Rules Agenda: 9-27-06
Item #: G2

MEMORANDUM

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

TO: **Rules Committee** **FROM:** **Councilmember Dave Cortese**

SUBJECT: HP Grants (HP Pavilion at San Jose Districts Fund) DATE: September 27, 2006

APPROVED: D.C. R.C. DATE: 9/27/06

RECOMMENDATION

Request the City Manager to assess the HP Grants (HP Pavilion at San Jose Districts Fund) process and develop a standardized system of eligibility criteria and notification for use by City Council.

BACKGROUND

The District 8 Council Office has observed unusual occurrences in the process in which HP Grants are dispersed. Some grants submitted as early as 2004 remain incomplete for a variety of reasons (unable to reach grantee, etc) and the Council Office is unaware of the award delay. Other grants are approved one year and rejected a second year despite no change in the organization's status. Furthermore, the Council Office is often not alerted when there is a problem with the grant unless they proactively inquire. There does not seem to be written criteria which states grant eligibility. Oftentimes it is difficult to track where in the process the grant application is given the multitude of city departments involved in processing.

This assessment will aid City Staff in adhering to set criteria as well as clarify what challenges prevent a smooth transaction within the HP Grant Process.

cc: Mayor & City Council