

PROJECT COMPLETION GUIDE

City of Los Angeles Community Beautification Grant

OVERVIEW

This is a guide for awardees of the Community Beautification Grant (CB Grant) of the City of Los Angeles, Board of Public Works (BPW), Office of Community Beautification (OCB). This guide helps funded organizations take a project from conception to completion. The three main sections of the guide are:

- Working on a project
- Changing a project
- Completing a project

WORKING ON A PROJECT

The official start date to begin projects is
February 18, 2010

The official end date to complete projects is
November 18, 2010

Things to remember

Organizations should:

- Make copies of everything submitted. Keep project records for at least 7 years;
- Write the project number on everything submitted;
- Keep in mind that all information submitted to the CB Grant program is viewable by the public;
- Use the forms found at LAOCB.ORG. Forms are in Microsoft WORD format, which can be typed upon and saved to a computer;
- Submit pictures digitally, if possible. Pictures should be submitted as JPEGs in the highest resolution available.

Starting a project

Contingencies

All organizations that have received an award letter are *tentatively* funded. Each funded organization received a **CONTINGENCY SHEET** that is unique to their project. All contingency items must be met in

order to access the grant funds. All organizations are required to:

1. Attend an Orientation Session
2. Sign the Letter of Agreement
3. Provide an updated proposed completion date

Some projects require further approval which will be included on the **CONTINGENCY SHEET**. Some projects may also have ineligible budget line items that are included on the **CONTINGENCY SHEET**.

Permits

If the **CONTINGENCY SHEET** states that a permit is needed, organizations should contact CB Grant staff to discuss the requirements for approval ASAP. Permits may take months to obtain; therefore, organizations should plan accordingly. Organizations should not purchase items until permits are obtained.

Requesting funds

Organizations can begin requesting funds after all contingencies have been met and approved. Funds are earmarked in the OCB account for the amount listed in the Letter of Agreement. If funds remain in the account after completion, those funds will revert to the general CB Grant account.

Things to consider:

- Requests for funds must be directly related to the project.
- Certain line items may not be valid. If in doubt, an organization should contact CB Grant staff BEFORE purchasing items.
- When appropriate, pay professional services in thirds.
- The organization is liable for any misuse of CB Grant funds. Allegations of the misuse of funds may be sent to Office of the City Attorney for investigation.

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How to Access Funds

Organizations need to use the **FUNDING REQUEST FORM (FORM 1)** to request funds. Checks are usually sent within three weeks of the date of submittal. To expedite the processing of a check, requests should be submitted by a given Monday. Checks may be requested by the Head of Organization or the Project Manager. The forms should be sent to CB Grant staff by mail or via fax at (213) 978-0241.

A third member of an organization may be authorized to access the CB Grant funds. In order to do so, the Head of Organization must send a written request to the CB Grant program.

There are two ways of accessing funding. CB Grant can either send a direct payment to the vendor or reimburse the organization for expenses related to the project.

Payment to Vendors

Organizations can request payment for professional services or materials. The check request must have the check payable to the vendor. CB Grant staff can mail the check to the requester or directly to the vendor.

Organization should submit the **PAYMENT OF FUNDS REQUEST FORM** and an invoice from the vendor to access funding. The invoice from the vendor should include the vendor's address, phone number, invoice date, description of services, and amount to be paid.

Reimbursement

To request a reimbursement, an organization should submit the **PAYMENT OF FUNDS REQUEST FORM** and receipts totaling the amount requested. If multiple receipts are attached, the requester should fill out the **RECEIPT SUMMARY SHEET (FORM 2)**. On the **RECEIPT SUMMARY SHEET**, receipts should be numbered and listed with the request total at the bottom of the sheet. If the documents do not clearly show that they were paid, copies of bank statements or canceled checks can serve as proof of payment.

Administrative Costs

Organizations can access the Administrative costs listed in the budget either by direct payment to a vendor or by reimbursement. In both cases, documentation is needed to show purchases. If in doubt, please contact OCB staff *prior* to making purchases.

Administrative Costs, as defined by OCB, are limited to postage, copying costs, and refreshments for workdays and celebratory events.

Matching the project

The match is the organization's contribution towards the project.

Things to consider:

- All contributions have to be in writing.
- The final match amount must equal or exceed the grant amount *expended*.
- Organizations can match a project from the time notification letters are received until the completion of the project.
- Match documentation can be submitted at any time during the implementation of the project.
- Documentation of the match is not limited to the match stated in the proposal.
- The base value of volunteer time is \$15 an hour.
- Nothing submitted in the application packet can be used as documentation towards the final match.

Ways to Document the Match

VOLUNTEER SIGN-IN SHEET (FORM 3)

The **VOLUNTEER SIGN-IN SHEET** can be used to document a match for an event that has multiple volunteers. The CB Grant program will accept any sheets documenting volunteers at an event, as long as the sign-in sheets include the date, event hours, work performed, and the names and signatures of volunteers.

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INDIVIDUAL VOLUNTEER LOG (FORM 4)

Individuals who will be working on the project on various dates can use the **INDIVIDUAL VOLUNTEER LOG** to document their time. This can be time spent performing the administrative work, preparing the project, or the physical work involved in completing the project.

DECLARATION OF CONTRIBUTION (FORM 5)

This form is used for documenting donations of professional services, materials, and discounts made towards the project.

MATCH SUMMARY SHEET (FORM 6)

Organizations should use the **MATCH SUMMARY SHEET** when submitting multiple matching documents. Each matching document should be numbered, listed, and totaled on the **MATCH SUMMARY SHEET**.

Midway Report

One mandatory work report is required, the **MIDWAY REPORT (FORM 7)**. The **MIDWAY REPORT** should be submitted by mail, email, or fax to our office by August 4, 2010. Organizations should include a brief summary of the recent progress made to the project, along with pictures. Successes as well as challenges should be included in the report.

Requesting hand tools

OCB has hand tools available for short-term loan. Organizations should use the **OCB WAREHOUSE REQUEST (FORM 11)** to request a delivery. Requests should be submitted at least 3 weeks prior to the event. Deliveries are normally scheduled for the Wednesday prior to the event and are picked up the Monday following the event.

CHANGING A PROJECT

Changes can be made to the scope of the project at any time. Possible changes include a change of site, the items purchased, or the project completion date. All changes to the project must be submitted in writing and may take place once approved. The documentation needed will depend on the extent of the changes. In order to determine what is required to gain approval for the changes to the project, an email should be sent to CB Grant staff.

Modifying a project

To request a major modification of the project, the organization should submit the **REQUEST FOR PROJECT MODIFICATION (FORM 9)** by mail or fax. A major modification may also require a new plan, budget, and match.

If members of the organization change or need to be added, the organization should submit the **MEMBER CHANGE (FORM 12)** by mail or fax.

Changing a completion date

Each project has a unique completion date, which is determined by the organization. In order to change the proposed completion date, the organization should submit the **REQUEST FOR EXTENSION (FORM 10)** by email, mail or fax.

NOTE: The November 18, 2010 deadline can be exceeded without penalty if the organization files for an extension and receives approval.

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COMPLETING A PROJECT

A PROJECT IS CONSIDERED COMPLETE WHEN THE FINAL PAPERWORK IS SUBMITTED AND APPROVED BY OCB.

These documents include:

- **STATEMENT OF COMPLETION (FORM 8),**
- At least one representative picture of the completed project, and
- Documentation of the match.

Project Dedication

A project dedication is an integral part of the completion process. It gives an organization a chance to:

- Celebrate and share the new beautiful addition to the community;
- Recognize all those that helped with the project;
- Share the successes of the organization;
- Alert the media that people are working hard to keep LA a great place;
- Recruit future partners;
- Give the project an end.

Please let CB Grant staff know about the dedication three weeks in advance to give the staff enough time to add the event to the calendar and get the word out to the media.

Acknowledging CB Grant

If possible, organizations should recognize the Community Beautification Grant in all literature and on the project. The full name of the program is "City of Los Angeles, Board of Public Works, Office of Community Beautification Grant Program". However, if space is limited CB Grant staff should be contacted for suggestions.

Next Cycle of Funding

In order to be eligible for future funding, all previous projects need to be completed by September 30, 2010.

2010 - 2011 APPLICATION DETAILS

July 14, 2010 – New application available

October 19, 2010 – New due date

OFFICE INFORMATION

MAILING:

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