

City of Hesperia

STAFF REPORT



DATE: August 5, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Nathan R. Freeman, Director of Development Services
Eydee Jimenez, Economic Development Supervisor

SUBJECT: Community Assistance Program

RECOMMENDED ACTION

It is recommended that the City Council provide direction to staff on whether to make adjustments to the Community Assistance Program (CAP).

BACKGROUND

Community Assistance Program (CAP) provides grants to local non-profit organizations offering public services such as food distribution, clothing, shelter, medical care, youth services, senior and veteran support, and animal care.

The current iteration of CAP has been in place since 2016, with a few modifications to the program having been made by the City Council since then. Prior to 2016, the program was directly funded with Community Development Block Grant (CDBG) monies from the U.S. Department of Housing and Urban Development (HUD). The regulations accompanying HUD program funding made it very cumbersome for non-profits to comply with the program. As a result, the program transitioned away from using CDBG funding. Today, CAP is funded entirely by the City's General Fund, with annual funding currently set at \$50,000 per program year. The transition away from CDBG funding requirements saw an increase in program participation over the years.

Eligible applicants must be non-profit or community-based organizations serving at least 75% Hesperia residents. Required documentation includes IRS tax-exempt letters, board member lists, bylaws, and other supporting materials.

A notice of funding availability (NOFA) is released in January of each year, with applications due in February. The City Council Advisory Committee reviews applications each April and makes a funding recommendation to the City Council.

ISSUES/ANALYSIS

On August 6, 2024, the City Council underwent a thorough evaluation of the program guidelines and adopted Resolution No. 2024-37, which established formal CAP guidelines, including funding priorities, evaluation procedures, and grant award limitations for nonprofit agencies serving Hesperia residents. The intent of this action was to provide direction to the City Council Advisory Committee on the priorities of the City Council as well as to help streamline the program in general.

At the March 6, 2025, City Council Advisory Committee meeting, staff was directed to conduct additional outreach to nonprofit organizations to a) increase the pool of applicants and b) provide assistance to organizations in how to submit applications. Subsequently staff scheduled additional program advertising and hosted three workshops for nonprofit assistance.

At a Special Meeting on May 13, 2025, the City Council Advisory Committee expressed satisfaction with the additional measures taken by staff, and ultimately voted to recommend to the City Council that 12 non-profit organizations be funded.

On June 17, 2025, the City Council voted to adhere to their adopted program guidelines by funding the top 10 ranked organizations. Additionally, the City Council requested that staff agenize the CAP program for a future discussion on opportunities to further hone the program to ensure the desired results were achieved.

CITY GOALS SUPPORTED BY THIS ITEM

Future development - Facilitate balanced growth to ensure cohesive community development and pursue economic development.

FISCAL IMPACT

None

ALTERNATIVE(S)

- Provide alternative direction to staff.

ATTACHMENT(S)

1. CAP Notice of Funding Availability (NOFA)