



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Sara L. Hensley

SUBJECT: SEE BELOW

DATE: 04-15-04

Approved

Date

Council District: 3
SNI Area: University

SUBJECT: REVISION OF THE UNIVERSITY NEIGHBORHOODS COALITION'S (UNC) GRANT GUIDELINES FOR THE DISTRIBUTION OF THE NEIGHBORHOOD REVITALIZATION STRATEGY FUNDS

RECOMMENDATION

Approval to amend an agreement with the Community Foundation of Silicon Valley for revised grant guidelines for the University Neighborhoods Coalition.

BACKGROUND

In 1998, the University Neighborhoods Coalition was awarded funding through the Neighborhood Revitalization Strategy (NRS) Program to identify and implement neighborhood improvement projects. It was agreed that the Community Foundation of Silicon Valley would act as the fiscal agent for the UNC. As such, in March 2000, the City entered into an agreement with the Community Foundation of Silicon Valley to assist the UNC in the distribution of its NRS funds. As part of the agreement, grant guidelines were established and approved by the parties. The UNC has requested revisions to the grant guidelines in order to provide additional clarity on certain provisions of the guidelines as well as to expand the scope of eligible activities.

Pursuant to the Municipal Code, City Council must review and approve substantive changes to agreements over \$100,000. The purpose of this memorandum is to seek Council approval for the proposed revisions to the grant guidelines.

ANALYSIS

The original agreement with the Community Foundation was amended in January 2004 to extend the term of the agreement through the end of the calendar year. Also, in January, the UNC Board voted to request that certain revisions to the agreement between the City and the Community Foundation be made to facilitate their grant process. Staff met with representatives of the UNC to discuss their revisions and have come to agreement on the proposed revisions. The grant guidelines reflecting these revisions are attached. Some of the key revisions include:

- Revision of the “eligible activities” section to clarify that physical improvements are limited to non-structural exterior improvements that are visible from the street and improve the attractiveness of the neighborhood (i.e., landscaping, painting, tree planting or sidewalk repair)
- Revision of the “eligible activities” section to include a new category of eligible activities entitled “Social Programs” that would fund projects that provide opportunities for children and families to interact in a manner that will enhance the family, the neighborhood and the community (i.e., National Night Out activities, Health and Wellness programs, ESL classes, etc)
- Revision of the “who’s eligible to apply” section to include tenants, business owners, neighborhood associations and recognized groups in the UNC area. A second revision is proposed for this section that clarifies that eligible projects must demonstrate a public benefit for the UNC area in order to qualify for funding. A third revision clarifies that if the UNC desires to fund a project to be performed by City staff on City-owned property, no grant application will be required. In that instance, only formal action by the UNC Board shall be required to make the funds available to the City.
- Revision of the “Grant Review Committee” section to designate a subcommittee of the UNC as the official review Committee with final approval of recommended projects to be subject to full UNC board approval.
- Revision of the “Granting Process” section to include the criteria by which grants will be evaluated.
- Revision of the “Grant Acceptance” section to provide a time limit by which grant recipients must sign a letter of acceptance or suffer a forfeiture of funds. In this case, funds will be made available to another potential grantee.

COST IMPLICATIONS

The revision of the grant guidelines do not require any additional expenditure of funds.

HONORABLE MAYOR AND CITY COUNCIL

Subject: Revision to NRS Grant Guidelines for University Neighborhoods Coalition

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COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the University Neighborhoods Coalition.

CEQA

Not a project.

SARA L. HENSLEY
Director of Parks, Recreation and
Neighborhood Services

Attachments – Second Continuation Agreement
Exhibit A (Grant Service Requirements)
Exhibit B (Grant Guidelines)
Exhibit C (Reporting Schedule)
Exhibit D (Insurance Requirements)