
Citizens' Advisory Committee

Memo-20-14
Meeting 20-04
July 27, 2020

To: Citizens' Advisory Committee
From: Megan Dreger, Grants Administrator
Subject: 2020 Urban Grant Program Guidelines Review and Subcommittee Formation

REVENUE/COST

The Santa Clara Valley Open Space Authority's Fiscal Year 2019/2020 budget funded \$1,000,000 for this Urban Grant Program solicitation.

BACKGROUND

The Urban Grant Program is funded by Measure Q, a \$24 annual parcel tax 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 2020 grant solicitation, the Authority's Board of Directors has allocated \$1,000,000 for grant awards.

The 2020 Urban Grant Program Guidelines were developed with feedback gathered from previous grant cycles as well as input from the Board's Joint Ad Hoc Committee for Measure Q Urban Open Space Grant Guidelines Review. The Draft 2020 Urban Grant Program Guidelines were brought to the Citizens' Advisory Committee (CAC) on February 11, 2020 and approved by the Board of Directors on February 27, 2020. Detailed information about the Urban Grant Program is available in the attached Guidelines.

DISCUSSION

The 2020 Urban Grant Program solicitation was scheduled to open from March 9, 2020 – May 1, 2020. However, due to the COVID-19 public health crisis, the grant deadline was extended to July 1, 2020. This change in timeline also affects the review timeline, listed below.

The CAC will be providing important recommendations on Urban Grant Program applications for the "large grant" category (Applications of \$40,000 - \$250,000).

As in the previous grant cycle the CAC will be responsible for providing the CAC recommendations to staff for inclusion in the final recommendations to the Authority's Board of Directors.

LARGE GRANTS (\$40,000 – \$250,000) TIMELINE

REVIEW & AWARD	July 2020	Staff screens applications
	Early September 2020	Staff shares eligible applications with the CAC for review.
	September 2020	Review Committee prepares preliminary award recommendations
	October 2020	Review Committee preliminary award recommendations shared with the CAC in public meeting materials
	October 26, 2020	CAC meeting to review eligible applications (Applicants strongly encouraged to attend)
	November 16, 2020	CAC prepared written recommendations for the Board shared with staff
	December 10, 2020	Board meeting for award decisions. Staff recommendations and CAC feedback presented to the Board of Directors for award decisions

The CAC's recommendations from the October 26, 2020 meeting will need to be shared with staff by November 16, 2020 in order to be included in the meeting materials for the Board of Directors meeting on December 10, 2020. The Board will make the final award decisions in consideration of staff recommendations, CAC recommendations, and any public comments.

RECOMMENDATION

Staff recommends that the CAC form a subcommittee of 3 CAC members to coordinate the CAC's review process. This subcommittee will be responsible for gathering any comments and compiling all feedback into a written report given to staff by November 16, 2020.

Attachment(s): Exhibit C -- Open Space Authority Urban Grant Program Guidelines 2020 Grant Cycle