



MEMORANDUM

TO: Honorable Mayor Sheng Thao,
City Council, and General Public

FROM: Erin Roseman
Finance Director

SUBJECT: 2023 Direct Community Grants -
Post Budget Adoption Timeline

DATE: July 22, 2023

PURPOSE

The purpose of this memorandum is to transmit to the Mayor, City Council, and members of the public, the post budget adoption timeline to execute the grant agreements with the 2023 Direct Community Grant recipients.

HISTORY

On June 17, 2021, the City Council adopted [Resolution No. 88717 C.M.S.](#), which adopted the FY 2021-23 Biennial Budget and Policy Directives which instructed the City Administration to instill equity in the budgeting process and create a process for making direct community grants for Council consideration and ensure alignment with Council priorities and evaluation for the allocation of future grant resources directly by Council.

On April 19, 2022, the City Council received an [informational report](#) on a procedural recommendation for City Council to award direct community grants (budgetary earmarks) during the budget cycle.

On June 30, 2022, the City Council adopted [Resolution No. 89283 C.M.S.](#), which adopted the FY 2022-2023 Midcycle Budget Policy inclusive of a City Council directive to implement the direct community grant procedural recommendation process delivered to City Council on April 19, 2022.

On December 20, 2022, City Council received an informational report on the [Fiscal Year \(FY\) 2023-2024 Direct Community Grant process timeline](#).

On January 23, 2023, the Finance Department released the [2023 Direct Community Grant Request for Proposals \(RFP\)](#).

On March 17, 2023, the 2023 Direct Community Grant RFP successfully closed with over 100 submissions from Non-Profit and community-based organizations.

On May 1, 2023, the Finance Department released the [2023 Direct Community Grant Eligibility List](#).

On June 26, 2023, the City Council adopted the [FY 2023-2025 Budget Policy](#) that included \$750,000 in appropriations for the 2023 Direct Community Grant program.

PROCESS AND TIMELINE TO EXECUTE GRANT AGREEMENTS


Table 1 below summarizes key stages and details of the direct community grant process and the anticipated grant agreement execution date.

<u>Step</u>	<u>Process</u>	<u>Tentative Date</u>
1	City Council adopted the FY 2023-2025 Biennial Budget	June 26, 2023
2	City Council notifies Finance Department of selected grantee	July 28, 2023
3	Finance Department verifies organizations non-profit status	August 2, 2023
4	Departmental Project Managers are assigned <ul style="list-style-type: none">Briefing meeting is held.Grantees formally notified and request to assign a single point of contact for contract execution.	August 4, 2023
5	Project Managers Assigned <ul style="list-style-type: none">Begin drafting grant agreements and remaining schedules for contract execution	August 7, 2023
5	Staff Reports are due to City Administrator's Office	August 21, 2023
6	Agenda Report and Resolution Print Deadline	Sept. 07, 2023
7	Agenda Report Prints	Sept. 08, 2023
8	City Council adopts Grant Awarding Resolution	Sept. 19, 2023

<u>Step</u>	<u>Process</u>	<u>Anticipated Date</u>
9	Grant Agreement Coordination and Execution* <ul style="list-style-type: none">Managing department coordinates and executes the grant agreements with the Grantee	Sept. 20, 2023 - Until Agreement execution
10	Grantee Provides Program or Services <ul style="list-style-type: none">Submits payment request to the City and provides a record of all expenses of Grant funding, upon request. City processes payments in accordance with the Prompt Payment Ordinance O.M.C 2.06.040 (c).	Sept 2023 – Until
11	Grantee Submits Program Summary Report To The Project Manager <ul style="list-style-type: none">Report to include a summary of the program and images	April 1, 2024
12	Project Manager submits the Grant Continuation or Renewal Report to the Citywide Grant Coordinator	April 15, 2024
13	Grant Continuation or Renewal Recommendation Presented to City Council <ul style="list-style-type: none">Citywide Grant Coordinator returns to City Council with a Grant Continuation or Renewal Recommendation to City Council prior to the biennial budget process for future granting consideration.	May 2024

*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 \(c\)](#).

For additional information regarding the Direct Community Grants process, please visit the website at: <https://www.oaklandca.gov/topics/direct-community-grant-program>. If you have any questions about this memorandum, please contact Brittany Hines, Assistant to the Finance Director, at bhines@oaklandca.gov.



Erin Roseman (Jul 22, 2023 15:16 PDT)

Erin Roseman
Director of Finance