

REPORT OF GENERAL MANAGER

APPROVED
DEC 13 2006

NO. 06-365

DATE December 13, 2006

C.D. Various

BOARD OF RECREATION
and PARK COMMISSIONERS

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SUBJECT: FUNDING FOR GRANT WRITING SERVICES – APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND BALANCE TO FUND GRANT WRITING SERVICES FOR ANTICIPATED COMPETITIVE GRANTS

J. Kolb _____	J. Combs _____
F. Mok _____	H. Fujita _____
M. Shull _____	B. Jensen _____
K. Regan _____	*S. Huntley <u>SH</u>

Robert H. Jensen (fa)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$92,000 from the Unreserved and Undesignated Fund Balance to Account 3040, Contractual Services, in Fund 302, Department 88, for grant writing services to be used for the upcoming Proposition 40 California Cultural and Historical Endowment and Proposition K competitive grant funding opportunities; and
2. Authorize the General Manager or his designee to make technical corrections, as necessary, to this transaction.

SUMMARY:

Budgeted funds appropriated to the Department of Recreation and Parks, which are uncommitted or unencumbered at the end of the fiscal year, revert to the Department's Unreserved and Undesignated Fund Balance (UUFB) and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor, in accordance with Charter Section 343(b). The following transfer is recommended to meet a currently urgent and unfunded need:

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Grants Administration

Grant Writing Services – Account 3040 – \$92,000 – Activity Code 9742

In November 2006, the Proposition 40 California Cultural and Historical Endowment (CCHE) released a request for proposals for the third round of competitive grant opportunities. The deadline for submittal of grant proposals is March 1, 2007. The Proposition K Request for Proposal announcement is anticipated to be either July or August of 2007; the Department typically submits approximately twenty grant proposals.

Approximately \$43 million will be available during this last scheduled round of CCHE funding to eligible applicants for capital assets projects and planning grants that illustrate the diverse and outstanding stories of California. The Proposition K program generates approximately \$25,000,000 annually from a citywide assessment district to fund and maintain projects that include the acquisition and/or development of recreational, cultural, and natural areas in the City. Approximately \$10 million in competitive funds is anticipated in the next Proposition K competitive round of awards.

Once a list of eligible projects is developed for each grant program, the Department will return to the Board for authorization to submit applications for the proposed projects. Grant writing services are typically used to assist with preparing the requested proposals. The cost of completing four CCHE proposal packages, at an estimated \$3,000 each, will be \$12,000; and twenty Proposition K proposal packages, at an estimated \$4,000 each, will be \$80,000 for a total amount of \$92,000. The estimated cost of completing the proposal packages is based on the technical difficulty of the application for each grant program. Sufficient funds are available in the Unreserved and Undesignated Fund. The Department's Grants Administration will coordinate the preparation and submission of the resulting grant proposal packages. The Department will solicit and select grant writing consultants through the City's standard procedure for establishing personal services contracts. With insufficient staff available to adequately research each project and develop well thought out, in-depth responses to complex grant proposal questions for each project's proposal, these consultants are necessary to provide necessary grant writing expertise. The Board has previously approved the use of grant writers utilizing UUFB funds (Board Report No. 05-234).

FISCAL IMPACT STATEMENT:

The \$92,000 from the UUFB will have no impact on the City's General Fund.

This report was prepared by Isophine Atkinson, Senior Management Analyst, Grants Administration.