.

Respectfully,

Phil Koen
Member, Finance Commission
Town of Los Gatos

¹ The Commission has not reviewed this memo. It was not told this item was coming to the Council. I learned of it over the weekend. This is my own work, submitted as a member of the Commission.