



AGENDA

Northridge West Neighborhood Council

Meeting of Ad Hoc NPG Evaluation Committees

Tuesday January 5, 2010 @ 1:30 PM

Northridge West Neighborhood Council Offices

9401 Reseda Boulevard, Suite 100

Northridge, CA 91324

Conference Room

Dennis DeYoung <i>President</i> – General Business (2010)	Meg Augello At-Large (2012)
Glen Wilson <i>VP Administration</i> - Community/Faith Based (2010)	Rosanne Dwyer Renter (2010)
Jerry Bloom <i>VP Communication & Outreach</i> – Senior (2012)	Ken Futernick Senior (2012)
Neil Perl <i>Treasurer</i> – Homeowner (2012)	Daniyel Gordon Northridge Fashion Center (2010)
Pam Kramer <i>Secretary</i> – Education (2010)	Tom Johnson General Business (2010)
Beverley Adler Homeowner (2010)	Craig Michayluk At-Large (2010)
	JoAnn Phillips Open-At-Large (2012)

1. Call to Order
2. Roll Call
3. Review procedures for evaluating Neighborhood Purpose Grant (NPG) requests
 - a. Discuss DONE requirements
 - b. Discuss procedures for vetting and acceptance of requests
4. Evaluate the NPG proposal from Nobel Middle School that they submitted on November 24, 2009 and revised on December 1 and again on December 17, 2009. They are requesting funding for printers in the class rooms, a roll book program and hosting of the schools website for another year. They are requesting \$4,516.40.
5. Adjournment

DONE requirements for processing a NPG application

- i. Conflict of Interest Laws Apply
- ii. Neighborhood Councils (NCs) must be in good Financial Standing. NWNC is in good Financial standing having been Audited through 2nd Quarter of Fiscal Year 2008-09 (31 December 2008) and having submitted its audit materials for the 3rd Quarter.
- iii. The Public Purpose must be clearly demonstrated by the applicant.
- iv. The application must be evaluated using the DONE Proposal Evaluation Tool
- v. The results of the Evaluation must be presented to the Board and a Board Resolution must be approved.
- vi. All of the required paper work must be submitted to the DONE Project Coordinator for review and submission to the Neighborhood Council Funding Unit.
- vii. After the NPG is funded the NC is responsible for monitoring the project's progress and to file a report with DONE upon completion of the project

NWNC procedures for vetting and acceptance of requests

- i. Upon receipt of the NPG application by the Northridge West Neighborhood Council (NWNC), the treasurer should review the application for completeness and request additional information from the applicant as needed for evaluation of the application and for submittal of the processed application to DONE.
- ii. At the next regularly scheduled meeting of the NWNC Board after receipt of the NPG application an ad hoc committee should be formed to evaluate the specific application prior to the following regularly scheduled meeting and the applicant should make a presentation to the Board at either meeting with said presentation itemized on the agenda.
- iii. The ad hoc committee should evaluate the proposal in accordance with DONE guidelines. Additional information from the applicant may be requested as needed for proper evaluation. The ad hoc committee should prepare a report for presentation at the Board meeting.
- iv. The agenda for the second regularly scheduled meeting after receipt of the NPG application should contain consideration of a motion to fund the application.

If the funding is approved by the Board, the treasurer should expedite the filing of all the required paper work with the DONE Project Coordinator and work with DONE for the Funding of the NPG.

After the NPG has been funded, the treasurer is to periodically review progress of the project and file appropriate paperwork with DONE upon completion. The Treasurer shall report the findings of these reviews to the Board at least quarterly.