

**CITY COUNCIL POLICY**

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SUBJECT: SERVICE ORGANIZATION FUNDING POLICY

NO.: A-8

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PURPOSE:

To outline a process for the consideration of requests for funding of organizations which provide services to Mountain View residents. To ensure that public services and other necessary programs are identified and provided in the most efficient and effective manner.

POLICY:

1. The City of Mountain View recognizes the need for human services and other programs and projects serving Mountain View residents. The City also recognizes that there are other governmental agencies, in addition to the City, responsible for meeting the needs of Mountain View residents. The City shall assume an active role to meet the needs of Mountain View residents by:
  - (a) Encouraging and advocating coordination and cooperation among organizations providing services to Mountain View residents;
  - (b) Advocating, encouraging and, whenever possible, facilitating the co-location of service providers;
  - (c) Pursuing the cooperation of Federal, State, County and other agencies to enhance the quality and availability of services to the citizens of Mountain View; and
  - (d) Contracting directly with nonprofit and other organizations. Some criteria to be considered in making this decision are the following:
    - The service does not duplicate existing services but augments existing services.
    - The service to be provided addresses a significant community need in the City of Mountain View.
    - Contracting with an organization is the most cost-effective way of providing services.

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- The requesting organization is the most appropriate agency to provide the service.

FUNDING PROCESS:

Four (4) separate processes are identified below:

1. Federal Pass-Through Funds (CDBG and HOME),
2. General Fund Support,
3. Joint Powers Authority, and
4. Departmental Contractual Support.

1. Federal Pass-Through Funds (CDBG, HOME)

## (a) Purpose:

The City of Mountain View receives Federal pass-through funds such as the Community Development Block Grant (CDBG) Program and the HOME Investment Partnership (HOME) Program. The objectives of the CDBG Program are: (1) to provide decent housing and a suitable living environment, principally for persons of low income (up to 63 percent of median income), or as defined by the U.S. Department of Housing and Urban Development; (2) to expand economic opportunities for low-income persons; and (3) to provide improved community facilities and services. The objective of the HOME Program is to increase the supply of decent and safe affordable housing for lower-income households. Although currently the City receives funding only from the CDBG and HOME programs, this application process will apply to similar Federal programs for which the City becomes eligible in the future or any modified versions of the current programs.

## (b) Time Line/Publicity:

The City will advertise the availability of CDBG and HOME funds in a newspaper of general circulation and will make funding applications available for a period of thirty (30) days, generally during the month of November, for the upcoming fiscal year. In addition, the City will mail funding applications to groups that have expressed an interest in obtaining

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funding. Funding applications will generally be due in late December or early January. The funding process shall be subject to modification per Federal requirements.

(c) Applications Content/Requirements:

Requesting organizations must submit a completed standard City application form by the specified deadline. The funding request must include a proposed budget in sufficient detail to permit the City to determine the merits of the funding request. Supporting data must include a minimum of three (3) years expenditure and revenue data, including one (1) prior year, the current year and the year of the request. Revenues and expenditures shall be stated in sufficient detail to clearly show each source of revenue and each category of expenditure. The number of Mountain View residents served and projected to be served shall be included in the supporting data. New agencies with no financial history may be considered by the City Council.

The requesting organization must clearly indicate the specific services to be performed and the measures to be used in verifying that performance as well as provide for a specific reporting process. The Board of Directors or other governing board of the requesting organization should have at least one (1) member who is a resident of the City of Mountain View. Organizations requesting Federal funds will be required to comply with this policy as well as all Federal requirements.

(d) Review and Approval Process:

All applications for funding will be reviewed by the City's staff Community Development Block Grant Committee or other group designated by the City Council. The Committee will use a series of assessment factors to review the funding proposals and present recommendations to the City Manager who will present recommendations to the City Council. All qualified applicants will be forwarded to the City Council for final consideration.

A public hearing will be held, generally in the spring, on funding allocations for the upcoming fiscal year. The public will be notified of the hearing

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through mail announcements and also through published notices in a newspaper of general circulation.

(e) Contractual Requirements:

If funded, the requesting organization will be required to enter into a written contract with the City to perform designated services for the prescribed compensation and will be required to provide quarterly client and financial reports. Records must be available for examination at any reasonable time, commencing with the date of application, and shall be kept for a minimum of five (5) years from the close of the funding year. Organizations will also be required to comply with all Federal requirements.

2. General Fund Support

(a) Purpose:

The City's General Fund is used to fund human service, educational, cultural, arts and other programs not eligible for Federal funds, to supplement the Federal funding for human services and to fund community organizations representing the City outside the City.

(b) Time Line/Publicity:

The City will advertise the availability of funding from the General Fund in a newspaper of general circulation and will make funding applications available for a period of thirty (30) days, generally during the month of November, for the upcoming fiscal year. In addition, the City will mail funding applications to groups that have expressed an interest in obtaining funding. Funding applications will generally be due in late December or early January.

For one-time special event funding, outside the budget process, for community youth organization travel to represent the City outside the City, the City will advertise the availability of funding from the General Fund annually on the City's web site and by notifying schools and other known community youth organizations in the City.

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## (c) Application Content/Requirements:

Requesting organizations must submit a completed standard City application form by the specified deadline. The funding request must include a proposed budget in sufficient detail to permit the City to determine the merits of the funding request. Supporting data must include a minimum of three (3) years expenditure and revenue data, including one (1) prior year, the current year and the year of the request. Revenues and expenditures shall be stated in sufficient detail to clearly show each source of revenue and each category of expenditure. The number of Mountain View residents served and projected to be served shall be included in the supporting data. New agencies with no financial history may be considered by the City Council.

The requesting organization must clearly indicate the specific services to be performed and the measures to be used in verifying that performance as well as provide for a specific reporting process. The Board of Directors or other governing board of the requesting organization should have at least one (1) member who is a resident of the City of Mountain View.

## (d) Review and Approval Process:

All applications for funding will be reviewed by the City's staff Community Development Block Grant Committee or other group designated by the City Council. The Committee will use a series of assessment factors to review the funding proposals and present recommendations to the City Manager who will present recommendations to the City Council. All qualified applicants will be forwarded to the City Council for final consideration.

A public hearing will be held, generally in the spring, on funding allocations for the upcoming fiscal year. The public will be notified of the hearing through mail announcements and also through published notices in a newspaper of general circulation.

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## (e) Late Applications:

(1) Budget Process

If an organization applies for funding after the initial deadline (usually January), the requesting organization must submit an application by the late application deadline of April 30 and demonstrate there were unforeseeable circumstances necessitating late application. Unforeseeable circumstances may include the termination of other funding, no prior need for funding or some other unpredictable occurrence. Qualified late requests will be submitted to the City Council during the budget process. The City Council must approve these late requests by a super-majority vote (five votes).

(2) Outside the Budget Process

If an organization applies for funding after the late application deadline of April 30 or submits a request for a purpose requiring a more prompt funding decision, the requesting organization must submit an application form to the City Manager's Office. New agencies with no financial history may be considered by the City Council.

All applications for funding will be assessed against the stated criteria by the review committee. If the funding request is for a one-time special event, the City contribution will not exceed 20 percent of the proposed budget. Any such funding requests approved by City Council will be considered one-time in nature.

Funding requests for youth community organizations for out-of-town travel expenses will be assessed against the following criteria:

- a. Funding will be limited to nonprofit youth community organizations that will be representing the City nationally by having qualified from the local, State or regional competition level to the national competition level;

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- b. Funding shall be on a first-come, first-served basis. If two or more organizations request funding at, or near, the same time, and there is not adequate funding remaining for each of these organizations, consideration shall be given to the organization that has been funded the least number of times in the three previous years. The Council may also choose to share the remaining funds between the organizations.
- c. There will be a \$15,000 annual cap on General Fund funding for this purpose, to be funded from the General Fund contingency.
- d. Annual funding per organization will be limited to \$5,000 or 20 percent of trip expenses, whichever is less, with use of funds limited to payment of trip expenses for organization members who are Mountain View residents.

The request will be presented to the Council Finance Committee, which will develop recommendations for presentation to the City Council. If there is an emergency request or a request that requires review within a short time frame, the request may be forwarded directly to the City Council. The City Council must approve all requests outside the budget process with a five-vote majority in order to be funded from the General Fund contingency.

(f) Contractual Requirements:

If funded, the requesting organization will be required to enter into a written contract with the City to perform designated services for the prescribed compensation and will be required to provide quarterly client and financial reports. Records must be available for examination at any reasonable time, commencing with the date of application, and shall be kept for a minimum of five (5) years from the close of the funding year.

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3. Joint Powers Authority

## (a) Purpose:

The City may enter into a joint powers authority (JPA) agreement to provide desired services to residents. Agencies or organizations may request the City to participate in a JPA. Any contractual payments resulting from the agreement would be included in the annual operating budget.

## (b) Application Content/Requirements:

Requesting organizations must submit a completed standard City application form by November 30. The funding request must include a proposed budget, detailing the portion to be funded by each partner, to permit the City to determine the merits of the funding request. Supporting data must include a minimum of three (3) years expenditure and revenue data, including one (1) prior year, the current year and the year of the request. Revenues and expenditures shall be stated in sufficient detail to clearly show each source of revenue and each category of expenditure. The number of Mountain View residents served and projected to be served shall be included in the supporting data. New agencies with no financial history may be considered by the City Council.

The requesting organization must clearly indicate the specific services to be performed and the measures to be used in verifying that performance as well as provide for a specific reporting process. The Board of Directors or other governing board of the requesting organization should have at least one (1) member who is a resident of the City of Mountain View.

## (c) Review and Approval Process:

All applications for funding will be reviewed by the City's budget committee for compliance with the stated criteria.

The committee will present recommendations to the City Manager who will present recommendations to the City Council at the proposed budget public hearing. The public will be notified of the hearing through mail



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announcements and also through notices published in a newspaper of general circulation.

(d) Late Applications:

(1) Budget Process

If the proposal is submitted after the November deadline, it must submit a request by the late application date of April 30 and demonstrate there were unforeseeable circumstances necessitating late application. Unforeseeable circumstances may include the termination of other funding, no prior need for funding or some other unpredictable occurrence. Qualified late applications will be submitted to City Council during the budget process. The City Council must approve these late requests by a super-majority vote (five votes).

(2) Outside the Budget Process

If the proposal is submitted after the late application deadline of April 30, the requesting organization must submit an application form to the City Manager's Office. New agencies with no financial history may be considered by the City Council.

All applications for funding will be reviewed against the stated criteria by the City's budget committee.

The request will be presented to the Council Finance Committee, which will develop recommendations for presentation to the City Council. The City Council must approve the request with a five-vote majority in order to be funded from the General Fund contingency.

(e) Contractual Requirements:

If funded, the requesting organization will be required to enter into a written contract with the City to perform designated services for the prescribed compensation and will be required to provide quarterly client and financial reports. Records must be available for examination at any reasonable time,

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commencing with the date of application, and shall be kept for a minimum of five (5) years from the close of the funding year.

4. Departmental Contractual Support

## (a) Purpose:

The various departments of the City may provide direct funding or other types of support from their own budgets to organizations that provide services desired by the City. These contracts will be administered by the department head of the appropriate department.

## (b) Identification of Service:

The department identifies a desired or required service during the budget process after assessment of the stated criteria. This may be the result of a request from an organization or the department's recognition of a desired service.

## (c) Review and Approval Process:

The department may manage the request for proposal (RFP) or other selection process. All requests for funding are due in December with the proposed budget requests and will be reviewed by the City's budget committee. The committee will present recommendations to the City Manager who will present recommendations to the City Council at the proposed budget public hearing. The public will be notified of the hearing through mail announcements and also through published notices in a newspaper of general circulation.

Based upon the results of the RFP/selection process, the department will select a provider and award the contract in compliance with Council Policy A-10.

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(d) Late Applications:

(1) Outside the Budget Process

If a department identifies a desired or required service outside of the budget time line or submits a request for a purpose requiring a more prompt funding decision, the department must prepare a proposal.

All requests for funding will be reviewed against the stated criteria by the department that will manage the service provided.

The request will be presented to the Council Finance Committee, which will develop recommendations for presentation to the City Council. The City Council must approve the request with a five-vote majority in order to be funded from the General Fund contingency.

If the funding request is for a one-time special event, the City contribution will not exceed 20 percent of the proposed budget. Any such funding requests approved by City Council will be considered one-time in nature.

(e) Contractual Requirements:

Upon selection, the service provider will be required to enter into a written contract with the City to perform designated services for the prescribed compensation and will be required to provide quarterly client and financial reports. Records must be available for examination at any reasonable time, commencing with the date of application, and shall be kept for a minimum of five (5) years from the close of the funding year.

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