



# MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Erin Roseman  
Finance Director

**SUBJECT:** Direct Community Grant  
Agreement Execution Timeline

**DATE:** September 19, 2022

City Administrator  
Approval

Date Sep 21, 2022

## **PURPOSE**

The purpose of this memorandum is to transmit to the full City Council a detailed timeline of how Direct Community Grants are managed and executed for Fiscal Year 2022-2023. To the extent that additional information becomes available, updates will be provided.

## **BACKGROUND**

During the Biennial Budget process, City Council has historically awarded grants to community-based organizations (CBO). The CBOs who have been selected by City Council are awarded grant funds to provide various services or programs to the community. Most recently, the [Fiscal Year 2022-23 Midcycle Budget](#) was adopted on June 30, 2022 which included appropriations for direct community grants. Subsequently, a resolution awarding [Grant Agreements to Community Service Providers](#) was adopted on July 26, 2022. The timeline below details the process in which staff must follow in order to appropriately and legally disperse grant funds to the recipient.

## **TIMELINE**

To summarize the process to execute the grant agreements for all grants, the process is as follows:

### **Pre-Grant Agreement Execution**

1. City Council - (By June 30<sup>th</sup>)
  - a. Adopts a resolution identifying the grantees, award amounts, and authorizing the execution of a grant agreement
  
2. Finance Department - Budget Bureau - (6-8 weeks post budget adoption)
  - a. Interfaces the budget and programs the funding for the grants
  - b. Notifies the Managing Department that funding has been established
  
3. Managing Department - (1-4 months\*)
  - a. Coordinates and manages the grant agreement with the Grantee

- b. Coordinates the grant agreement review with the Department of Workplace and Employment Standards (DWES)
  - i. DWES reviews the completed grant agreement and submits the full contract to the City Attorney for review and authorization

\*Note: The final grant agreement execution is dependent upon the joint coordination from the Grantee to submit all necessary [contract schedules](#) required, the Managing Department to coordinate the review with the City Attorney, and final authorization of the grant agreement by the City Attorney's Office. A finalized and executed grant agreement is the mechanism by which the Finance Department is authorized to process invoice payments and issue funds to the grant recipients pursuant to the [Prompt Payment Ordinance O.M.C 2.06.040 \(c\)](#).

### **Post-Grant Agreement Execution**

- 4. Grantee
  - a. Provides program or services to the community in accordance with the grant agreement's scope of work and program deliverables
  - b. Invoices the City for work all performed in accordance with the grant agreement's payment schedule
- 5. Managing Department
  - a. Receives, reviews, and audits invoices from Grantee
  - b. Submits a payment request to the Finance Department - Controller's Bureau
- 6. Finance Department – Controller's Bureau
  - a. Receives payment request and processes payments in accordance with the [Prompt Payment Ordinance O.M.C 2.06.040 \(c\)](#)
  - b. Disperses payments to recipients via the Managing Department

The timeline above is applicable to the 2022-2023 Fiscal Year (FY). In preparation for the FY 2023-2025 Biennial Budget, staff has begun the process to incorporate the [Direct Community Grants Procedure](#) outlined in the informational report received by City Council on April 19, 2022.

If you have any questions about this process, please contact Brittany Hines, Assistant to the Director at [bhines@oaklandca.gov](mailto:bhines@oaklandca.gov).

Respectfully submitted,



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ERIN ROSEMAN  
Director of Finance