

Sophie Hahn

Councilmember, City of Berkeley, District 5
2180 Milvia Street, 5th Floor
Berkeley, CA 94704
Phone: (510) 981-7150
Email: shahn@cityofberkeley.info

ACTION CALENDAR February 14, 2017

To: Honorable Mayor and Members of the City Council

From: Councilmember Sophie Hahn & Mayor Jesse Arreguin

Subject: Direct City Manager to Accept Late Applications for 2017-2019 Budget Cycle Community Agency Grants, and to Provide Enhanced Information and Support for Community Agencies During the Application Process

RECOMMENDATION

Direct the City Manager to:

1. Accept Community Agency Grant (CAG) applications that were submitted after the 2017-2019 deadline, but before January 15, 2017. A list of these applications is attached herewith.
2. Institute a clear practice of adhering to stated deadlines in future funding cycles for Community Agency Grants.
3. Develop protocols for enhanced outreach to community organizations regarding Community Agency Grant application submission deadlines and to inform applicants of resources available to assist in preparing and submitting timely applications.
4. Develop a hardship exemption policy for late application submissions for reasons including, but not limited to, changes in key organizational staff, technical challenges with submissions, and other significant or unforeseen barriers to timely submissions.
5. Report to the Council on protocols and policies adopted pursuant to items 2 and 3, above, by June 30, 2017.

FISCAL IMPLICATIONS

Minimal staff time.

BACKGROUND

The City has an established process and deadlines for community organizations to submit requests for funding from the City. In the past, applications have been accepted after the submission deadline. To enhance fairness and transparency in the Grant review process and ensure that all applications can be evaluated simultaneously by Commissions, the City Manager and the Council, it is preferable for deadlines to be enforced.

A number of organizations submitted applications for the current 2017 - 2019 funding cycle after the stated deadline. This item allows late submissions received before January 15, 2017 to be accepted and reviewed along with timely submissions, while clarifying that future late submissions will no longer be accepted, except where specific hardship can be shown.

The City strives to treat all organizations fairly and equally. To this end, the Grant funding application process should ensure that all submissions have an equal opportunity to be reviewed in full, and simultaneous with other applications.

Enhanced protocols for notifying and reminding organizations of deadlines and development of a limited number of exemptions for late applications will support fairness, transparency and good decision making in the allocation of the City's limited grant funding resources.

ENVIRONMENTAL SUSTAINABILITY

No impact.

CONTACT PERSON

Councilmember Sophie Hahn, Council District 5, 510-981-7150

Attachments:

1: Community Agency Grant Applications Submitted After 2017-2019 Deadline, but before January 15, 2017

Chart of Agencies with Applications Submitted after 2017-2019 Deadline and before January 15, 2017

Community Agency Grant Applications Submitted After 2017-2019 Deadline, but Before January 15, 2017			
#	Agency	Program	Amount
1	ASEB	Dementia Services	\$13,464
2	A Better Way	Mental Health and Occupational Therapy Consultation	-
3	Berkeley Youth Alternatives	Afterschool Center	\$30,000
4	Berkeley Youth Alternatives	Counseling	\$49,674
5	CIL	Employment Programs	\$36,607
6	CIL	Residential Access	\$140,219
7	Community Alliance for Learning	Writer's Coach	\$10,000
8	K-College	School Supplies	\$25,000
9	Rubicon Programs	Employment Programs	\$35,266
10	South Berkeley Community Church	Nutrition Program	\$7,389
11	South Berkeley Community Church	Youth Program	\$6,636
12	Easy Does It	NEW PROGRAM Disability and Mental Health Support Program	-
Total			\$354,255

