
Citizens' Advisory Committee

Memo-23-09
Meeting 23-02
March 27, 2023

To: Citizens' Advisory Committee
From: Jackie Latham, Grants Program Coordinator
Subject: 2022/2023 Urban Grant Program Guidelines Review, Program Review, and Subcommittee Formation

REVENUE/COST

The Santa Clara Valley Open Space Authority's Fiscal Year 2022/2023 budget allocated \$1,500,000 for this Urban Grant Program solicitation. We expect the Board of Directors to award approximately \$750,000 to the Capital Applications, and \$750,000 to the Program Applications.

BACKGROUND

The Urban Grant Program is funded by Measure Q and Measure T which provides the Santa Clara Valley Open Space Authority (Authority) with funding to invest in open space land, public access, recreation, and protection of water, wildlife, and working lands. For the 2022/2023 grant solicitation, the Authority's Board of Directors has allocated \$1,500,000 for grant awards.

The 2022/2023 Urban Grant Program Guidelines were developed with feedback gathered from previous applicants as well as input from the Board of Directors' Joint Ad Hoc Committee for the Urban Grant Program Guidelines Review. The Draft 2022/2023 Urban Grant Program Guidelines were brought to the Citizens' Advisory Committee (CAC) on July 25, 2022, and approved by the Board of Directors on September 22, 2022. Detailed information about the Urban Grant Program is available in the Guidelines (see Exhibit H).

DISCUSSION

The 2022/2023 Urban Grant Program solicitation opened for Pre-Applications on November 8, 2022, with Full Applications for Capital and Planning Projects due February 23, 2023, and Program Applications due February 9, 2023, for eligible applicants.

CAPITAL AND PLANNING APPLICATIONS

The CAC will be providing important feedback and recommendations to the Board of Directors on the Capital and Planning applications. Nine full applications for Capital and Planning projects were submitted and can be found in this publicly accessible link: santaclaravalleyopenspaceauthority-publicviewing-capital. CAC members are asked to review and be prepared to discuss and vote on recommendations for these nine applications by the special CAC meeting on May 22, 2023.

As in the previous grant cycle, the CAC will discuss each application and vote whether to recommend the application to the Board. Staff will include the CAC votes as well as summary CAC feedback prepared by the CAC in the packet for the Board of Directors to make final award decisions.

Expected Capital and Planning Grants Timeline for Review and Award:

February – May, 2023: Review Committee prepares preliminary award recommendations.

March 27, 2023: CAC meeting; staff will review the Urban Grant Program application review process in preparation for the May 22, 2023 Special Meeting.

May 22, 2023: CAC Special meeting to review eligible applications and vote for recommendations for the Board of Directors.

June 16, 2023: If the CAC would like to submit summary feedback on each application, staff will need to receive this by June 16, 2023 in order to incorporate it into the meeting materials for the Board of Directors.

July 20, 2023: Board meeting for award decisions. Staff recommendations and CAC feedback presented to the Board of Directors for award decisions. The Board will make the final award decisions in consideration of staff recommendations, CAC recommendations, and any public comments.

PROGRAM APPLICATIONS

The Program Applications have a streamlined review process that does not include review by the CAC in a special meeting. CAC members are welcome to review these applications and make any comments during the public comment portion of that item to the Board of Directors at the May 18th Special Board Meeting for Urban Grant Program awards for Program Applications. These applications will be posted to a public link in the April 27th Board Meeting Packet. Please see Exhibit X for the Program Guidelines.

RECOMMENDATION

This is an informational item to discuss the Urban Grant Program review process in advance of the Special CAC Meeting on May 22, 2023. Staff recommend that the CAC form a subcommittee of three members. This group will take notes during the May 22, 2023 meeting and then hold one addition meeting to summarize comments in a document that will be included in the meeting materials for the Special Board of Director's Meeting on July 20, 2023.

*Attachment(s): Exhibit H – 2022/2023 CAPITAL and PLANNING Guidelines
 Exhibit I – 2022/2023 PROGRAM Guidelines*