




AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Erin Roseman
Director of Finance

SUBJECT: Fiscal Year 2023-2024 Direct
Community Grant Process Timeline

DATE: December 9, 2022

City Administrator Approval 

Date Dec 9, 2022

RECOMMENDATION

Staff Recommends That the City Council Receive An Informational Report From The City Administrator On The Fiscal Year 2023-2024 Direct Community Grants Process Implementation Timeline

EXECUTIVE SUMMARY

This informational report outlines the process and timeline to implement the [Direct Community Grants Process](#) as indicated in the Fiscal Year (FY) [2022-23 Midcycle Budget Policy Directive](#) adopted by City Council on June 30, 2022. This informational report is to bring awareness and provide City Council full transparency and estimated timeline on the process that is being implemented. This process ensures that grants awarded are aligned with City Council priorities, allows fair consideration to all interested parties, removes equity barriers, streamlines the process for the execution of the grant agreements, and applies an evaluation phase for the future consideration of grant resources directly by City Council.

BACKGROUND/LEGISLATIVE HISTORY

On December 9, 2014, the Oakland City Council adopted [Resolution No. 85292 C.M.S.](#) that recognized the collective responsibility to advance racial equity and commit the City to remove structural barriers that prevent our society from being just and inclusive.

On June 30, 2015, City Council adopted [Ordinance No. 13319 C.M.S.](#) which amended Chapter 2.29 of the Oakland Municipal Code entitled, "City Agencies, Department and Offices", which established the organizational structure of the City and created the Department of Race and Equity and defined implementation steps related to a citywide strategy of a fair and just city.

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. The Budget Policy Directives instructs 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.

City Council
December 20, 2022

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.

ANALYSIS AND POLICY ALTERNATIVES

During the budget development process, City Council has historically awarded grants to community-based organizations (CBOs) to provide services, programs, and resources to Oakland residents. The awarded grants support the organizations by providing a funding source to ensure the continuity or expansion of the service or programs provided and prevent any breaks in services. During the FY 2021-23 Biennial Budget, City Council requested that staff return with a process and recommendation to award direct community grants. The process recommended mitigates inequitable grant awarding by conducting a fair process through a Request For Proposal (RFP) where all Oakland CBOs and non-profits are afforded the opportunity to request grant funding for programs or services that align with Council priorities. This process directly supports the City’s efforts to “increase fairness and opportunity for all people”, considers equitable impact in the budgeting of city revenues, significantly reduces the grant agreement execution time, supports a responsible government by evaluating the grant programs successes or shortcomings for future granting consideration.

Process and Timeline To Execute Grant Budgetary Earmarks

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

Table 1. Direct Community Grant Process Timeline

<u>Step</u>	<u>Process</u>	<u>Tentative Date</u>
1	RFP Development <ul style="list-style-type: none">• Development of templates, scoring matrix, and advertisements.	Oct. – Dec. 2022
2	RFP is Released <ul style="list-style-type: none">• On all platforms – iSupplier, City Website, Social Media, Announcements, Mayor, and City Council.	January 3, 2023
3	Voluntary Pre-proposal Meetings <ul style="list-style-type: none">• To provide the Grantees the opportunity to have any questions answered about the equity analysis and new process.	January 9, 2023 January 17, 2023

Table 1. Direct Community Grant Process Timeline, continued

<u>Step</u>	<u>Process</u>	<u>Tentative Date</u>
4	In-Person Voluntary Proposal Workshops <ul style="list-style-type: none"> To answer technical proposal questions, provide preliminary review, assist, and explain the equity scoring matrix, and guide those who are unfamiliar in doing business with the City, if needed. 	January 31, 2023 February 13, 2023
5	Proposals Due <ul style="list-style-type: none"> Submitted digitally in iSupplier by 5:00 p.m. 	March 1, 2023
6	Proposal Scoring <ul style="list-style-type: none"> Staff reviews, scores, and ranks the responsive proposals 	Mar. 2 – Apr. 14, 2023
7	Direct Community Grant Eligibility List is Released <ul style="list-style-type: none"> Directly to the Mayor, City Council, and City Website 	April 17 – 19, 2023
8	Mayor Review and Selection <ul style="list-style-type: none"> Mayor selects CBOs from eligibility list for inclusion in the Mayor’s Proposed Budget 	April 19 – 30, 2023
9	Mayor’s Proposed Budget is Released <ul style="list-style-type: none"> Tentatively notify Grantee’s of selection 	May 1, 2023
10	City Council Review and Selection <ul style="list-style-type: none"> City Council selects CBOs from eligibility list for inclusion into the final adopted budget. 	May 2 - 31, 2023
11	City Council Releases Budget Amendments <ul style="list-style-type: none"> Tentatively notify Grantee’s of selection 	May 15 – June 15, 2023
12	City Council Adopts the Biennial Budget	June 30, 2023
13	City Council adopts Grant Awarding Resolution <ul style="list-style-type: none"> Grantees formally notified and request to assign a single point of contact for contract execution. 	June 30 – July 31, 2023
14	1. Finance Department interfaces and establishes the budgets into the system 2. City Administrator assigns departments to manage grant agreements	July 1-31, 2023

Table 1. Direct Community Grant Process Timeline, continued

<u>Step</u>	<u>Process</u>	<u>Anticipated Date</u>
15	Grant Agreement Coordination and Execution* <ul style="list-style-type: none"> Managing department coordinates and executes the grant agreements with the Grantee 	Aug. 1-Sept 30, 2023
16	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 1 – Until
17	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
18	Project Manager submits the Grant Continuation or Renewal Report to the Citywide Grant Coordinator	April 15, 2024
19	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 \(c\)](#).

This informational report aligns with the City Council priority of being a trustworthy, and responsible government by implementing the direct community grant recommended process as directed by City Council and outlining the process to provide greater transparency to the public.

FISCAL IMPACT

There is no fiscal impact to receive this informational report, however, the implementation of the procedural recommendations will provide for a more efficient grant awarding process which will expedite the payment of invoices to the Grantee and significantly reduce staff time in executing the grant agreements.

PUBLIC OUTREACH / INTEREST

No outreach was deemed necessary for this informational report beyond the standard City Council agenda noticing procedures.

However, the RFP will be publicly noticed on the City's website, local newspapers, and social media platforms. Staff recommends that City Council members list the RFP on their media platforms along with the City website to spread the word far and wide to notice all CBOs of the availability of grant funding. It is recommended that City Council focus efforts to primarily and intentionally seek the solicitation of Grantees whose services address our underserved Oakland communities.

COORDINATION

This report was coordinated by the City Administrator's Office and Finance Department.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report. However, the economic opportunities that will arise from the streamlining of the budgetary earmark process will provide an efficient use of city staff time. In addition, the various programs supported by the grants may provide funding to Grantee's who desire to provide programs that may have economic opportunities for participating Oakland residents benefitting from the programs.

Environmental: There are no environmental opportunities associated with this report. However, the RFP requires that the proposal is in alignment with City Council priorities; one of which is a "Sustainable and Healthy Environment". For some grantees whose programs or services aligns with this council priority, there may be direct support of the City's goal to develop a "Sustainable and Healthy Environment".

Race and Equity: A racial equity analysis has not been conducted in the development of this report. Although, the process detailed above supports the City's goals to be an inclusive and equitable and to build equity into our budgeting process. All proposals will be scored for the equity impact to the community which supports the City's efforts in achieving an equitable Oakland as this is a key priority for the Oakland City Council, Mayor's Office, and City Administration.

ACTION REQUESTED OF THE CITY COUNCIL

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For questions regarding this report, please contact Brittany Hines, Assistant to the Director, at (510) 238-7078.

Respectfully submitted,



ERIN ROSEMAN
Director of Finance