

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JASON CARTER, PROGRAM MANAGER  
NICOLE RATHBUN, ADMINISTRATIVE ANALYST  
OFFICE OF COMMUNITY ENGAGEMENT  
SUBJECT: MEASURE O CHOICE MINI-GRANT PROGRAM FUNDING  
AGREEMENT AUTHORIZATION

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Office of Community Engagement that the Council, by resolution, authorize the Director of the Office of Community Engagement, or designee, to approve and execute grant funding agreements for the Measure O Community Helping Our Indispensable Children Excel (CHOICE) Mini-Grant Program in amounts not to exceed \$5,000 per Program/Project each fiscal year.

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EXECUTIVE SUMMARY

Measure O Community Helping Our Indispensable Children Excel (CHOICE) Mini-Grants have historically been awarded to schools and non-profit organizations to provide additional funding for supplies and equipment, in an amount not to exceed \$5,000 per approved Program/Project per fiscal year. The Office of Community Engagement wishes to formalize the Mini-Grant procedure with a standard grant agreement template, approved as to form by the City Attorney's Office, and approved and executed by the Director of Community Engagement, or designee, in order to establish contractual timelines for expenditures of grant funds and performance measure report submission. Based on the small dollar value of the individual grants, and in order to be efficient with administrative resources, staff recommends that City Council authorize the Director of the Office of Community Engagement, or designee to approve and execute funding agreements for the Measure O CHOICE Mini-Grant Program.

BACKGROUND

Since 2006 The Partnership has administered the CHOICE Grant Program, funded by Measure O, that makes grants of varying dollar amounts to community based organizations that are brought to the Council for approval because of their size. In

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addition to the larger CHOICE grants approved by Council, the Partnership also administers a Mini-Grant program, with a maximum award amount of \$5,000 to schools and non-profit 501(c)(3) organizations to fund one-time, unanticipated capacity building needs related to providing youth and gang violence prevention and intervention services in our community.

Applications for CHOICE Mini-Grant funds are reviewed by a team comprised of at minimum, one Policy Team member, and two City-staff members to ensure alignment with the Partnership's Strategic Plan, Community Safety Scorecard, and mission. The total amount of funds made available for Mini-Grants each fiscal year is included in the annual budget for the Violence Prevention Partnership.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Office of Community Engagement wishes to formalize the Mini-Grant procedure with a standard grant agreement template, approved as to form by the City Attorney's Office, and approved and executed by the Director of Community Engagement, or designee, in order to establish contractual timelines for expenditures of grant funds and performance measure report submission.

As with any contract the City enters into, the City Council must authorize the approval and execution of such agreement, by advanced award authority granted to a position such as the City Manager, or a Department Director, or by individual review by the Council.

Due to the maximum Mini-Grant award amount of \$5,000 per program/project per fiscal year, and the desire of staff to utilize Council and applicant time in an efficient manner, the Office of Community Engagement recommends that the Measure O CHOICE Mini-Grant Funding Agreements be approved and executed by the Director of Community Engagement, or designee.

FISCAL IMPACT

There is no fiscal impact to authorizing the Director of Community Engagement, or designee to approve and execute Mini-Grant Funding Agreements.

The adopted budget for Office of Community Engagement for fiscal year 2018-2019 includes \$50,000 for CHOICE Mini-Grants from Measure O revenue.

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ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project that has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

CONTACT

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