



# Memorandum

**TO:** MAKING GOVERNMENT WORK  
BETTER COMMITTEE

**FROM:** Sara L. Hensley

**SUBJECT:** CAP GRANT UPDATE

**DATE:** 04-05-04

## INFORMATION

In 2003, the City Auditor's Office performed an audit of the Neighborhood Development Center, which included the Community Action and Pride (CAP) Grant Program. The audit included three recommendations specific to the CAP Grant Program. In response to these recommendations, several changes have been made to the CAP Grant Program.

Recommendation #1 was for the CAP Grant Program to develop and implement specific CAP Grant criteria including usage, evaluation, and follow-up guidelines for determining how much to award for each specific grant purpose, and to require applicants to provide detailed descriptions of specific locations where proposed projects will take place and expected timeframes for project completion.

In response to this recommendation, the CAP Grant criteria have been revised to include or clarify the following:

1. Guidelines on CAP Grant Program Eligibility
  - Eligible/Ineligible Applicant
  - Eligible/Ineligible Activities and Items
  - Compliance with Grant Requirements
2. Evaluation Criteria
  - Alignment with CAP Purpose Statement
  - Meeting All Eligibility Criteria
  - Funding Leverage
  - Project Feasibility
  - Community Involvement
  - Duplication of Funding Sources
3. Grant Application Deadline Guidelines
4. Guidelines for Landscaping and Beautification Projects
5. Guidelines for Youth Sports Leagues
6. A list of Local Grants for Neighborhood Groups that includes a short description of the purpose of the grant, amounts funded, and contact information.

In the section on Compliance with Grant Requirements, the guidelines clarify the requirement for applicants to provide detailed descriptions of specific locations where proposed projects will take place and expected timeframes for project completion. Follow-up procedures were also developed to guide Grant Program staff. A guideline for determining how much to award for each specific grant purpose has been developed for the Grant Review Committee's use. These changes have been submitted to the City Auditor for approval and we have received the City Auditor's approval to implement the next cycle of CAP Grants.

Recommendation #2 was to coordinate and consolidate the CAP Grant Program with other similar City and Community grants and program support for neighborhoods. In response to this recommendation, the CAP Grant Program has been consolidated with other similar City grant programs; it is now part of PRNS' Grants Unit. Information on similar community grants for neighborhoods has been compiled and will be provided to every CAP Grant applicant.

Recommendation #3 required staff to make full use of the grant management oversight clause in its Agreement with Community Foundation Silicon Valley (CFSV). In response to this recommendation, PRNS staff met separately with CFSV and the City Auditor to clarify the role of each party as delineated in the Agreement. All parties involved, including the City Auditor, were satisfied that the provisions of the Agreement are being adhered to.

Finally, PRNS staff established a new account with CFSV for the Special Emphasis, or SNAP, monies. A new Agreement is currently being drafted to codify these changes.

Having received the City Auditor's approval on the responses to these three recommendations, the next round of CAP Grants (Cycle 18) will now be scheduled.

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