

  <p style="text-align: center;">CITY OF SAN PABLO <i>City of New Directions</i></p> <p style="text-align: center;">CITY OF SAN PABLO ADMINISTRATIVE POLICY</p>	<p><u>EFFECTIVE DATE:</u> April 1, 2011</p> <p>Reso: 2017- [REDACTED] (approved 3/20/17)</p> <p><u>Amended Resolutions</u></p> <p>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>Subject:</p> <p style="text-align: center;">ANNUAL SAN PABLO COMMUNITY FOUNDATION (SPCF) GRANT AWARD PROGRAM FOR NON-PROFIT COMMUNITY SERVICE ORGANIZATIONS FOR ONE-TIME SPECIAL ACTIVITIES/EVENTS</p>	<p>Approved By:</p> <p style="text-align: center;">CITY COUNCIL</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 and determination of recipients by SPCF Grant Review Committee*
- 9). *Appropriation of funds by City Council to support award of SPCF approved grant recipients.*
- 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 *amended* 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 the SPCF Grant Review Committee to review and select 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 30th 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.

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 1st. 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 2017-18 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 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 2017-18 grant program period to be awarded between a minimum of \$5,000 – and a maximum of \$10,000.

Return to Source Provision for Grant Requests

For the FY 2017-18 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.

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). Final Review and Grant Award After receipt and verbal presentations of applications by the *SPCF Grant Review Committee*, the Committee shall consider the established threshold qualifying criteria immediately following the presentations. The *SPCF Grant Review Committee* may also consider appeals of non-successful grant applicants. The Committee will determine all final grant award amounts and recipients.
- 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 2017/18) as outline 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 grant award. Written reports and receipts must be submitted to the City Manager by the required deadline prior to June 30th 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 No. 2017- (Approved at the 3/20/17 City Council meeting)