

**CITY OF HUNTINGTON BEACH  
COMMUNITY SERVICES COMMISSION**

**REQUEST FOR ACTION**

**MEETING DATE:** MARCH 9, 2016

**SUBMITTED TO:** COMMUNITY SERVICES COMMISSION

**SUBMITTED BY:** JANEEN LAUDENBACK, COMMUNITY SERVICES DIRECTOR

**PREPARED BY:** DAVID C. DOMINGUEZ, FACILITIES, DEVELOPMENT & CONCESSIONS MANAGER

**SUBJECT:** APPROVE THE CRITERIA, APPLICATION LANGUAGE AND PROCESS FOR THE YOUTH SPORTS GRANT PROGRAM AS AMMEDED BY THE YOUTH SPORTS GRANT COMMITTEE

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**Statement of Issue:** There is a need for Commission to review the Youth Sports Grant Committee's recommendation for amendments to the criteria, application language and process for the Youth Sports Grant Program.

**Funding Source:** Park Acquisition and Development Fund. To be approved as part of the annual CIP budget should the program be reinstated.

**Recommended Action(s):**

- 1). Approve the criteria, application language and process for the Youth Sports Grant Program as amended and recommended by the Youth Sports Grant Committee.
- 2). Direct staff to recommend an appropriate funding amount as part of the CIP budget process.

**Alternative Action:** Do not approve the recommendation by the Youth Sports Grant Committee and direct staff on how to proceed.

**Analysis:** Based on City Council action to have the Community Services Commission establish new criteria and funding considerations for the Youth Sports Grant program, the issue was referred to the Youth Sports Grant Committee for review. The Committee conducted two public meetings, the first on November 5, 2015 and the other on February 24, 2016. At the meetings, the Committee reviewed the criteria and application utilized prior to the grant program being suspended in 2011.

Overall, the Committee felt that the criteria and application language were still pertinent, however, as part of their review the Committee looked at previous grant projects and the nature of improvements being funded.

The Committee also took into consideration the number of past grants awarded that involved improvements located on school property. Due to the significant number, they felt it was important that appropriate agreements be in place such as a joint use agreement or a Memorandum of Understanding (MOU) in order for grant funds to be directed to projects on school property.

The Committee also discussed requiring a commitment that improvements receiving grant funds be in place for a reasonable time period. The Committee further recommended that an annual usage report be submitted by grantees during the full commitment term of the grant. Lastly, understanding that school districts cannot always guarantee that their facilities will be available in perpetuity, they suggested that grants be submitted by youth sports organizations with the expectation that the improvements be in place for a minimum period of 7 to 10 years.

The Committee did not discuss the annual amount to be set aside for the grant program should it be reinstated. Given the fluctuating revenues coming into the Park Fund, and the conditions placed on the types of projects and locations where funds generated from development fees can be expended, staff is recommending that funding amounts for the program be brought to Commission for approval as part of the annual Capital Improvement Project budget. Staff will analyze past year's revenue numbers and the operating costs in the park fund as a basis for determining a recommended amount. Final approval of the funding amount will also be required from the City Council as part of the annual budget process.

**Environmental Status:** N/A.

**Attachment(s):**

	No.	Description
	1.	Recommended Amendments to Grant Criteria
	2.	Recommended Amendments to Grant Application

RCA Author: D. Dominguez