



IMPORTANT NOTICE

March 6, 2017

Company Name
Address
City, State, Zip
Name

SUBJECT: Notice of Financial Reporting Requirements – City of San Pablo FY 2016-17 Annual Community Grant Program

Dear _____:

On June 22, 2016, the San Pablo City Council, at a Special Meeting, unanimously approved grant awards for the FY 2016-17 Annual Community Grant Award Program. Your organization was awarded \$_____ grant award pursuant to **Resolution No. 2016-220 (Group A); Resolution No. 2016-221 (Group B) and Resolution No. 2016-222 (Group C)**. Following final award approval, the City Manager advised you on June 30, 2016 of the final reporting requirements that may be approved by the City Council during FY 2016-17. **Please see attached guidelines on upcoming financial reporting deadlines and requirements.**

Reminder – Final City Requirements

As a condition of your grant award, your organization is required to submit financial information (i.e. financial spreadsheet, revenues vs. expenses, invoices, stories, program agenda, etc.) using the attached financial reporting form on your administration of the grant awarded. **Please submit all applicable financial information to: City of San Pablo City Manager's Office, 13831 San Pablo Avenue, Bldg. 1, San Pablo, CA 94806 (emails not accepted), by Monday, April 3, 2017 @ 6:00pm.** If you have submitted these documents as required, please disregard this notice.

Following submittal of financial information, you are hereby notified and required to return to the San Pablo City Council to provide a Final Verbal Report on the application of the grant award and to summarize the benefits provide to the San Pablo community. This is required prior to being considered for any future grant awards offered by the City of San Pablo.

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RE: Notice of Financial Reporting Requirement
City of San Pablo FY 2016-17 Annual Community Grant Program

CITY COUNCIL VERBAL REPORTING DATE

Please plan to attend the **Special San Pablo City Council meeting at 5:30 pm on Monday, April 10, 2017** to verbally summarize the benefits provided by the grant to the San Pablo community. Verbal reports will be limited to 3-5 minutes at the City Council's discretion.

Should you have any questions regarding the process, please contact the staff liaisons to the San Pablo Community Grant Program - Executive Assistant, LaTanya Fisher at Latanyaf@sanpabloca.gov **AND** the Community Services Manager, Greg Dwyer at Gregd@sanpabloca.gov.

Thank you for your time and consideration.

Sincerely,

Matt Rodriguez
City Manager

Cc: San Pablo Mayor and City Council
Community Services Manager
Finance Director