



# AGENDA REPORT

**TO:** Edward D. Reiskin  
City Administrator

**FROM:** Richard J. Luna  
Deputy City Administrator

**SUBJECT:** Status on Authorized Grants

**DATE:** October 6, 2021

---

City Administrator Approval 

Date: Oct 6, 2021

---

## **RECOMMENDATION**

**Staff Recommends That The City Council Receive An Informational Report From The City Administrator On The Status Of Council-Authorized Grants And The Process For Issuance Of Grants, Including: For Each Grant Approved By Council In 2021, Whether All Or Part Or None Of Funds Have Been Issued, Status Of Any Remaining Steps To Be Taken And Funds To Be Issued.**

## **EXECUTIVE SUMMARY**

This informational report provides a status summary of the grants awarded by the City Council in April 2021 and during the Fiscal Year (FY) 2021-23 budget adoption process. The status of authorized grants is included in **Attachment A**.

## **BACKGROUND / LEGISLATIVE HISTORY**

On April 12, 2021, the City Council adopted Resolution No. 88574 C.M.S. which amended the FY 2020-21 midcycle budget and authorized grant funds to certain organizations, subject to separate City Council legislation (<https://oakland.legistar.com/View.ashx?M=F&ID=9343543&GUID=7F1A433B-4C1A-47F8-9754-7421BF199DD5>).

On April 20, 2021, the City Council adopted Resolution No. 88577 C.M.S. which completed the separate legislation requirement to award grants to certain local organizations (<https://oakland.legistar.com/View.ashx?M=F&ID=9371439&GUID=B7476AE2-B894-4543-93DD-AA15EB0B63E2>).

On June 17, 2021, the City Council adopted Resolution No. 88715 C.M.S. which awarded grants agreements to multiple organizations, a companion item to the FY 2021-23 budget adoption legislation (<https://oakland.legistar.com/View.ashx?M=F&ID=9857708&GUID=FBCA2910-3989-4E34-BC16-85B9312552BC>).

City Council  
October 19, 2021

On July 26, 2021, the City Council amended the FY 2021-23 adopted budget and through Resolution No. 88780 C.M.S. awarded additional grants to several organizations (<https://oakland.legistar.com/View.ashx?M=F&ID=9857708&GUID=FBCA2910-3989-4E34-BC16-85B9312552BC>).

On July 30, 2021, the City Council awarded additional grants to organization through Resolution No. 88796 C.M.S. (<https://oakland.legistar.com/View.ashx?M=F&ID=9687777&GUID=8C606BE0-3BCB-4831-A154-A1AD5062C9E9>).

## **ANALYSIS AND POLICY ALTERNATIVES**

The status of authorized grants is included in **Attachment A**. In total, 49 grant agreements were awarded by the City Council from April to July 2021. The following departments were assigned the task of executing grant agreements awarded by the City Council (**Table 1**).

**Table 1: Number of Grant Agreements by Department**

<b>Department</b>	<b>Number of Grant Agreements</b>
City Administrator's Office (CAO)	2
Economic Workforce Development (EWD)	16
Housing & Community Development (HCD)	1
Human Services (HSD)	14
Oakland Parks, Recreation & Youth Development (OPYRD)	7
Violence Prevention (DVP)	9
<b>TOTAL</b>	<b>49</b>

### ***Process for Executing Grant Awards***

After the City Council adopts the budget and/or resolution awarding the grant, the Finance Department is assigned to implement the budget and assign the funds appropriately to the department that will execute and manage the grant agreement.

For each grant award, a scope of work, program deliverables and payment schedule must be clearly identified for staff to execute the grant agreement. When those items are not included in the adopted City Council Resolution, then City staff communicates with the Councilmember or Councilmembers that requested the grant and the organization to finalize the scope of work, program deliverables and payment schedule. Additionally, the recipient must complete the following documents:

- Combined Grants Schedule (<https://cao-94612.s3.amazonaws.com/documents/Combined-Grants-Schedules-2018B.pdf>):
  - Schedule C-1 – Declaration of compliance with the American Disabilities Act
  - Schedule K – Pending dispute disclosure
  - Schedule N – Living wage declaration of compliance
  - Schedule N-1 – Equal benefits declaration of nondiscrimination
  - Schedule V – Affidavit of non-disciplinary or investigatory action
  - Acknowledgment – Oakland's minimum wage law

- Acknowledgment – Affirmative action
- Schedule O – campaign contribution limits (<https://cao-94612.s3.amazonaws.com/documents/OAK023287.pdf>)
- Schedule W – border wall prohibition (<https://cao-94612.s3.amazonaws.com/documents/Schedule-W-Form-Border-Wall-Prohibition.pdf>).
- Schedule Z – certification of debarment and suspension (<https://cao-94612.s3.amazonaws.com/documents/oak039438.pdf>)
- Schedule Q – insurance requirements (<https://cao-94612.s3.amazonaws.com/documents/Schedule-Q-Standard-Contracts-rev-091219.pdf>)

Once the required documents are compiled and staff has the agreement language finalized, it is routed to the Department of Workplace and Employment Standards for final review and signoff by internal staff including the City Attorney's Office. A finalized and executed grant agreement is the mechanism Finance Department staff use to process invoice payments and issue funds to the grant recipients.

### **FISCAL IMPACT**

There is no fiscal impact to receive this informational report.

### **PUBLIC OUTREACH / INTEREST**

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

### **COORDINATION**

This report was coordinated by the following departments: City Administrator's Office, Economic Workforce & Development, Finance, Housing & Community Development, Human Services, Oakland Parks, Recreation & Youth Development, and Violence Prevention.

### **SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no economic opportunities associated with this report.

***Environmental:*** There are no environmental opportunities associated with this report.

***Race & Equity:*** There are no race and equity opportunities associated with this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Receive An Informational Report From The City Administrator On The Status Of Council-Authorized Grants And The Process For Issuance Of Grants, Including: For Each Grant Approved By Council In 2021, Whether All Or Part Or None Of Funds Have Been Issued, Status Of Any Remaining Steps To Be Taken And Funds To Be Issued.

For questions regarding this report, please contact Richard J. Luna, Deputy City Administrator, at (510) 238-4756

Respectfully submitted,



---

RICHARD J. LUNA  
Deputy City Administrator

Attachment (1):  
A. Status of Authorized Grants

