

REPORT

To the Honorable Mayor and City Council
From the City Manager

July 21, 2008

SUBJECT

Information and Referral Program Grant Agreement between the City and Silicon Valley Community Foundation and Budget Adjustment for Fiscal Year 2008-2009.

RECOMMENDATION

1. Approve by motion and authorize the City Manager to execute the 2008-2009 Support for Information and Referral Program Grant Agreement between the City and Silicon Valley Community Foundation; and
2. Amend by resolution the Budget for Fiscal Year 2008-2009 to appropriate anticipated grant revenue from Silicon Valley Community Foundation.

BACKGROUND

In 2006, as a way to better meet the demand for the services of the Fair Oaks Community Center Information and Referral program, staff developed a two-year pilot project to incorporate an AmeriCorps Intern as a part of the Information and Referral Program staff – expanding from three to four Human Services Specialists.

Over these past two years, the addition of the AmeriCorps Intern has made it possible for our information and referral program to develop more comprehensive services for homeless individuals and families in our community, including the Early Entry Shelter Program for single homeless adults. This has been an important contribution to our City's efforts to assist homeless individuals and families in the context of the county-wide effort to end homelessness (HOPE Plan).

Because of the success of this pilot, staff applied for and secured a \$25,000 grant from Silicon Valley Community Foundation which will allow for the continued incorporation of an AmeriCorp position into the Information and Referral Program into FY 08-09. Grant approval was received subsequent to the Council's budget review process and as such, this grant funding was not included in the Fiscal Year 2008-2009 Budget that the Council will be adopting this evening. The grant funds will be incorporated into the Fiscal Year 2008-2009 Budget by resolution.

ALTERNATIVES

Council may choose not to enter into the agreement.

FISCAL IMPACT

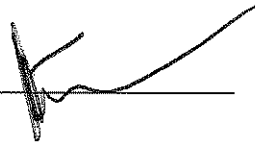
If approved, the budget adjustment will incorporate the anticipated revenues and associated expenses into the Fiscal Year 2008-2009 Budget.



Terri Chin
Human Services Manager



Corinne Centeno, Director
Parks, Recreation & Community Services



Peter Ingram
City Manager

ATTACHMENTS

1. Resolution Establishing An Appropriation Representing Anticipated Grant Revenue From Silicon Valley Community Foundation And Adding Anticipating Grant Revenue Into General Fund Budget For Appropriation
2. Grant Agreement

RELATED DOCUMENTS IN CITY CLERK'S OFFICE

None

**Silicon Valley Community Foundation
Grant Agreement**

Grant Number: 2008-00725 **Amount:** \$25,000 **Date:** June 20, 2008

Grantee Name: **Fair Oaks Community Center**

Grantee Contact: Ms. Teri Chin
Human Services Manager
Fair Oaks Community Center
2600 Middlefield Road
Redwood City, CA 94063
Phone: 650.780.7500
Email:

Foundation Staff: Ellen Clear
Vice President, Grantmaking
Silicon Valley Community Foundation
2440 West El Camino Real, Suite 300
Mountain View, CA 94040
Phone: 650.450.5400 Fax: 650.450.5401
Email: ehclear@siliconvalleycf.org

Grant Purpose: Support of the Information and Referral Program

Grant Period: July 1, 2008 to June 30, 2009
Please note that the grant period is one year, regardless of project completion date.

Projected Grant Outcomes:

- 90% of the clients assisted by the Information and Referral Program will rate the service they received as excellent or good on a customer satisfaction survey;
- At least 50% of the Early Entry Shelter Program participants who are eligible for county benefits will have applied for their benefits while in the Early Entry Shelter Program; and,
- 80% of those assisted with targeted “wrap-around” case management support will be stable in their living situation (even if a temporary situation) or on the path toward stability.

Special Conditions:

Grant #: 2008-00725 TAM

Reporting Requirements

Silicon Valley Community Foundation requires progress reports at specified dates. Please note that future grant requests will not be considered if a grantee has failed to submit a required report. Please submit the following report(s) using the form(s) enclosed:

Final report: Due: August 15, 2009

Payment Schedule: This grant will be paid in one installment upon receipt of signed grant agreement.

Acknowledgement of Grant Support:

Please acknowledge Silicon Valley Community Foundation’s support of your program in publications such as newsletters, program activity announcements and in all media coverage. We suggest you use the following wording: “This project has been made possible in part by a grant from Silicon Valley Community Foundation.”

By signing below, Fair Oaks Community Center acknowledges that the proposal submitted to the community foundation and this grant agreement are now the contract with Silicon Valley Community Foundation detailing the purpose(s) of the grant, including what activities are supported by this grant. Please inform the community foundation if there are changes in agency personnel who are important to the administration of the grant, or if the grant funds cannot be expended for the purpose or in the time period described in the proposal. Grantee may not use the funds in any way other than as described in the proposal unless the grantee receives written permission from the foundation. Grantee shall repay to Silicon Valley Community Foundation any portion of the amount granted that is not used for the purpose of this grant. If funds remain at the end of the grant period, grantee must contact the community foundation staff person noted above.

Accepted on behalf of Fair Oaks Community Center by:

Signature
(Must be signed by Executive Director,
President or Board President)

Printed or Typed Name

Title

Date

Please sign and return all pages of the original grant agreement to the address above.

Grant #: 2008-00725 TAM

If your grant was received for a one-time event, please complete questions #1, and #9 through #11 only.

For all other grants, please respond to questions #2-#11.

1. Please describe the one-time event funded by Silicon Valley Community Foundation. What was its purpose? Who attended, and how many? Did you reach your intended audience? In what ways is this event important to the work of your organization? Please evaluate the success of the event in this context.
2. Assess your organization's success meeting the goals of the project. Whenever possible, use a measurable standard to describe the impact of your work.
3. Describe the project funded by the community foundation. What activities were conducted or services provided? Describe the people you served. How many were there?
4. Did you face any challenges completing your goals? Were your expectations for the project realistic?
5. How did you measure the success of this project? (e.g., What methods or data, if applicable, did you use? Is there more you would like to know about your project from an evaluation standpoint? What are the obstacles to this kind of information -- data, resources, etc.?) How important is this to your work (critical, nice but not essential, not very important, etc.)?
6. Were there any changes in the planned activities or services in the project since the time it was funded by the community foundation? Did the project change since the interim report you completed? Were there any organizational changes apart from the project itself, including changes in key leadership, during the grant period? Please reiterate your responses to these questions, even if you addressed them previously in an interim report.
7. Please describe the program's strengths and weaknesses. Were there any unexpected outcomes, positive or otherwise? What have you learned in the course of this project?
8. Was there something about funding from Silicon Valley Community Foundation that was critical to the project? (Note: A "no" response is perfectly acceptable; however, if the community foundation's grant completed funding to make the project feasible, or if an early grant from the community foundation helped you to attract other sources of funding, that is helpful information for us to know).
9. What is the future of your project? Has it ended? Is it ongoing? If so, how will it be funded? Have you identified the sources of funding to ensure its continuation?

**Silicon Valley Community Foundation
Final Report Guidelines**

Silicon Valley Community Foundation wants to learn from you about your progress on the program funded by the community foundation. The following questions are intended to help you capture your experience -- experience that can inform your work, and our grantmaking, as well. Please be as candid, reflective and succinct as possible. We are equally interested in hearing about your successes as well as your challenges, difficulties and even failures.

Final reports are generally due to the community foundation 45 days after fully expending the community foundation's grant, your report is due on August 15, 2009. Please note that your grant agreement advises you that a final report is required by Silicon Valley Community Foundation, and that future grant requests will not be considered if a grantee has failed to submit a required report.

Please complete the section below, respond to the questions that begin on the following page, and **send both** -- along with the attachments requested on the last page -- to the community foundation as your completed report.

(Please refer to your grant agreement as the source for the following information.)

Grantee Name: Faif Oaks Community Center
Grant Amount: \$25,000
Grant Period: June 1, 2008 through May 31, 2009

Person completing this report: _____
(Name, Title, Phone)

Purpose of the Grant:
Support of the Information and Referral Program

For foundation use only: Grant #: 2008-00725 TAM

10. Are there any additional comments or information you would like to add?

11. **Please attach the following to your completed report:**

_____ A detailed income and expense statement for your project that identifies primary sources of support, along with a copy of the original project budget you submitted to Silicon Valley Community Foundation. If your actual expenses were different than those anticipated, please explain. The income and expense statement should be consistent with the format of the budget in your original proposal.

_____ Copies of any publicity or press coverage about the project.

_____ Any supplementary material you believe might interest the community foundation.

Signature of Executive Director or President

Date

Please return report to:

Tuly Martinez
Grantmaking Associate
Silicon Valley Community Foundation
2440 West El Camino Real, Suite 300
Mountain View, CA 94040

If you have any questions about completing this report, please do not hesitate to contact community foundation staff at 650.450.5400.

RESOLUTION NO. _____

RESOLUTION ESTABLISHING AN APPROPRIATION REPRESENTING ANTICIPATED GRANT REVENUE FROM SILICON VALLEY COMMUNITY FOUNDATION AND ADDING ANTICIPATED GRANT REVENUE INTO GENERAL FUND BUDGET FOR APPROPRIATION

WHEREAS, on July 21, 2008, the City Council of the City of Redwood City ("City Council") approved its Fiscal Year 2008-2009 budget; and

WHEREAS, Silicon Valley Community Foundation recently awarded a grant of \$25,000 to the City of Redwood City ("City") to be expended for the Information and Referral Program at the Fair Oaks Community Center, and

WHEREAS, on July 21, 2008, the City Council authorized the City Manager to execute the 2008-2009 Support for Information and Referral Program Grant Agreement between the City and Silicon Valley Community Foundation; and

WHEREAS, the Parks, Recreation, and Community Services Department is requesting that this additional grant funding from the Silicon Valley Community Foundation in the amount of Twenty Five Thousand and No/100 Dollars (\$25,000) be included into the City's General Budget.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. The Finance Director shall establish an appropriation in the amount of \$25,000 representing anticipated grant revenue and shall include said anticipated revenue in the General Fund for the Fiscal Year 2008-2009 Budget.
2. The following stated amount is hereby added as an anticipated grant revenue into the General Fund budget for appropriation as follows:

Revenue Adjustment:

<u>Amount</u>	<u>Account Number</u>
\$25,000	150-34831-00-2851

Expense Adjustment:

<u>Amount</u>	<u>Account Number</u>
\$ 6,000	150-64212-12-2851
\$19,000	150-64212-50-2851

3. The foregoing sums appropriated and added for the purposes herein specified are effective upon adoption of this resolution, and shall be in addition to all other sums appropriated or transferred for such purposes during the fiscal year.

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