

## **Policy and Procedure for Requesting and Obtaining Funding from the Tarzana NC**

The Tarzana Neighborhood Council (“TNC”) has a policy that all requests for funding should be initially processed and reviewed by its Budget Committee. The Budget Committee will make a recommendation to the full Board, which makes the final decision.

The Budget Committee generally meets on the third Wednesday of each month at 7:00 PM. However, you should confirm with the Committee Chair the exact date and time of the meeting. As of May 2020, all meetings are virtual Zoom meetings. Stakeholders may attend meetings via phone or computer.

All requests for an item to be placed on the Budget Committee agenda must be received by the Budget Committee Chair one week prior to a scheduled meeting. In addition, at least five (5) days prior to the meeting, information to support the request must be received by the Chair so that the information can be distributed to the committee members and available to the public prior to the meeting. If the information is not timely received, the item, even if on the agenda, will not be heard at the then current meeting. The additional information required will depend on the specific request.

### **Objective**

The Budget Committee should have sufficient time to make a decision on a request, possibly more than one meeting.

The Budget Committee should be fully informed on the request and/or project. The Committee should be presented with detailed competitive bids (minimum of 3) for a project that is of a service nature. Generally, the purchase of a commodity type item would not require competitive bids unless its cost is large. However, requestors should use their judgment when making presentations. The Committee reserves their right to request competitive bids for any project.

All committee members’ questions should be able to be fully answered. If they are not answered at the first meeting, the requestor may be asked to return to a subsequent meeting with the information.

### **Budget Committee Options**

The Committee may:

Accept a proposal and recommend paying 100% for a project/request.

Accept a proposal and recommend paying a portion of a project/request.

Request additional information for a subsequent meeting

Take no position to approve or reject a project/request.

Recommend denying the project/request.

All projects/request are generally presented to the full Board of the TNC at their next regularly scheduled meeting for their action.

### **Information to be Presented for Outreach and Community Projects**

1. A detailed description of the project or event.
2. A detailed explanation of how the Community Project will provide a “clearly visible benefit to the community,” or in the instance of an Outreach program, how the program will benefit the NC or the community. In both of the prior instances “the community” specifically refers to Tarzana.
3. The total cost, including all aspects, of the project and the portion/amount of the total that the TNC is being requested to fund.
4. Generally, at least three (3) quotes for the costs of the project and the requestor’s recommendation as to who they would like to do the project and why (See Objective).

### **Information to be Presented for Neighborhood Purpose Grants (NPG’s)**

A completed NPG form and required additional information that can be found at the LA City Clerk website: <https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms> Once at that page, go to the section “Neighborhood Purpose Grant Documents.” All the forms to be completed and additional instructions are detailed and explained there.

### **The Payment Process**

The project coordinator/requestor should contact the TNC Treasurer to coordinate the process below.

Once the project is approved, all invoices must be paid directly by the TNC or the LA City Clerk. **We cannot reimburse someone who has advanced money for the project,** except a Board member, and this is not recommended.

All invoices of \$1,000 or more and any NPG’s and items that require payment by check must be paid directly by the LA City Clerk. Amounts of \$5,000 or more generally require a contract to be written by the City. The City does not like to advance monies on a project, and if they decide to do so, it lengthens the approval process. Invoices for amounts of less than \$1,000 can be paid by credit card directly by the NC Treasurer.

When an invoice is ready to be paid, the following information is required to be submitted to the TNC Treasurer in order for payment to be made.

1. The invoice made out to (Bill to) the Tarzana NC showing the delivery to the actual purchaser and the full details of the items purchased and their cost.
2. For items to be paid by check an IRS Form W-9 completed and signed by the vendor showing their social security or federal ID number and the Los Angeles Business Tax Registration Number of the vendor, if they do business in the City of Los Angeles, or, a statement that they do not do business in the City of Los Angeles.
3. Other documents and/or forms that may be required depending on the specific expenditure/project.

Generally, the City mails payment within two (2) weeks of submission of the paperwork to it by the NC. If the City has questions or if something is missing, the process may take longer.