



MEMORANDUM

City Manager's Office

DATE: May 3, 2018

TO: Human Relations Commission

FROM: Christina Gilmore, Assistant to the City Manager

SUBJECT: Fiscal Year 2018-19 Community for All Grant

RECOMMENDATION

Review and provide input on a one-time Community for All grant process.

BACKGROUND

One of the City Council's Major Goals for Fiscal Years 2017-18 and 2018-19 is to protect vulnerable populations and preserve the socioeconomic and cultural diversity of Mountain View. This goal is referred to as "Community for All". The Council appropriated \$75,000 in one-time funds and adopted several projects to accomplish the goal, one of which is to fund and/or improve awareness of and access to information and referral resources for immigrants; particularly for mixed-status families. As part of this project, staff is developing a one-time Community for All grant program that staff anticipates will be brought to Council for approval in June 2018.

The purpose of this memorandum is to provide the Human Relations Commission (HRC) with an overview and seek input regarding the one-time Community for All grant program.

DISCUSSION

Fiscal Year 2018-19 Community for All Grant

As mentioned above, the Community for All grant program is currently being developed by staff, and will require input and review from the Finance and Administrative Services department (FASD) to ensure compliance with finance requirements and will also require City Council approval prior to program launch and implementation. The total funding available for the Community for All grant is

estimated at \$60,000, with available grant awards of up to \$10,000 for each grant recipient.

Staff is reviewing existing City grant programs and processes like the CDGB/HOME public service grants process, the Neighborhood Grant program, and the Multicultural Festival application rating criteria, to develop eligibility, evaluation criteria and rating systems for the grant program. Below is a discussion of potential program elements.

Purpose of Grants:

Grant proposals need to demonstrate a focus on one or more of the following areas:

- The project should focus on improving awareness of and access to information and referral resources for immigrant communities.
- The project should focus on building community and helping to create an inclusive and welcoming environment for immigrant communities.

Eligible Grantees:

To be eligible for the grant program, applicants should meet the following criteria:

- Non-profit 501 (c) 3 organizations, including faith-based organizations that serve Mountain View residents;
- Community-based organizations or association in partnership with a 501(c) 3 fiscal sponsorship that serves Mountain View residents; and
- Eligible grant recipients are responsible for the implementation of the project and must have the authority and capacity to complete the project.

Other potential grant terms:

- The organizations project or program must take place during the 2019 calendar year in the City of Mountain View
- Biannual grant reporting for agencies receiving City funding

Proposal Review Criteria:

Grant proposals will be evaluated on criteria which is to be determined. Staff is seeking input from the HRC on evaluation criteria that should be considered as part of the grant evaluation process. Examples of review criteria to consider include the number of Mountain View residents served, primary client demographics, the need for the project/program, project/program cost, and any other criteria that will assist the HRC and staff with their review and assessment of eligible applications for the grant program.

Community for All Funding Cycle Process

To initiate the funding cycle, the City will circulate a notice of funding availability to public service agencies, community-based organizations, and other eligible groups, solicit proposals, review submittals and develop funding recommendations for the HRC's consideration. The HRC will hold a public hearing to hear agency presentations and make funding recommendations to the City Council. The City Council will have final approval of funding decisions. A tentative timeline for the Community for All grant program is outlined below, pending City Council approval.

Tentative Dates (Pending City Council Approval)	Milestone
June 2018	Present Community for All Grant program guidelines to City Council
August 8, 2018	Release of grant guidelines and start of formal outreach campaign
September 19, 2018	Deadline for City receipt of Community for All grant applications
November 1, 2018	Human Relations Commission public hearing
December 11, 2018	City Council approval
January 30, 2019	Execution of agreements
December 1, 2019	Deadline to expend funds and complete projects

NEXT STEPS

Staff recommends that the HRC provide input on the evaluation criteria to be considered as part of the review and assessment of eligible grant applications, and

include the Fiscal Year 2018-19 Community for All Funding Cycle process as a new work item on their Fiscal Year 2018-19 work plan. City Council review and approval of Council Advisory Body work plans for Fiscal Year 2018-19 will take place in September.

Pending City Council approval in June 2018, staff will finalize the Community for All grant program and prepare for the application process and funding cycle to commence in August 2018.