



Date: April 12, 2018  
To: San Pablo Community Grant Foundation FY 2018-19 Grant Applicants  
From: Matt Rodriguez, City Manager   
Subject: **SAN PABLO LOCAL ECONOMIC OPPORTUNITY POLICY**

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Please be advised that on February 20, 2018, the City Council of the City of San Pablo adopted a San Pablo Local Economic Opportunity Policy that encourages grantees to consider local hiring and local contracting in the San Pablo community when spending grant funds. In submitting your grant application and/or presentation, please consider including the following information with your grant application as applicable:

- Proposed approach to maximize employment of San Pablo residents if applicable in fulfilling activities undertaken with the grant funds; and
- Proposed approach to maximize utilization of small local businesses operating in San Pablo.

In addition, it is expected that the Administrative Policy for the grants in the future years will require:

- Employment of Local Residents - Outreach. Pursuant to the San Pablo Economic Opportunity Policy, the Grantee shall contact the San Pablo Economic Development Corporation (“EDC” at [info@sanpabloedc.org](mailto:info@sanpabloedc.org) or 510-215-3200) at least ten business days prior to hiring or staffing for fulfillment of services pursuant to this grant, describing number, duties and qualifications needed for available positions, and shall fairly consider for employment any workers referred by the EDC within three business days. “Local Resident” means an individual having an adjusted household income of less than the Area Median Income for Contra Costa County, and domiciled in the City of San Pablo as of the relevant hiring date, with “domiciled” as defined by Section 349(b) of the California Election Code. Discrimination against Local Residents on the basis of their local status is prohibited.

- Local Contracting – Outreach. Grantee shall contact the San Pablo Economic Development Corporation (the “EDC” at [info@sanpabloedc.org](mailto:info@sanpabloedc.org) or 510-215-3200) at least two weeks prior to any contract award, providing notice and details regarding the contracting opportunity. The EDC shall notify qualified local businesses of the contracting opportunities, and provide technical assistance to qualified local businesses during any contracting or bidding process.

Should you or your organization have any question or concerns, please contact Greg Dwyer, Community Services Director at 510-215-3081 or via email at [gregd@sanpabloca.gov](mailto:gregd@sanpabloca.gov) or LaTanya Fisher, Executive Assistant to the City Manager at 510-215-3006 or via email at [LaTanyaF@sanpabloca.gov](mailto:LaTanyaF@sanpabloca.gov)



Matt Rodriguez  
City Manager

Cc: Reina Schwartz, Assistant City Manager  
Lynn Tracy Nerland, City Attorney  
All 2017/18 SPCGF Recipients



**CITY OF SAN PABLO**

**ANNUAL SAN PABLO COMMUNITY  
FOUNDATION GRANT PROGRAM**

**FY 2018/19 GRANT CYCLE APPLICATION &  
GUIDELINES PACKAGE**



**CITY OF SAN PABLO**

*City of New Directions*

**(ADOPTED BY CITY COUNCIL RESOLUTION ON April 2, 2018 – Resolution 2018-046)**

## GRANT FUNDING AND CORPORATE CONTRIBUTORS



### CITY OF SAN PABLO CITY COUNCIL



### LYTTON RANCHERIA BAND OF POMO INDIANS



**RICHMOND  
SANITARY  
SERVICES**

**REPUBLIC SERVICES, INC. (dba: RICHMOND SANITARY SERVICES, INC.)**



## SAN PABLO SENIOR CENTER

### APPLICATION GUIDELINES FOR FY 2018/19 GRANT REQUESTS

**Grant Program:** The San Pablo City Council has adopted a consolidated Annual San Pablo Community Grant Program for eligible local community service organizations and non-profit organizations for FY 2018/19.

**Funding Availability:** The City Council has allocated a total of \$100,000 in one-time grant funding awards to eligible non-profit, 501(c)(3) community service organizations to fund one-time activities or special events that serve at least 75% San Pablo residents.

**Grant Awards:** Only one (1) grant application may be submitted per eligible non-profit, 501(c)(3)/community service organization, with a minimum award of \$5,000 and a maximum award request of \$10,000 per applicant. Final grant award may be allocated as determined by the San Pablo City Council which may be based on the total number of grant requests received by the City of San Pablo.

### GRANT APPLICATION & DOCUMENTS REQUIRED

**Documents Required for Submittal:** All applicants must complete the attached application form and provide the following documents:

- ✓ Most current W-9 IRS form
- ✓ Proof of current Non-Profit 501(c)(3) certification form issued by the State of California
- ✓ Summary of organization's current budget and grant award need
- ✓ Proposed program budget for grant expense

### ELIGIBLE NON-PROFIT ORGANIZATIONS ONLY

Non-profit organizations which have officially filed as a non-profit with the State of California must attach a copy of its current year 501(c)(3) nonprofit certification form. For organizations that are "recognized" non-profits within the community, but have never formally filed with the State, the City Council at its discretion may consider their application. Note: Any decision made by the City Council is final, in regards to the community grants process.

## **FISCAL AGENTS AS JOINT APPLICANTS**

**Fiscal Agents:** For those community organizations who do not have a 501(c)(3) certification, applicants must have an established formal relationship with a non-profit, 501(c)(3) charitable organization which may serve as a fiscal agent on behalf of the applicant and file jointly with the community organizations in need. Note: Any joint decision made by City Council is final, in regards to the eligibility criteria for the community grant award process.

**APPLICATION SUBMITTAL AND DEADLINE: 6:00 P.M., MAY 1, 2018**

Applications must be received by deadline date – Postmarks not acceptable/no exceptions:

**City of San Pablo  
Office of the City Manager  
13831 San Pablo Avenue, Building #1  
San Pablo, CA 94806  
Attn: Annual San Pablo Community Foundation Grant Program**

**For more information: Call the City of San Pablo City Manager's Office at (510) 215-3000.**

## **DISQUALIFIED CRITERIA AT TIME OF SUBMITTAL**

Any applications received that are **postmarked after the deadline date** are **immediately disqualified** from funding consideration. No exceptions.

- ❖ **POSTMARKS AFTER DEADLINE DATE ARE NOT ACCEPTED.**
- ❖ **E-MAILED APPLICATIONS ARE NOT ACCEPTED.**

## **THRESHOLD QUALIFYING CRITERIA (CITY COUNCIL ADOPTED POLICY)**

Request for Financial Assistance Applications are limited to non-governmental, non-profit organizations serving the San Pablo community. Excluded entities include the following: Contra Costa County offices, Municipal Organizations, Special or Water Districts, school districts, and private individuals. Schools located within City of San Pablo limits who provide non-school services and after-school programs, or authorized student activity organizations are eligible for funding. Applicants should have a State of California non-profit status certification or be a recognized San Pablo “nonprofit” service, civic, faith based

## **PREFERRED FUNDING STATUS**

### **San Pablo City Council Adopted Priority Workplan: Major Policy Areas and Strategic Policy Initiatives**

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote the identified *“Major Policy Goals and/or Strategic Policy Initiatives as adopted under the San Pablo City Council Adopted Priority Workplan, effective November 1, 2017.* This is subject to discretionary approval of the City Council. A copy of this plan may be referenced from the City’s website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the “City Council” Department webpage, illustrated below, or at the following link:

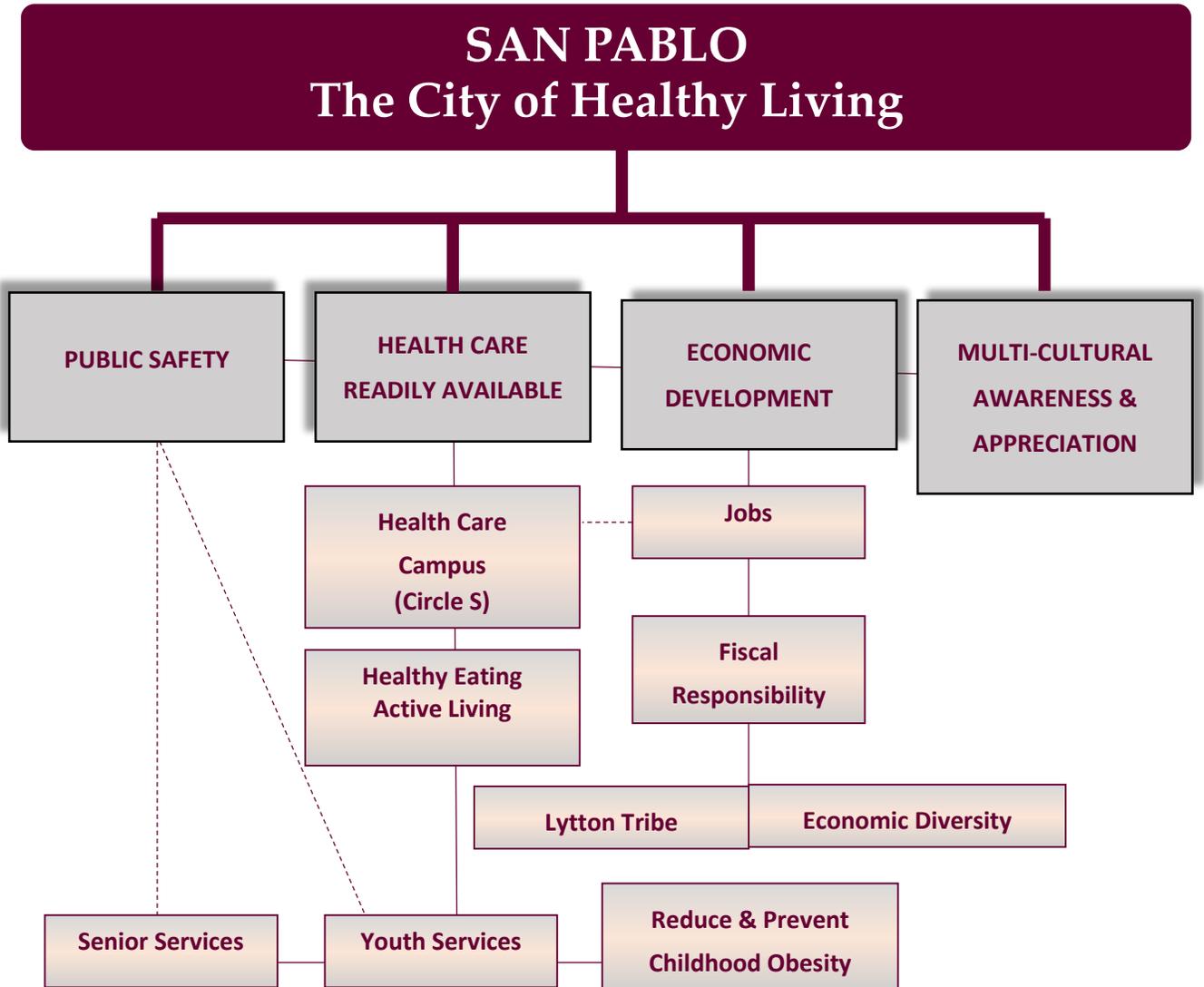
**Priority Workplan Update**



**San Pablo City Council  
 Priority Work Plan - Major Policy  
 Goals**

**Mission Statement:**

Dedicated to developing, preserving and protecting the quality of life and cultural diversity for all its residents, while maintaining high quality public services in partnership with our citizens.



**STRATEGIC POLICY INITIATIVES:**

*Amenities/Quality of Life*

*City Branding & Image Promotion*

*Civic Engagement & Community Outreach*

*Customer Service*

*Economic Development*

*Fiscal Sustainability*

*Healthy Eating Active Living Initiatives*

*Infrastructure*

*Neighborhood Improvements*

*Public Safety*

*Services for Families, Seniors & Youth*

*Strategic Planning / Special Projects*

**City of San Pablo Childhood Obesity Prevention Task Force:  
Community Action Plan**

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote any of the recommended activities, policies or programs identified in the recently adopted ***City of San Pablo Childhood Obesity Prevention Task Force: Community Action Plan*** adopted by the San Pablo City Council on April 21, 2014. This is subject to discretionary approval of the City Council. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage, illustrated below, or at the following link:

**<http://sanpabloca.gov/index.aspx?nid=319>**

## GRANT FUNDING CRITERIA

Applications will be **judged and selected** for funding consideration by the San Pablo Community Foundation Grant Committee on the following criteria:

1. Return to Source Provision: San Pablo community-based organization must demonstrate that grant award expenditures will serve **at least 75% San Pablo residents**.
2. Focus on enhancing or promoting any of the *“Major Policy Goals and/or Strategic Policy Initiatives”* identified under the *San Pablo City Council Adopted Priority Workplan*, effective November 1, 2017.
3. Focus on enhancing or promoting any of the recommended activities, programs or policies identified under the *Childhood Obesity Prevention Task Force – Community Action Plan* adopted on April 21, 2014 by the San Pablo City Council.
4. Fair and justifiable program costs (Program/Event Budget required).
5. Collaboration/Partnerships created.
6. Leverage of matching funds/resources
7. Originality and creativity. Priority will be given to projects or programs which are new and unique to the community or which provide a new or unique twist on an existing program.
8. Completion of Special Event/Program Activity between: **July 1, 2018 to June 30, 2019**.
9. City General Fund Operating & Corporate Contribution Funds: A total of \$85,000 in City General Fund Operating Funds is allocated and earmarked for the Annual San Pablo Community Foundation Grant Program annually by the City Council as part of the Adopted City Operating Budget each July 1<sup>st</sup>. Grants considered for these activities should be labeled: **“General Fund Category Funds.”**
10. Corporate “Restricted” Contribution Funds: A \$15,000 matching one-time, private, corporate sponsorship from Republic Services, Inc. (dba Richmond Sanitary Services, Inc.) will be implemented for FY 2018/19 grant program year. These grant funds are considered “restricted funds” to facilitate prevention of blight, unlawful dumping, and other activities consistent with the goals of AB 939 and/or other state mandated diversion requirements and environmental sustainability regulations pursuant Section

1, subpart (4) to the Franchise Agreement Amendment, effective January 1, 2013. Grants considered for these activities should be labeled: **“AB 939/Environmental Sustainability Funds.”**

11. Funding Consideration: The City Council shall also consider grant award eligibility which takes into consideration an applicant’s eligibility for concurrent grant awards, and other awards received locally (i.e. San Pablo Community Foundation).

## **GRANT AWARD EXPENDITURES**

Grants will be funded upon approval of the City Council and announcement of recipients. Expenses must be directly related to services or materials of proposed special event/program activity during the grant award period (July 1, 2018 through June 30, 2019). Grantees will be required to maintain financial records to support claimed expenditures and project accomplishments. Funds for the proposed special event or program activity must not be used to replace or offset funding sources normally available for any portion of the special event or program activity, nor be used by the applicant to fund/supplement its own monetary giving.

## **FINAL REPORT AND RECEIPTS**

The City Manager will review submitted copies of paid receipts/invoices and a written report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of San Pablo for all inappropriately spent funds.

## **PRIOR FINANCIAL ASSISTANCE**

Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Council.

NOTE: Grant eligibility for FY 2018/19 Grant Program Period may be affected if eligible organizations have previously been awarded a grant award by the San Pablo City Council, or have not fully disclosed that a previously grant awards was not fully expended, or did not complete required financial reporting for a previous grant award period. All eligibility criteria are administered and determined during the application process by the City Manager, and SPCF Grant Review Committee, and may be appealed to the San Pablo City Council. All decisions made on eligibility by the San Pablo City Council are deemed final.

## GRANT AWARD MAXIMUM AWARD AMOUNT

**Grant Awards:      \$5,000 – 10,000 per applicant\***

\*NOTE: The City Council, at its discretion, may jointly modify the grant award to qualified recipients based on qualifying criteria, number of qualified applicants received, and purpose of request to best meet preferred funding status criteria to benefit the San Pablo community. The grant award may not exceed the maximum amount of available financial resources for the FY 2018/19 Annual San Pablo Community Foundation Grant Program as approved under the City's Annual Operating Budget.

## KEY TIMELINES FOR FY 2018/19 PROGRAM PERIOD

**April 2, 2018**      **FY 2018/19 Grant Guidelines:** City Council approves Annual San Pablo Community Foundation Grant Program Policy & Guidelines for FY 2018/19, and authorizes solicitation for applications.

**April 3, 2018**      Release FY 2018/19 SPCF Grant Application Packet/Press Release, City Website, Social Media, etc.

**May 1, 2018**      **Deadline for Request for Grant Requests:** The City Manager's Office will review each application and forward eligible grant applications for funding consideration for review by the San Pablo Community Foundation Grant Review Committee.

Eligible grant applications **must meet** the following:

- 1) Completed application as determined by City Manager;
- 2) Clear indication of the grant amount requested;
- 3) Timely receipt of grant application and attachments; and
- 4) Benefit to San Pablo and conformity with threshold criteria.
- 5) City Manager will forward eligible grant applications to San Pablo Community Foundation Grant Review Committee for review and recommendations.

**May 17-31, 2018**      **Grant Committee Review:** All eligible grant applications will be considered by the San Pablo Community Foundation Grant Review Committee.

**June 6, 2018**      **MANDATORY** presentations to the San Pablo Community Foundation Grant Review Committee are required by requesting organizations.

**June 19or20, 2018** **City Council Review:** City Council awards grants and appropriates funds by Resolution at a City Council Meeting scheduled in June 2018. Following final award approval, the City Manager will be directed to issue awards to recipients. Announcement of grant award recipients is made to community via press release.

**June 28, 2018**      **Grant Awards Disbursed:** All FY 2018/19 grant awards released to recipients

### **FINANCIAL REPORTING FOR AWARD RECIPIENTS (FY 2018/19 PERIOD)**

**March 4, 2019**      **LETTER NOTIFICATION:** All FY 2018/19 grant recipients are notified to submit their reports and copies of receipts by April 1, 2019.

**April 1, 2019**      **DEADLINE:** All FY 2018/19 grant recipients must submit copies of paid receipts/invoices and written report, including number of citizens served and outcome of grant funded activity. If no report is received, recipient will be required to immediately reimburse City of San Pablo grant funds.

Note: All grant recipients' final reports will be submitted before the City Council for approval of expenditures. If determination is made that funds were expended inappropriately, the City Council will direct Grant recipients to reimburse the City of San Pablo for the designated amount of award.

### **Week of April 8, 2019 (Special City Council Meeting)**

**FINAL REPORT REQUIRED:** City Manager provides Final Report for FY 2018/19 Annual San Pablo Community Foundation Grant Program to coincide with City Council review of upcoming FY 2019/20 Annual San Pablo Community Foundation Grant Program and Policy Guidelines.



**FY 2018-19 APPLICATION FOR GRANT FUNDING**

2. Organization certified as a California Nonprofit Corporation? Yes\_\_\_ No \_\_\_  
State of California Non-profit 501(c)(3) Corporation Certification  
Number: \_\_\_\_\_ EIN: \_\_\_\_\_

3. Does your organization have a California Nonprofit Corporation serving as a  
Fiscal Agent on behalf of your organization? Yes\_\_\_ No\_\_\_

FISCAL AGENT: \_\_\_\_\_  
State of California Non-profit 501(c)(3) Corporation Certification  
Number: \_\_\_\_\_ EIN: \_\_\_\_\_

**(Please attach a copy/proof of your State of California issued Non-profit  
501(c)(3) Corporation Certification Number)**

4. Has your organization received financial assistance from the City of San Pablo  
before? YES\_\_\_\_\_NO\_\_\_\_\_

If yes, what activities and which fiscal year? \_\_\_\_\_

5. **Amount requested for FY 2018/19 \$\_\_\_\_\_ )**  
**(NOTE: Minimum & Maximum Amount Permitted: \$5,000 – \$10,000)**

Grant funds must be used for services or materials directly associated to proposed  
special event activity. Please describe how grant funds will be used, how many San  
Pablo residents will benefit from the grant funded activity and objectives of the  
proposed activity:

6. Title of Proposed Special Event/Program/Service:  
\_\_\_\_\_

7. Special Event Program/Service Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach extra sheet, if necessary.)

**FY 2018-19 APPLICATION FOR GRANT FUNDING**

8. Estimated number of San Pablo residents to be served by proposed program:  
\_\_\_\_\_

**(NOTE: "Return to Source" Grant Criteria: Grant award/expenditures must serve at least 75% San Pablo residents).**

9. Program Dates/Location:  
\_\_\_\_\_

10. Anticipated Program Outcome or Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Proposed Total Program Costs: \$\_\_\_\_\_ (Includes all estimated costs to conduct proposed activity/program.)

12. Attach to Grant Application:
- \_\_\_\_\_ Copy of Organization's Budget Summary
  - \_\_\_\_\_ Copy of Proposed Program Budget
  - \_\_\_\_\_ Copy of current State of California Nonprofit Corporation Certification
  - \_\_\_\_\_ List of Current Organization's Board of Directors
  - \_\_\_\_\_ IRS W-9 – Request for Taxpayer Identification Number (TIN) and Certification

13. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed special event activity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FY 2018-19 APPLICATION FOR GRANT FUNDING

**Acknowledgment of Responsibility:**

**Authorized Signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgment of the City's financial contribution. Authorized signature will comply with all accounting and budget procedures outlined by the City. Authorized signature and accompanying group will hold harmless the City of San Pablo from all losses, claims, accidents and problems associated, directly or indirectly with the development and implementation of proposed activities or events.**

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**Authorized Signature of Organization**

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**Date**

**ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED FOR PUBLIC FUNDS BY THE CITY COUNCIL OF SAN PABLO.**

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  <p style="text-align: center;"><b>CITY OF SAN PABLO</b> <i>City of New Directions</i></p> <p style="text-align: center;"><b>CITY OF SAN PABLO ADMINISTRATIVE POLICY</b></p>	<p><b><u>EFFECTIVE DATE:</u> April 1, 2011</b></p> <p>Reso: 2018-046 (approved 04/02/18)</p> <p><u>Amended Resolutions</u></p> <p>Reso: 2017-055 Reso: 2016-141 Reso: 2015-065 Reso: 2014-061 Reso: 2013-067 Reso: 2012-058 Reso: 2011-077 / EDC Reso. 014 Reso: 2011-043 / EDC Reso. 005</p>
<p><b>Subject:</b></p> <p style="text-align: center;"><b>ANNUAL SAN PABLO COMMUNITY FOUNDATION (SPCF) GRANT AWARD PROGRAM FOR NON- PROFIT COMMUNITY SERVICE ORGANIZATIONS FOR ONE-TIME SPECIAL ACTIVITIES/EVENTS</b></p>	<p><b>Approved By:</b></p> <p style="text-align: center;"><b>CITY COUNCIL</b></p>

**POLICY STATEMENT**

On April 4, 2011, the City Council authorized establishment of a policy by Resolution to establish an Annual Community Grant Program for non-profit 501 (c 3) community service organizations to fund special events or program activities which enhance, market or promote civic unity or community services within the San Pablo community.

*On September 16, 2013, pursuant to City Council Resolution No. 2013-144, the City Council directed the City Manager to proceed with consolidation of the Annual Community Grant Program and the San Pablo Community Foundation Mini-Grant Program into one (1) City-provided Annual Community Grant Program. The City Council further directed the City Manager to revise the San Pablo Community Foundation Governance Structure for implementation prior to the FY 2014-15 Grant Cycle. Under one (1) City-provided consolidated grant program, a consolidated grant program combines the previous funding allocations by the City Council and annual corporate contributions. Subsequently, this policy has been amended by City Council adopted Resolution, with the last revision which occurred on April 21, 2014.*

The community grant award program requires specific procedures for determining the following:

- 1). Announcement of Availability of Funds
- 2). Application Procedures and Deadlines
- 3). Threshold Qualifying Criteria

- 4). Financial Reporting and Disclosure
- 5). *Supports major policy goals and strategic policy initiatives under the Adopted Council Priority Workplan*
- 6). *Supports activities or policies in the adopted COPTF Childhood Obesity Community Action Plan (CAP)*
- 7). Review by City Manager
- 8). *Review by SPCF Grant Review Committee*
- 9). *Review and Award by City Council*
- 10). Final Reporting and Receipts

Any decision or amendments to this policy shall be made by Resolution by the City Council, and is deemed final in regards to the community grant award process.

### **POLICY OBJECTIVE**

For implementation of the City's Annual *SPCF* Grant Program, City Council has approved an annual application and program guidelines to be administered by the City Manager as approved by the City Council under this policy. These guidelines establish procedure and guidelines for the City's Annual *SPCF* Grant Program to ensure fair and equitable consideration of each applicant in meeting qualifying criteria for award.

The policy objective under this subject policy is two-fold:

- To establish a formal policy for the implementation of the City's *SPCF* Grant Program upon availability and City Council adoption of financial resources incorporated into the new Fiscal Year General Fund Operating Budget, effective July 1st of each fiscal year period.
- To establish uniform administrative application guidelines and procedures for City Council review and award to qualified applicants who meet the program's requirements as addressed under this policy. City Council must appropriate the funding each year to support the grants selected for funding.
- To establish a designated period from July 1st through June 30<sup>th</sup> of each fiscal year for consideration of grant funding requests from local community organizations for proposed activities or special events planned during the course of this time period subject to approval of the City Council

#### **Non-Profit 501 (c3), Charitable Organizations**

Non-profit organizations which have officially filed as a non-profit, charitable organization with the State of California and Internal Revenue Service. A 501 (c) 3 certification must attach a copy of its current year non-profit certification form along with Request for Financial Assistance Application. For those community organizations who do not have a 501 (c 3) certification, applicants must have an established formal relationship with a non-profit, 501 (c 3) charitable organization which may serve as a fiscal agent on behalf of the applicant. Note: Any joint decision made by City Council are final, in regards to the eligibility criteria for the community grant award process.

### **City General Fund Operating Funds**

A total of \$55,000 City General Fund Operating Funds is allocated and earmarked for the Annual SPCF Grant Program annually by the City Council as part of the Adopted City Operating Budget each July 1<sup>st</sup>. Grants considered for these activities should be labeled: **“General Fund Category Funds.”**

### **Corporate Contributions**

A total of \$40,000 in matching one-time, private, corporate *contribution* funds from the Lytton Rancheria Band of Pomo Indians who operate Casino San Pablo pursuant to Section 7.3 of the adopted MSA between the City and Lytton Tribe (\$25,000); and a total of (\$15,000) in matching one-time, private corporate *contribution* funds from Republic Services, Inc. (dba Richmond Sanitary Services, Inc.) will be implemented for *FY 2018/19 grant program period*. *Corporate contributions from these designated sources will be available for use by the City Council under: “General Fund Category Funds.”*

### **Restricted Funds**

The corporate *contribution* funds designated from RSS, Inc. are considered restricted funds to facilitate prevention of blight, unlawful dumping, and other activities consistent with the goals of AB 939 and/or other state mandated diversion requirements and environmental sustainability regulations pursuant Section 1, subpart (4) to the Franchise Agreement Amendment, effective January 1, 2013. Grants considered for these activities should be labeled: **“AB 939/Environmental Sustainability Funds.”**

### **Funding Consideration**

The Committee shall also consider grant award eligibility which takes into consideration an applicant’s eligibility for *concurrent or unexpended grant awards previously awarded by the City Council to a grant recipient under this grant program*.

### **Grant Awards:**

The City Manager with concurrence of SPCF Grant Review Committee propose the recommended grant awards for the FY 2018/19 grant program period to be awarded between a minimum of \$5,000 – and a maximum of \$10,000, which may be amended by majority vote via Resolution of the City Council.

### **Return to Source Provision for Grant Requests**

For the FY 2018/19 Grant Program, all grant requests for financial assistance must demonstrate that at least 75% of those served by the grant recipient be residents of San Pablo to be eligible for a grant award subject to approval by the City Council.

## **POLICY PROCEDURES**

- 1). **Announcement of Availability of Funds:** A Request for Financial Assistance form will be made available to applicants at City Hall, public facilities, and other designated community locations by the City Manager. Announcement may consist of press release, advertisements, flyers, direct mailings, and any other effective public notification *on the City’s website and/or social media networks* to ensure availability of program to the community.

- 2). Application Procedures and Deadlines: Applications shall be accepted by the City Manager's Office for a period of approximately 30 days following announcement of availability of funds. Application deadlines once established and approved by the City Council must be adhered to provide sufficient review time.
- 3). Threshold Qualifying Criteria: Request for Financial Assistance Applications are limited to secular non-governmental, nonprofit organizations serving the San Pablo community. Excluded entities include the following: *public agencies or offices*, Special or Water Districts, school districts, and private individuals. Schools located within City of San Pablo limits who provide non-school services and after-school programs, or authorized student activity organizations are eligible for funding. Applicants should have a State of California non-profit status certification or be a recognized San Pablo "nonprofit" service, civic, faith based or youth organization.
- 4). Financial Reporting and Disclosure: Request for Financial Assistance Applications shall provide the following financial information with application to best represent the non-profit, 501 (c3) charitable organization's need for financial assistance in securing a grant award. Accepted financial reports can consist of at least one of the following:
  - IRS Tax Forms for the Current or Preceding Tax Year
  - Annual Profit and Loss Statements
  - Annual Revenue and Expense Reports
- 5). Adopted Council Priority Workplan: Request for Financial Assistance Applications should be in alignment with "*Major Goals and Strategic Policy Initiatives*" identified under the Adopted City Council Priority Workplan which enhance services to San Pablo residents for City Council consideration.
- 6). Adopted COPTF Childhood Obesity Community Action Plan (CAP): Request for Financial Assistance Applications should be in alignment with activities and policies identified under the Adopted Childhood Obesity Prevention Task Force (COPTF) Community Action Plan (CAP) which is a recognized community-based generated policy making document for the City Council to adopt, educate, inform, and share with San Pablo residents, external community service organizations, foundations, health service organizations, public agencies, school district and other non-profits organizations to identify external funding, partnerships, methods and ways to support COPTF recommended activities, policies and programs to eradicate childhood obesity in San Pablo.
- 7). Review of Applications by City Manager: After receipt of applications by the established deadline, the City Manager will ensure that all completed Request for Financial Assistance initially meet all conditions within established program guidelines for full consideration for review *by the five-member San Pablo Community Foundation Grant Review Committee (established by CC Resolution 2013-144)*. The City Manager will review each *qualified* application with *SPCF Grant Review Committee* to establish a final decision.

- 8). Review and Award by City Council: After receipt and verbal presentations of applications by the SPCF Grant Review Committee, the City Council shall consider the established threshold qualifying criteria during the review of applications at a regular or special City Council meeting. Appeals by the SPCF Grant Review Committee may also be considered by the City Council. At a subsequent or next regular scheduled City Council meeting, the City Council shall award qualified recipients of the program period by majority vote and adopted Resolution.
- 9). Grant Recipients Exemptions: All grant award recipients will be exempt from future San Pablo City Council discretionary sponsorships for a period of one-year (during FY 2018/19) as outlined in the City's multi-year budget.
- 10). Final Report and Receipts: All grant award recipients are required to provide a written report and receipts for all expenses associated with the City Council grant award. Written reports and receipts must be submitted to the City Manager by the required deadline prior to June 30<sup>th</sup> of the program period. All grant recipients' final reports will be submitted before the City Council for approval of expenditures by majority vote. If determination is made that funds were expended inappropriately, the City Council shall direct Grant recipients to reimburse the City of San Pablo the designated amount.

Failure to complete all program requirements will affect eligibility for future grant program consideration by the City Council.

Attachment:

- (1) City Council Adopted Resolution 2018-046 (Approved at the 04/02/18 City Council meeting)

## RESOLUTION 2018-046

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ISSUE THE FY 2018/19 ANNUAL SAN PABLO COMMUNITY FOUNDATION GRANT POLICY; GRANT GUIDELINES AND PROGRAM CRITERIA; AND GRANT APPLICATION MATERIALS**

WHEREAS, *Community Grant Program 501 (c3) Funding – Special Event Funding* and *San Pablo Community Foundation Mini-Grant Program* are adopted policy items under the FY2018-21 Council Priority Workplan, effective November 1, 2017

WHEREAS, this is not a project as defined by CEQA;

WHEREAS, on September 16, 2013, the City Council by Resolution directed the City Manager to proceed with consolidating the Annual Community Grant Program and the San Pablo Community Foundation Mini-Grant Program;

WHEREAS, staff recommends that the City Council direct the City Manager to proceed with announcement of the availability of \$100,000 in total grant funding for qualified local community service and non-profit organizations that serve San Pablo residents for the FY2018/19 grant period. The \$100,000 is comprised of: (1) \$55,000 from the FY 2018/19 Annual San Pablo Community Foundation Grant Program; (2) a total of \$40,000 in private, corporate sponsorship from the Lytton Rancheria Band of Pomo Indians (who own and operate Casino San Pablo) and Republic Services, Inc. (dba Richmond Sanitary Services); and (3) \$5,000 from a one-time charitable donation from the San Pablo Senior Advisory Board;

WHEREAS, a five-member San Pablo Community Foundation Grant Review Committee (Committee) is authorized to review and recommend SPCF grant recipients for FY 2018/19;

WHEREAS, the City Council must approve final grant selections and appropriate funding to support the selected grant recipients in order for the grants to be disbursed;

WHEREAS, the City Manager has proposed the following timeline based on the current City Council adopted policy for scheduling grant award disbursements by June 28, 2018, as follows:



WHEREAS, this action does not result in the expenditure of funds, and, therefore, has no direct fiscal impact other than staff time, but will, however, set into motion the planned expenditure of grant funds totaling \$100,000, of which the City's direct share of \$55,000 was included in the adopted FY 2018-21 Quadrennial Operating Budget - City Council Department (100-1110-44050).

NOW, THEREFORE, BE IT RESOLVED City Council approves the timeline set forth above, the FY 2018/19 Annual Community Grant Application, Grant Guidelines and Program Criteria, and Grant City Council Policy attached to this resolution, and directs the City Manager to announce such documents through various City media sources and the City's website.

\* \* \* \* \*

ADOPTED this 2<sup>nd</sup> day of April, 2018, by the following vote:

AYES:	COUNCILMEMBERS:	Valdez, Kinney, Morris and Calloway
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Cruz
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST: APPROVED:

/s/ Elizabeth Pabon-Alvarado  
Elizabeth Pabon-Alvarado, City Clerk

/s/ Genoveva Garcia Calloway  
Genoveva Garcia Calloway, Mayor