


**CITY COUNCIL ACTION REQUEST**

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| <b>Department(s):</b><br>PRNS           | <b>CEQA:</b><br>Not a Project, File<br>No. PP17-003,<br>Agreement/Contracts (New<br>or Amended) resulting in<br>no physical changes to the<br>environment | <b>Coordination:</b><br>City Attorney's Office | <b>Dept. Approval:</b><br>/s/ Angel Rios  |
| <b>Council District(s):</b><br>Citywide |   |  | <b>CMO Approval:</b><br><br>10-18-17 |

**SUBJECT: APPROVE AN AGREEMENT WITH UNITED NEIGHBORHOODS OF SANTA CLARA COUNTY TO ADMINISTER FUNDING FOR THE BEAUTIFYSJ GRANT PROGRAM**

**REASON FOR ADDENDUM:**

The Agreement with United Neighborhoods of Santa Clara County to be fiscal agent for the BeautifySJ grant program was inadvertently left off of the 2017-2018 Parks, Recreation and Neighborhood Services Delegation of Authority for Agreements memo, and with the amount of \$300,000 it requires City Council approval to execute. The BeautifySJ grant awards were announced on Friday, October 13, 2017, and the funds need to be distributed to the community as soon as possible.

**RECOMMENDATION:**

Approve an Agreement with United Neighborhoods of Santa Clara County to administer the funding of BeautifySJ Grants as a fiscal agent from the time of execution until December 31, 2018 in an amount not to exceed \$300,000.

**BASIS FOR RECOMMENDATION:**

The BeautifySJ Grant program was created in 2017 to fund projects and activities that strengthen communities, foster safety, reduce blight and crime, improve the quality of life in the City's neighborhoods, and was an expansion of the Community Action and Pride (CAP) grant program. Developed to support resident-led neighborhood organizations, the BeautifySJ Grant program relies on a fiscal agent, United Neighborhoods of Santa Clara County (UNSCC) to administer the funding of the grants to award recipients. Many of these neighborhood organizations are not legal entities nor have an IRS Tax Exemption. A fiscal agent is an established IRS 501(c)(3) tax-exempt organization that agrees to accept donations on behalf of a group that does not have IRS tax exemption.

UNSCC has the necessary expertise and skill to administer the funding of the grants to award recipients. UNSCC is in a unique position to be the fiscal agent, as it has been providing fiscal agent services to the City since 2006 for the CAP grants and similar previous grant programs, such as Keep San José Beautiful.

The agreement describes the responsibilities of the City and UNSCC, which include, but are not limited to, awarding funds to grantees (based on evaluations of applications administered by City staff), monitoring and tracking any changes in approved activities, as well as collecting and reviewing mid-year and year-end reports. UNSCC will retain \$17,000 to cover its administrative costs for administering the program. The remaining \$283,000 will be distributed to the 71 award recipients that have been selected through the BeautifySJ Grant process.

**COST AND FUNDING SOURCE:**

The total cost of the agreement is \$300,000. City Council approved the Adopted 2017-2018 Operating Budget on June 20, 2017, Appropriation 2583 (Citywide), Ordinance 29962.

**FOR QUESTIONS CONTACT:** Matt Cano, Assistant Director, (408) 535-3570