

# LANCC Analysis 4/2/2026: 2026 Revisions to NC Funding Program Policies & Guidelines

The new policy manual issued by **Patrice Y. Lattimore (Document B)** contains several administrative, procedural, and fiscal updates compared to the **September 16, 2024 redline version (Document A)**. The most significant changes involve the expansion of financial officer roles, stricter board meeting procedures, and updated reporting deadlines.

## Administrative and Leadership Changes

- **Division and Location:** The program is now administered by the **NC Elections and Funding Division** located at **555 Ramirez Street, Space 300**, rather than the Administrative Services Division at 200 N. Spring Street.

## Financial Officers and Bank Card Management

- **Number of Cardholders:** Document B now allows Neighborhood Councils (NCs) to appoint up to **two Bank Cardholders**, while Document A primarily refers to a single board-appointed cardholder.
- **Identification Requirements:** New cardholder applicants must now provide their **Social Security Number (SSN)** in addition to two forms of identification. Document A only required two forms of ID.
- **Card Delivery:** Document B allows cards to be **mailed** to the registered Cardholder, whereas Document A required the Cardholder to pick up the card in person from the office.
- **Limit Increase Requests:** In the new policy, the Treasurer **or either one of the Bank Cardholders** can request bank card limit increases. Document A restricted these requests to the Treasurer only.

## Board Procedures and Voting

- **Consent Calendar Prohibition:** A major new rule in Document B explicitly **prohibits** any funding item including Neighborhood Purpose Grants (NPGs) and Monthly Expenditure Reports (MERs) from being approved on **Consent Calendars**; they must be handled as individual agenda items. Document A did not have this restriction.
- **Conflict of Interest:** Document B clarifies that board members must consult the City Attorney regarding **both financial and non-financial** conflicts of interest. It also notes that the NC Board Legal Liaison or the Neighborhood Empowerment Advocate (NEA) can provide the necessary contact information.
- **Voting Ineligibility:** Document B adds a specific clause stating that failure to complete all required trainings results in **ineligibility to vote on all funding matters**.

## Reporting and Deadlines

- **MER Submission Deadline:** The deadline to submit the Board Action Certification (BAC) for the Monthly Expenditure Report has been extended. It is now due by the **15th day** of the second month following the reporting month. Document A set this deadline at the **10th day**.
- **Portal Access:** Financial Officers can now access the MER in the portal beginning approximately the **5th business day** of the following month. Document A specified the "5th day" without the business day distinction.

## Grants and Projects (NPG/CIP)

- **NPG Overhead vs. Programmatic Costs:** Document B introduces a distinction between prohibited "administrative" costs (like general office supplies) and "**programmatic**" costs (like project-specific staffing), which may now be considered for funding.
- **NPG Completion Consequences:** Document B specifies that grantees who fail to submit a **Project Completion Report** may be **disqualified from receiving future NPGs**. Document A "strongly encouraged" these reports but did not list disqualification as a penalty.
- **CIP Examples:** Document B explicitly adds **Utility Box Paintings** to the list of examples for Community Improvement Projects.
- **Property Restrictions:** Document B explicitly states that CIPs **cannot be done on privately-owned property** unless authorized by City regulations. Document A noted they were "not permitted" but lacked the same explicit phrasing.

## Operations, Inventory, and Contracts

- **Mandatory Inventory Items:** The list of items that must be tracked on the inventory list has been significantly expanded in Document B to include **all computer hardware** (regardless of cost), **USB/Hard Drives**, **Projectors/Projector Screens**, **Sound Systems**, and **Cables/Extension Cords**.
- **Inventory Enforcement:** Document B explicitly states the Funding Program may take **corrective action** if NCs do not submit their Inventory List in a timely manner.
- **Prepayment Exceptions:** Document B provides a specific list of **allowed prepayment exceptions**, including payments to City entities (Parks & Rec, Library), LAUSD, and specific software licenses like **Zoom and Canvas Pro**.
- **RAMP Registration:** Document B requires all vendors contracting with the City to register and submit business compliance documents through **RAMP (Regional Alliance Marketplace for Procurement)**.
- **Event Codes:** For bank card transactions related to approved events, cardholders must now reference a specific **Event Approval Code** provided by the portal. Document B also notes that the portal **will not accept** event submissions less than 30 days in advance.

Brandi Alexis D'Amore, Chair  
Community Assistance  
Los Angeles Neighborhood Council Coalition (LANCC)

Financial Officer Handbook:

[https://cityclerk.lacity.org/election/NC\\_Financial\\_Officer\\_Handbook.pdf](https://cityclerk.lacity.org/election/NC_Financial_Officer_Handbook.pdf)

New Event Checklist coming

Promotional Item Questionnaire which requires that all items meet "yes" to easily move forward

[https://cityclerk.lacity.org/election/NC\\_Promotional\\_Items\\_Questionnaire.pdf](https://cityclerk.lacity.org/election/NC_Promotional_Items_Questionnaire.pdf)

FAQ page with relevant questions:

<https://clerk.lacity.gov/neighborhood-council-elections-and-funding/neighborhood-council-funding/nc-funding-faq>