



City of Lancaster
Notice of Fund Availability
Community Food Program
2024 - 2025

CITY OF LANCASTER
Notice of Fund Availability for the
COMMUNITY FOOD PROGRAM

Amidst the challenges of our times, local agencies have found themselves facing a pressing need: to ensure every resident has access to nutritious food. Realizing that within the fabric of our community there exist pockets of vulnerability where access to nutritious food is not guaranteed, the City of Lancaster took action, allocating funds to empower local agencies in their mission to alleviate hunger.

The City of Lancaster will provide funds through a competitive grant process, available to local agencies that have established food programs including grocery and/or meal distribution. These grant funds are intended to augment these services. Funds are limited.

SUBMISSION REQUIREMENTS

All agencies wishing to apply for the Lancaster Community Food Program grant must complete all sections of the application to be considered. Applications that are incomplete, have content deficiencies, or are missing required documentation may be rejected. If a question does not apply to your agency, indicate by responding with "N/A" or "Not Applicable".

The completed application package shall be submitted to:

City Clerk's Office
Lancaster City Hall
Attn: Community Food Program NOFA
44933 Fern Avenue
Lancaster, CA 93534

No later than 2:00 pm on August 15, 2024

The application package shall include the items listed below, as applicable.

All Agencies

Submit the following documents:

1. A cover letter that introduces your agency and provides a summary of the proposed activity including:
 - Who will be directly implementing the activity
 - How the activity will be implemented. Include frequency, hours of operation and site location.
 - Where the services for the activity will be provided
 - Describe any funds that will be leveraged for the activity
 - How the funds will be utilized (basic budget including salaries, materials, etc.)
2. A complete application with a completed W-9.
3. A history of your agency. This is an opportunity for your agency to educate the City regarding the agency and all efforts completed. Extra consideration will be given to those applicants that partner with other service agencies.
4. A current list of your agency's Board of Directors, if applicable.
5. A current Organization Chart for your agency as a whole and the proposed activity.

6. A copy of your agency's Corporate Resolution for Authorization to Request City Funds for the applicable program.
7. A copy of your agency's Corporate Resolution of Authorized Officials, authorizing specific officials of the agency to sign on behalf of the agency, the application and all other pertinent documents required by the City.
8. If your agency is a non-profit, provide a copy of the IRS letter confirming 501(c)(3) non-profit status.
9. Copy of your current City of Lancaster business license.
10. Copy of California Levine Act Statement (if applicable).

The parameters listed below are provided for your reference. A Food Distribution Event Application is not required at this time.

FOOD DISTRIBUTION GUIDELINES

The following guidelines shall apply for all food distribution events within the City of Lancaster per LMC Section 12.28.

EVENTS AT FACILITATED PUBLIC LOCATIONS

The following locations shall serve as appropriate and pre-approved locations to conduct food distribution events, based on availability and on a first come first serve basis to be scheduled not more than six (6) months in advance, and locations are subject to change. There is no added cost to use these locations if applicants have a good standing status**.

- **Lancaster Municipal Stadium**
45116 Valley Center Drive
Lancaster, CA 93536
- **Lancaster Community Center**
44611 Yucca Avenue
Lancaster, CA 93535
- **LA County Courthouse (pending approval)**
42011 4th Street West
Lancaster, CA 93534

SUBMITTAL REQUIREMENTS

Submit a *Food Distribution Event Application* to the City of Lancaster PARCS Department identifying the following information:

- Indicate the type of event(s) (grocery distribution or meal distribution)
- Provide a detailed event description should be submitted describing all aspects of the event including logistics, schedule of events, and any other relevant information
- Comply with the traffic circulation plan provided by the City for the Facilitated Public Location, following all travel patterns for vehicles and pedestrians, and using designated vehicle queuing areas during grocery distribution events.
- Indicate if there are other services, vendors or partners attending the event
- Indicate the areas where trash will be collected (for meal distribution)

EVENTS AT OTHER PUBLIC LOCATIONS

To use any public facility not listed above, an applicant shall apply and pay for a Facility Rental AND Special Events Application prior to conducting any food distribution event. The links are below:

Facility Rental: <https://www.cityoflanasterca.org/our-city/departments-services/parksrecreation-arts/parks-and-facilities/facility-rentals>

Special Event Permit Application: <https://www.cityoflanasterca.org/ourcity/departments-services/parks-recreation-arts/special-events>

EVENTS ON PRIVATE PROPERTY

Submit a *Food Distribution Event Application* to the City of Lancaster PARCS Department identifying the following information:

- Indicate the type of event or series of scheduled events (grocery distribution and/or meal distribution)
- Provide a detailed event description describing all aspects of the event, including logistics, schedule of events, event frequency, and any other relevant information
- Provide a traffic circulation plan indicating all travel patterns for vehicles and pedestrians, including vehicle queuing areas during grocery distribution events. **Please note this plan must be approved by the City Engineer prior to the event; an Encroachment Permit may be required; and any temporary traffic control devices and services required (onsite and/or within City right-of-way) shall not be provided by the City.
- Indicate if there are other services, vendors or partners attending the event
- Indicate the areas where trash will be collected (for meal distribution)
- All events must comply with the requirements the Los Angeles County Department of Health (Environmental Division) and comply with all applicable state and county food safety requirements, including but not limited to the provisions set forth in Cal. Health & Safety Code Division 104, Part 7, Chapter 10.5, "Nonprofit Charitable Temporary Food Facilities."
- A permit for food distribution event(s) on private property will be issued for a one-year term and, so long as the operator remains a person good standing (per LMC 12.28.030), the permit will automatically renew from year to year.
- If approved traffic circulation plan includes encroachment within the City right-of-way, an Encroachment Permit will be required for each event regardless of annual Food Distribution Event Permit status.

EVENTS ON PRE-APPROVED PRIVATE PROPERTY

The following location(s) have obtained a food distribution event permit and their owner(s) have offered to make these locations available for use by organizations or individuals who want to put on food distribution events.

The City provides the below contact details for information only and does not guarantee or warrant the locations' availability or suitability for any particular food distribution event.

[CONTACT INFORMATION TO BE INSERTED AFTER PERMITS ISSUE]

****GOOD STANDING STATUS** (LMC § 12.28.030)

- Applicants who are in good standing may continue to use facilitated public locations whenever they are available, however, applicants who violate these guidelines or the requirements of the

LMC and/or create a nuisance will no longer have complimentary access to Facilitated Public Locations and will be required to comply with the requirements for Events at Other Public Locations, noted above.

California Levine Act Statement

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Lancaster official from participating in any action related to a contract or application if he or she receives any political contributions totaling more than \$250 within the previous twelve months, and for twelve months following the date a final decision is rendered.

The Levine Act also requires a Lancaster City official who has received such a contribution to disclose the contribution on the record of the proceeding.

Current Lancaster City Council Members are listed at:

<https://www.cityoflanasterca.org/government/city-officials/city-council-copy>

Current Planning Commissioners are listed at:

<https://www.cityoflanasterca.org/government/commissions-appointments/planning>

Proposers are responsible for accessing this link to review the names prior to answering the following questions.

1. Have you or your company, or any agent/board member on behalf of you or your company/entity, made any political contributions of more than \$250 to any Lancaster City Council Member or other city official in the 12 months preceding the date of the submission of your proposal or application, or the anticipated date of any Council action?

YES If yes, please identify the Council Member(s)/city official(s):

NO

2. Do you or your company/entity, or any agency on behalf of you or your company/entity, anticipate or plan to make any political contribution of more than \$250 to any Lancaster City Council Member or other city official in the 12 months following any Council action related to your proposal or application?

YES If yes, please identify the Council Member(s) /city official(s)::

NO

Answering yes to either of the two questions above does not preclude the Lancaster City Council from awarding a contract or approving an application or any subsequent action. It does however, preclude the identified Council Member(s) from participating in any actions related to your proposal or application.

Date

Signature of authorized individual

Company/Applicant Name



LANCASTER COMMUNITY FOOD PROGRAM

Applicant Information

Applicant Name: _____ Applicant Address: _____

Federal EIN: _____ Phone No: _____

Activity Information

Activity Name: _____ Activity Address: _____

Amount Requested: _____ # of individuals expected
to be served: _____

Applicant Contact Information

Contact Person for Application

Name: _____ Title: _____
Phone No.: _____ E-Mail: _____

Contact Person for Activity Implementation

Name: _____ Title: _____
Phone No.: _____ E-Mail: _____



LANCASTER COMMUNITY FOOD PROGRAM

| Applicant Acknowledgement | |
|---------------------------|---|
| 1. | That, by submission, the applicant agrees that the application will become a public document. |
| 2. | That the City may request or require changes in the information submitted which it deems reasonable for any and all information provided. |
| 3. | That, if the activity is recommended and approved by the City, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel the allocation if funds are cancelled, reduced or rescinded. |
| 4. | That the City reserves the right not to fund any applications received. |
| 5. | That past program and financial performance will be considered in reviewing this application. |
| 6. | That services are to be provided only to City residents at no cost. |
| 7. | That an activity's funding does not guarantee its continuation in subsequent years. |
| 8. | The applicant understands that it will be required to follow the City's Food Distribution Guidelines. |
| 9. | The applicant understands that it will be required to follow Chapter 12.28 of the Lancaster Municipal Code, known as the City of Lancaster's Food Distribution Ordinance. |

By signing below, the applicant hereby acknowledges and agrees to the above.

Name: _____

Title: _____

Signature: _____

Date: _____