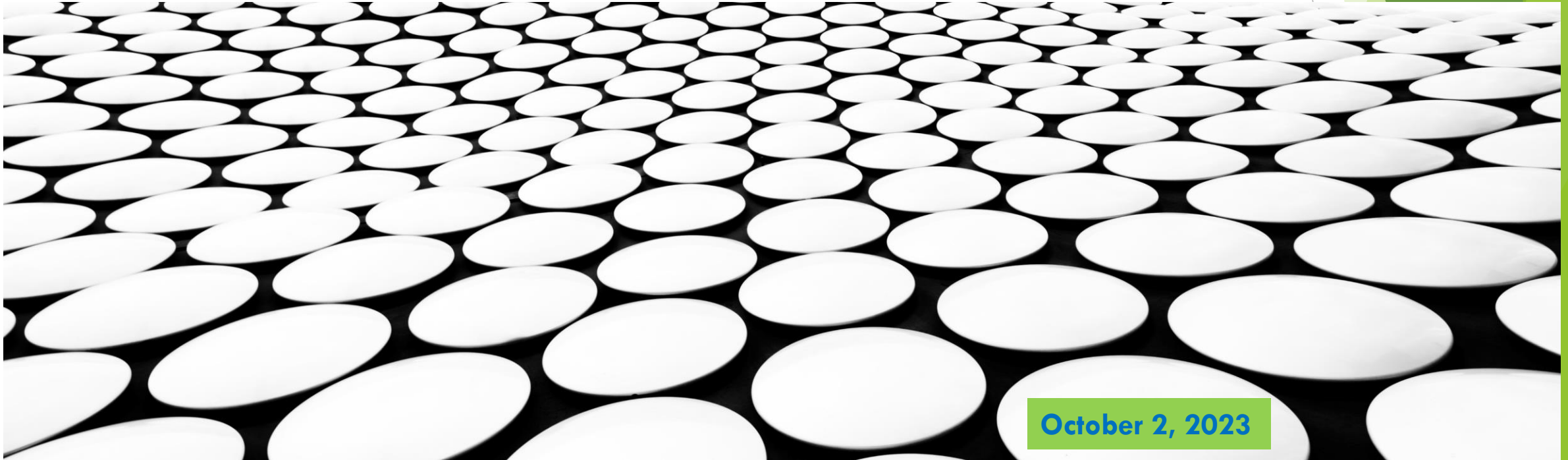


# Community Benefit Program Application Training



October 2, 2023

# About the program

After several nonprofits approached the Board in 2016 to expand their powers, FPUD was given approval by LAFCO, the San Diego Local Agency Formation Commission to pursue providing a community benefit program that would include items such as operating parks & recreation services. LAFCO is the government watchdog agency tasked with overseeing Special Districts like FPUD.

**MISSION STATEMENT:** The Community Benefit Program recommends, promotes, coordinates projects, oversees funding and ensures timely completion of projects proposed by nonprofit and qualified organizations related to parks, recreation facilities, and roads and street lighting within FPUD's service area. The program intends to benefit Fallbrook residents by using unrestricted public property tax revenue received by FPUD and allocated to the Community Benefit Program.

**VISION STATEMENT:** The Program identifies and solicits requests from FPUD's service area nonprofit organizations to foster projects that enhance the quality of life for Fallbrook residents. The seven-member committee ensures that funded projects result from fair and equitable consideration of proposals sponsored by qualified organizations during the selection process.

## 2024-2025 Funding Process tentative Timeline

### July

- CBP Application Open

### August

- CBP Application closes.
- September
- Applications compiled & reviewed.

### October

- CBP applications awarded at CBP meeting. Recommendations sent to FPUD Board Meeting for approval
- CBP Funding Awarded

# 2024-2025 CBP Process

## Online submission

- **User access**
  - Cannot be saved

Write in Word and then cut & paste

- **DO NOT USE BULLETS OR SPECIAL FORMATTING**

## Application:

- Link will be live on website on July - August 14<sup>th</sup>.

## Review:

- September- Special Board Meeting: CBP committee will review. Funding decisions will be made there.
- Applications will be scored by ALL committee members

# 2024-2025 CBP Process-Jot Form

## Online submission Jotform

- Enter info and press next.
- You can upload required docs.
- It does not save your progress. So be prepared.
- Please save your writing to a word processing tool.



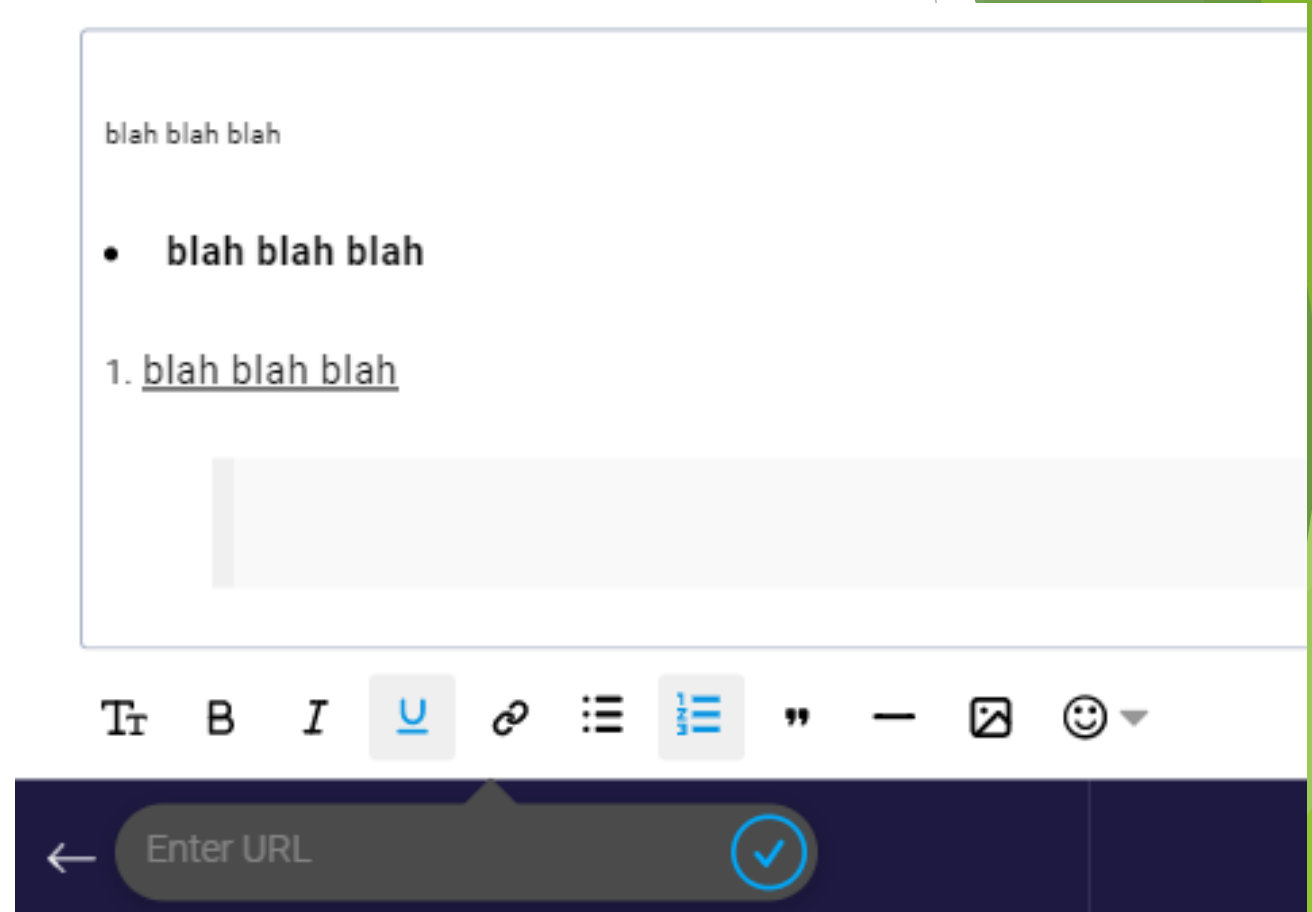
The screenshot shows a blue header with a white logo consisting of three slanted bars. Below the logo, the text reads: "Fallbrook Public Utility District Community Benefit Program - Application for Community Benefit Funding". Underneath this, it says "36 Questions". At the bottom of the blue section, there is a green bar with the text "START →".

# 2024-2025 CBP – JotForm Process

## Jotform

- Write in word doc first
- Copy & Paste
- Keep your copy

Keep it normal size,  
plain.



# 2024-2025 CBP-Criteria

## Criteria:

1. Community project/activity located within FPUD's service area.
2. Must show how proposed project will benefit FPUD's service area residents.
3. Funds may supplement County of San Diego or fund volunteer projects by qualifying non-profit organizations.
4. List of expenditures and completion of project within time frame set forth.
5. Application must be submitted to Community Benefit Program Committee by deadline.
6. Reconciliation form including all receipts, copies of canceled checks (front and back), proof of payments and/or copy of credit card activity will be due 13 months from date of Contract's execution. . (No cash payments or predated receipts/checks are allowed). See CBP Funding Requirements online.
7. Project to be completed within twelve months of approval date (unless an extension has been requested and granted).
8. Funds may NOT be spent on any item not part of the fund agreement, expenditures are only for purposes stated in the approved funding agreement.
9. A project over \$25k requires entity to open (DIR) [www.dir.ca.gov/pwc100ext/LoginPage.aspx](http://www.dir.ca.gov/pwc100ext/LoginPage.aspx)

## Required documents (for application):

- 1.1. Form 990 - For nonprofits with gross receipts greater than \$50,000, please provide copy of pages 1-8 of the most recent IRS form 990 or pages 1-3 of 990EZ. For nonprofits with gross receipts of less than \$50,000, attach IRS form 990N e-postcard (not required for government/public agencies).
2. Attorney General proof of Nonprofit eligibility (nonprofits)
3. Secretary of State proof of eligibility (nonprofits)
4. Monthly financial statements, P&L, 2 years tax returns from year prior to application.
5. Asset sheet If requesting over \$60K
6. W-9

## 2024-2025 CBP - Priorities

### Scoring rubric

- ❖ Need/Focus
- ❖ Sustainability
- ❖ Value of Investment
- ❖ Priority
- ❖ Innovation

Projects must be in FPUD's service area

- ❖ parks
- ❖ recreation facilities
- ❖ roads
- ❖ street lighting



## 2024-2025 CBP Projects-

- ✓ Mix of New projects and facilities and maintenance and community enhancement of parks and recreation facilities, roads and streets and street lighting.\*

\*Services as defined under Public Utility District Act

- ✓ New projects must demonstrate community need & efficacy.
- ✓ Demonstrated collaborations will be viewed favorably in the reviewing process.

## 2024-2025 CBP - services

- ❖ The program could supplement existing services provided by non-profits in public areas.
- ❖ Installation and maintenance of trees, planters, lighting and benches in public spaces. Improvements to preserves, pocket parks, and community areas.
- ❖ Creation and or expansion of parks and preserves, including but not limited to: additional pocket parks, skate parks, splash pads and agricultural parks.
- ❖ Maintenance for the above mentioned, as well as other projects identified by the community.

## Understanding your program

- ✓ Describe how the project benefits the community.
- ✓ Concisely outline how it is needed in the community.
- ✓ Make sure your budget is included.
- ✓ Provide clear measurable goals in your timeline.

Does it comply  
with Article 23  
of FPUD's  
administrative  
code?

## 2024-2025 CBP– Goals & Objectives

### GOAL

Benefit Fallbrook residents by using unrestricted public property tax revenue received by FPUUD and allocated to the Community Benefit Program.

### OBJECTIVES

S.M.A.R.T.

- Specific
- Measurable
- Achievable
- Realistic
- Time Bound

## Measurement & evaluation

Explain how you measure the success of the project/services for each objective.

You will be required to report on each of these objectives, so be clear on what you can/can not measure.

# Expenses

**Indirect Expenses:**  
Costs related to the overall operation of the agency. Including but not limited to  
**Administrative costs**  
**Rent/mortgage**

**Direct Expenses:**  
A cost can be traced to a specific item that is required for the project.

**\*\*These are not funded**

**Staff**  
**Volunteers**  
**Compensation**

**\*\*These can be funded but are at prevailing wage**

**Contractors**  
**Labor**

**Additional items not eligible for funding~**

- Events/activities
- Scholarships
- Existing obligations/debts
- Personal items
- Vehicles for the organization
- Educational materials
- Any purpose prohibited by laws governing the use of public funds, including but not limited to, religious, political campaigning, or purely private purposes or activities.
- Items outside of Article 23, Sec 23.2

## 2024-2025 CBP - BUDGET

There is no one perfect way to do a budget.

Consider how it aligns with your 990

- Admin, Fundraising, Programs

There should be a clear show of support from your agency and funding from outside sources



**Work on your budget first**  
**Be able to clearly define the goals & objectives**  
**Start early**  
**Edit, edit & edit**  
**Word is your friend**

# Procurement Requirements

All services and projects procured using CBP Funds shall comply with the District's procurement and competitive bidding procedures set forth in Article 5 of the District's Administrative Code, which includes but is not limited to the following bidding requirements:

Purchases under \$10,000 shall be purchased in the most prudent and economical manner possible

Purchases of \$10,000 or more shall be made only after obtaining three (3) written quotations.

Purchases greater than \$60,000 up to \$200,000 require compliance with the District's Informal Bid Procedures.

Purchases greater than \$200,000 require compliance with the District's Formal Bid Procedures. In the event that CBP Funds exceed \$200,000, additional terms and conditions related to the use of such funds will apply.



# Budget to Goal

## Reporting Requirements:

Recipient shall maintain an accounting system that accurately reflects and documents all fiscal transactions for which the CBP Funds are used. Recipient shall maintain full and complete documentation of all revenue and expenses (including subcontracted, overhead, and indirect expenses) and procurement documentation associated with use of the CBP Funds.

All accounting is due 13 months after contract execution.

**We are with the Community & we're here to help**

**Jim Mendelson**

Community Benefit Chair  
FCBPChair@outlook.com

Community Benefit committee members:

Lila Hargrove

Jerry Kalman

Leticia Maldonado-Stamos

Anna Marchand

Rosie Redmond

Elana Sterling

[www.fpud.com/community-benefit-program](http://www.fpud.com/community-benefit-program)

**for specifics, dates  
& access to the  
application link**