



City of Palo Alto

City Council Staff Report

(ID # 7802)

Report Type: Consent Calendar

Meeting Date: 3/27/2017

Summary Title: Human Services Emerging Needs fund Policy

Title: Approval of the Human Services Emerging Needs Fund Policy Providing Oversight of Accepting, Reviewing and Approval of Applications to This Fund

From: City Manager

Lead Department: Community Services

Recommendation

Staff recommends that Council approve the policy for the Human Services Emerging Needs Fund (Attachment B) which will oversee the process for accepting, reviewing and approving applications to this fund.

Executive Summary

City Council approved a \$50,000 funding allocation for the Human Services Emerging Needs Fund as part of the FY2017 budget process. The intention of the fund was to assist nonprofit agencies with emerging or emergency needs that occur outside of the biennial Human Services Resource Allocation Process (HSRAP) application period. Council directed staff to draft a policy to oversee this new funding program, solicit review by the Human Relations Commission and provide a draft funding policy for final review and approval by Council.

Background

During the Fiscal Year 2017 budget process, staff requested that Council consider utilizing the existing \$50,000 HSRAP reserve fund, if unused after the budget was finalized, for emerging or emergency needs that may arise for human service agencies outside of the HSRAP grant funding process. Council considered this request and left the \$50,000 HSRAP reserve fund intact, and approved a new ongoing \$50,000 for emergency and emerging needs as part of the approved FY2017 budget (Attachment A-Council Minutes 6/13/16.) These funds were included as a contingency account in the Non-Departmental section of the City's budget.

Discussion

Staff drafted a policy (Attachment B – Human Services Emerging Needs Fund Policy) in keeping with the intended uses of fund as approved by Council. Staff researched best

practices of other communities and agencies in setting up the emerging needs fund and drafted the Palo Alto policy based on that research. The policy is intended be thorough but not an overly burdensome application to allow for a timely review and response to the emerging or emergency need. Key elements in the policy include the following:

Eligibility:

The Emerging Needs Fund assists nonprofit organizations serving Palo Alto residents with short-term urgent funding to address an unforeseen event, a critical and/or emerging human services need. These grants are based on need and an agency may not receive funding more than once in a three year period. Grants can be awarded up to \$10,000. All grants are subject to the availability of funds.

Funding Categories:

The Emerging Needs Fund assists nonprofits with a short-term urgent human service funding needs created by an unforeseen event that has or will significantly interrupt essential services or addresses a critical or emerging need in the community.

Emergency Needs:

- An unforeseen event that has or will significantly interrupt essential services such as a natural disaster, storm damage, theft, equipment failure or similar such occurrence. (all applicants)
- The request is time sensitive in nature and could not have been predicted.

Emerging/Critical Need:

- An emerging or emergency need that was not evident during the original funding period. (HSRAP grantee)
- An existing critical need for which planned funding is no longer available and for which a demonstrated human consequence will occur if funding is not obtained. (Non HSRAP grantees)

Application Process:

Emergency Need:

To initiate a request, an agency representative is invited to email the Manager of Human Services and provide a short, one paragraph explanation of the need. If the need meets the criteria of the Emerging Needs Fund, staff will invite the agency to submit an application (Attachment C). The applications are to be no more than two pages in length, with specific information and documentation requested.

Emerging/Critical Needs:

Applications for an emerging/critical need may be submitted on a quarterly basis on the following dates. (*TBD based on when process has been approved.*)

Review & Section Process:

Applications are reviewed on an as needed basis by staff in the Office of Human Services along with a representative from the Human Relations Commission. The selection process may include follow-up questions, clarification of material submitted, requests for additional information, and/or an interview process or as deemed appropriate by Human Services staff. The final decision will be recommended by the Director of the Community Services Department and approved by the City Manager. Once approved by the City Manager, the appropriation for this account or a portion thereof may be assigned to a department or project to cover unanticipated expenditures within that particular fund.

When reviewing Emerging Needs Grant applications reviewers will look for:

- Organizations that have the capacity to respond to the emergency, emerging and/or critical need and present a reasonable plan to address the need along with a sound financial plan.
- Organizations and programs that meet a documented need of Palo Alto residents.

The Human Relations Commission reviewed the draft policy and procedure at their February 9, 2017 and March 9, 2017 meetings and unanimously approved the draft Human Services Emerging Needs Fund Policy (Attachment B.)

Staff will review the process the Emerging Need Fund annually and report on grants awarded to Council as part of the City's annual budget process.

Timeline

Upon approval of the policy, staff will promptly communicate the availability of the fund to human services agencies in the community.

Resource Impact

\$50,000 in funding was approved as part of the Fiscal 2017 Adopted Operating budget in the Non-Departmental section of the General Fund.

Policy Implications

The following areas of the Comprehensive Plan are pertinent to this report:

Policy C-7: Actively work with private, nonprofit, and public community service organizations to avoid duplication and to coordinate the delivery of services like child care, senior services, and recreation.

Policy C-8: Welcome and encourage corporate citizenship in the provision of community

services. Goal C-3: Improved Quality, Quantity, and Affordability of Social Services, Particularly for Children, Youth, Seniors, and People with Disabilities.

Policy C-17: Continue to support provision, funding, and promotion of services and programs for children and youth (e.g., those offered at the teen center)

Policy C-18: Support and promote the provision of comprehensive senior services in coordination with senior service providers.

Policy C-19: Continue to support provision, funding, or promotion of services for persons with disabilities through the Human Relations Commission, the Parks and Recreation Division, and other City departments. Support rigorous compliance with the Americans with Disabilities Act (ADA).

Policy C-20: Support and promote services addressing the needs of the unhoused community.

Environmental Review

This program is not a project as defined by the California Environmental Quality Act (CEQA) and is not subject to CEQA review

Attachments:

- Attachment A - 06-13-16 Council Action Minutes
- Attachment C-EmergingNeedsFundApplication Process
- Attachment B -Emerging needs fund policy-draft2017V-II



CITY OF PALO ALTO CITY COUNCIL ACTION MINUTES

Regular Meeting
June 13, 2016

The City Council of the City of Palo Alto met on this date in the Council Chambers at 6:03 P.M.

Present: Burt, DuBois, Filseth, Holman, Kniss arrived at 6:30 P.M., Scharff, Schmid, Wolbach

Absent: Berman

Closed Session

1. CONFERENCE WITH LABOR NEGOTIATORS
City Designated Representatives: City Manager and his Designees Pursuant to Merit System Rules and Regulations (James Keene, Molly Stump, Suzanne Mason, Rumi Portillo, Dania Torres Wong, Allyson Hauk)
Employee Organizations: Palo Alto Fire Chiefs' Association (FCA); Management, Professional and Confidential Employees; Utilities Management and Professional Association of Palo Alto (UMPAPA)
Authority: Government Code Section 54957.6(a).

MOTION: Vice Mayor Scharff moved, seconded by Council Member Wolbach to go into Closed Session.

MOTION PASSED: 7-0 Berman, Kniss absent

Council went into Closed Session at 6:05 P.M.

Council returned from Closed Session at 7:17 P.M.

Mayor Burt announced no reportable action.

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Special Orders of the Day

2. Proclamation to Honor Paula Kirkeby for her Contributions to the Community.

Agenda Changes, Additions and Deletions

None.

Minutes Approval

3. Approval of Action Minutes for the May 23 and 31, 2016 Council Meetings.

MOTION: Council Member Kniss moved, seconded by Mayor Burt to approve the Action Minutes for the May 23 and 31, 2016 Council Meetings.

MOTION PASSED: 8-0 Berman absent

Consent Calendar

MOTION: Council Member Wolbach moved, seconded by Council Member Schmid, third by Vice Mayor Scharff to pull Agenda Item Number 7-Approval and Authorization for the City Manager to Sign... to be heard as Agenda Item Number 10a.

MOTION: Council Member Kniss moved, seconded by Vice Mayor Scharff to approve Agenda Item Numbers 4-6, and 8.

4. Authorize the City Manager to Execute an Agreement Between the City of Palo Alto and ENGEO Incorporated, for a Hydrologic and Hydraulic Study of Buckeye Creek in an Amount Not-to-Exceed \$104,998.
5. Approve and Authorize the City Manager to Execute a Contract With Nova Partners, Inc., in an Amount Not-to-Exceed \$4,200,471 to Perform Program Management Services in Support of Nine Infrastructure Plan Projects Including the Public Safety Building.
6. Adoption of Fiscal Year 2017 Investment Policy.

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7. ~~Approval and Authorization for the City Manager to Sign a Letter Commenting on the City of East Palo Alto's General Plan Update and Draft Environmental Impact Report.~~
8. Authorize the City Manager or his Designee to Execute an Amended Indemnity Agreement With the Santa Clara Stadium Authority to Allow Provision of Requested Law Enforcement Services to Levi's Stadium.

MOTION PASSED: 8-0 Berman absent

Action Items

9. PUBLIC HEARING & PROPOSITION 218 HEARING: Ordinance 5386 Entitled, "Ordinance of the Council of the City of Palo Alto for Fiscal Year (FY) 2017, Including Adoption of Operating & Capital Budgets and Municipal Fee Schedule;" Resolution 9592 Entitled, "Resolution of the Council of the City of Palo Alto Adopting a Dark Fiber Rate Increase of 3.2 Percent and Amending Utility Rate Schedules EDF-1 & EDF-2;" Resolution 9593 Entitled, "Resolution of the Council of the City of Palo Alto Approving the FY 2017 Electric Financial Plan and Amending the Electric Utility Reserves Management Practices;" Resolution 9594 Entitled, "Resolution of the Council of the City of Palo Alto Adopting an Electric Rate Increase of 11 Percent and Amending Utility Rate Schedules E-1, E-2, E-2-G, E-4, E-4-G, E-4 TOU, E-7, E-7-G, E-7 TOU, E-14, & E-16 & Repealing Utility Rate Schedules E-18 & E-18-G;" Resolution 9595 Entitled, "Resolution of the Council of the City of Palo Alto Approving the FY 2017 Gas Utility Financial Plan;" Resolution 9596 Entitled, "Resolution of the Council of the City of Palo Alto Adopting a Gas Rate Increase of 8 Percent and Amending Utility Rate Schedules G-1, G-1-G, G-2, G-2-G, G-3, G-3-G, G-10, & G-10-G;" Resolution 9597 Entitled, "Resolution of the Council of the City of Palo Alto Adopting Refuse Rate Changes Including a 7 Percent Decrease and Up to a 9 Percent Increase and Amending Utility Rate Schedule R-1, and Consolidating Utility Rate Schedules R-2 & R-3 Into a new Utility Rate Schedule Designated R-C;" Resolution 9598 Entitled, "Resolution of the Council of the City of Palo Alto Amending Utility Rate Schedule D-1 to Increase Storm Drain Rates 3.2 Percent per Month per Equivalent Residential Unit for FY 2017;" Resolution 9599 Entitled, "Resolution of the Council of the City of Palo Alto Approving the FY 2017 Wastewater Collection Utility Financial Plan;" Resolution 9600 Entitled, "Resolution of the Council of the City of Palo Alto Adopting a Wastewater Collection Fee Increase of 9 Percent & Amending Utility Rate Schedules S-1, S-6, and S-7;" Resolution 9601 Entitled, "Resolution of the Council of the

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City of Palo Alto Approving the FY 2017 Water Utility Financial Plan;" Resolution 9602 Entitled, "Resolution of the Council of the City of Palo Alto Adopting a Water Rate Increase of 6 Percent and Amending Utility Rate Schedules W-1, W-2, W-3, W-4, & W-7;" Resolution 9603 Entitled, "Resolution of the Council of the City of Palo Alto Amending Salary Schedules for the Utilities Management Professional Association of Palo Alto (UMPAPA), the Service Employees International Union (SEIU), and the International Association of Fire Fighters (IAFF)."

Public Hearing opened at 8:02 P.M.

Public Hearing closed at 8:17 P.M.

Council Member DuBois advised he will not participate in this Agenda Item as it related to Stanford University because he has a source of income from the University.

Council Member DuBois left the meeting at 8:20 P.M.

MOTON: Vice Mayor Scharff moved, seconded by Council Member Kniss to approve the Police, Fire, Office of Emergency Services and CIP Budgets affecting Stanford University.

MOTION PASSED: 7-0 Berman absent, DuBois not participating

Council Member DuBois returned to the meeting at 8:29 P.M.

MOTION: Vice Mayor Scharff moved, seconded by Council Member Wolbach to adopt an Ordinance approving the Operating and Capital Budgets and Municipal Fee Schedule; and each of the related rate increases, utility financial plans, and salary schedule Resolutions with the following changes:

- A. An additional \$50,000 for an Emerging Needs Fund for Human Services Resource Allocation Process (HSRAP); and
- B. An additional \$750,000 set aside towards the unfunded pension liability (establishment of a Section 115 Trust Fund).

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to replace in the Motion Part A, "Human Services

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Resource Allocation Process (HSRAP)" with "Human Services including Human Services Resource Allocation Process (HSRAP) grantees."

AMENDMENT: Council Member Holman moved, seconded by Council Member XX to add to the Motion, "include a change to allow for a 7 year tree pruning cycle."

AMENDMENT FAILED DUE TO THE LACK OF A SECOND

AMENDMENT: Council Member DuBois moved, seconded by Council Member XX to replace Part B of the Motion with, "to refer to the Finance Committee options for use of excess Budget Stabilization Reserve (BSR) funds above 18.5 percent towards the Capital Infrastructure Fund and Section 115 Trust Fund."

AMENDMENT FAILED DUE TO THE LACK OF A SECOND

AMENDMENT: Council Member Holman moved, seconded by Mayor Burt to add to the Motion,

- C. Refer to the Policy and Services Committee, to identify options for increasing HSRAP funding in Fiscal Year 2018; and potentially increase HSRAP funding to the \$667,000 level which reflects a 2.5 percent cost of living increase annually from Fiscal Year 2002 levels; and
- D. Explore a low income fee program, specifically with regards to Community Services.

AMENDMENT PART C RESTATED AND INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "refer to the Policy and Services Committee, whether or not to increase HSRAP funding in Fiscal Year 2018; and potentially increase HSRAP funding to the \$667,000 level which reflects a 2.5 percent cost of living increase annually from Fiscal Year 2002 levels." (New Part C)

AMENDMENT PART D RESTATED AND INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "refer to the Policy and Services Committee to explore a low income fee program, specifically with regards to Community Services." (New Part D)

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INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "including actions included in the At Places Memorandum" after "Municipal Fee Schedule."

AMENDMENT: Council Member Filseth moved, seconded by Council Member Holman to add to the Motion, "move to 7 years for tree trimming and reduce the Office of Sustainability contingency to \$125,000."

AMENDMENT FAILED: 4-4 Burt, Kniss, Schmid, Wolbach no, Berman absent

MOTION RESTATED: Vice Mayor Scharff moved, seconded by Council Member Wolbach to adopt the Operating and Capital Budgets and Municipal Fee Schedule including actions included in the At Places Memorandum; and each of the related rate increases, utility financial plans, and salary schedule Resolutions with the following changes:

- A. An additional \$50,000 for an Emerging Needs Funds for Human Services including Human Services Resource Allocation Process (HSRAP) grantees; and
- B. An additional \$750,000 set aside towards the unfunded pension liability (establishment of a Section 115 Trust Fund); and
- C. Refer to the Policy and Services Committee, whether or not to increase HSRAP funding in Fiscal Year 2018; and potentially increase HSRAP funding to the \$667,000 level which reflects a 2.5 percent cost of living increase annually from Fiscal Year 2002 levels; and
- D. Refer to the Policy and Services Committee to explore a low income fee program, specifically with regards to Community Services.

MOTION AS AMENDED PASSED: 8-0 Berman absent

- 10. Approval of Funding Agreement With the Palo Alto Transportation Management Association (PATMA) and Silicon Valley Community Foundation in the Amount of \$100,000 for Fiscal Year 2017 for Pilot Programs and Discussion of the PATMA Draft Strategic Plan.

MOTION: Vice Mayor Scharff moved, seconded by Council Member Kniss to approve and authorize the City Manager or his designee to execute the

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funding agreement between the City of Palo Alto, the Silicon Valley Community Foundation, and the Palo Alto Transportation Management Association (PATMA).

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion, "establish a Council Liaison to PATMA to be appointed by the Mayor." (New Part A)

AMENDMENT: Council Member Wolbach moved, seconded by Council Member XX to add to the Motion, "direct Staff and PATMA to explore outsourcing the operation of the Palo Alto Free Shuttle to PATMA."

AMENDMENT WITHDRAWN BY THE MAKER

AMENDMENT: Council Member DuBois moved, seconded by Council Member XX to add to the Motion, "add to Agreement Item Number 6, 'including mode percent change in Single Occupancy Vehicle (SOV) use' after 'quantitative measures.'"

AMENDMENT RESTATED: Council Member DuBois moved, seconded by Council Member Schmid to add to the Motion, "direct Staff to include percent change in Single Occupancy Vehicle (SOV) use in future presentations to Council." (New Part B)

AMENDMENT AS AMENDED PASSED: 7-1 Wolbach no, Berman absent

MOTION RESTATED: Vice Mayor Scharff moved, seconded by Council Member Kniss to approve and authorize the City Manager or his designee to execute the funding agreement between the City of Palo Alto, the Silicon Valley Community Foundation, and the Palo Alto Transportation Management Association (PATMA); and

- A. Establish a Council Liaison to PATMA to be appointed by the Mayor; and
- B. Direct Staff to include percent change in Single Occupancy Vehicle (SOV) use in future presentations to Council.

MOTION AS AMENDED PASSED: 8-0 Berman absent

Council Member Kniss left the meeting at 11:41 P.M.

ACTION MINUTES

10a. (Former Agenda Item Number 7) Approval and Authorization for the City Manager to Sign a Letter Commenting on the City of East Palo Alto's General Plan Update and Draft Environmental Impact Report.

MOTION: Council Member Wolbach moved, seconded by Council Member XX to authorize the City Manager or his designee to sign a letter commenting on the City of East Palo Alto's General Plan Update and Draft Environmental Impact Report (DEIR) including the following changes:

- A. Remove Paragraph 3 on page 4; and
- B. Remove all references to displacement; and
- C. Add that Palo Alto does not oppose nor seek delay of consideration of additional housing supply; and
- D. Add that Palo Alto recognizes that colocation of housing near jobs can have a positive effect on traffic.

SUBSTITUTE MOTION: Mayor Burt moved, seconded by Vice Mayor Scharff to authorize the City Manager or his designee to sign a letter commenting on the City of East Palo Alto's General Plan Update and DEIR, including the following changes: modify the letter to focus more on evaluation of impacts and alternatives including those related to the Newell Bridge; and avoid specific advocacy on amount of housing development and instead focus on impacts.

MOTION FAILED DUE TO LACK OF SECOND

INCORPORATED INTO THE SUBSTITUTE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add at the end of the Motion, "pro and con."

INCORPORATED INTO THE SUBSTITUTE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add at the end of the Motion, "and limit or remove assumptions regarding displacement."

SUBSTITUTE MOTION RESTATED: Mayor Burt moved, seconded by Vice Mayor Scharff to authorize the City Manager or his designee to sign a letter including the following changes: request the City Manager to modify the letter to focus more on evaluation of impacts and alternatives including

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those related to the Newell Bridge; and avoid specific advocacy on amount of housing development and instead focus on impacts pro and con; and limit or remove assumptions regarding displacement.

SUBSTITUE MOTION AS AMENDED PASSED: 7-0 Berman, Kniss absent

Inter-Governmental Legislative Affairs

None.

Council Member Questions, Comments and Announcements

Vice Mayor Scharff reported that the Cities Association of Santa Clara County voted to support a regional minimum wage. He announced his appointment to the Santa Clara County Airport Land Use Commission.

Council Member Wolbach requested an update on the status of updates to the minimum wage in Palo Alto. He reported his attendance during a vigil at the Billy DeFrank LGBT Community Center in remembrance of those killed in Orlando Florida.

Council Member DuBois reported his attendance along with Vice Mayor Scharff and Council Member Filseth at the airport community meeting on airplane noise. Approximately 100 people attended, including several members of the Federal Aviation Administration Select Committee on South Bay Airplane Noise (Committee). He announced that the next meeting of the Committee is scheduled for June 15. He reported the participation of Council Members Filseth, Holman, and himself at the Stanford University Commencement this past Sunday.

Adjournment: The meeting was adjourned in support of the Orlando, Florida community at 12:10 A.M.

City of Palo Alto

Human Services Emerging Needs Fund - Application Process

The Emerging Needs Fund aims to assist nonprofit organizations serving Palo Alto residents with short-term urgent funding to address an unforeseen emergency need or an emerging/critical human services need. These grants are based on need and an agency may not receive funding more than once in a three year period. Grants can be awarded up to \$10,000.

Emergency Need:

To initiate a request for an emergency or critical need, an agency representative shall email the Manager of Human Services and provide a short, one paragraph explanation of the need. If the need potentially meets the criteria of the Emerging Needs Fund, the agency will be invited to submit an application. Do not submit an application unless your agency is invited to do so. If you are invited to submit an application, please submit application information requested below.

Emerging/Critical Needs:

Applications for an emerging/critical need may be submitted on a quarterly basis on the following dates. The dates for 2017 are *(TBD based on when process has been approved.)*

Please submit application information requested below.

Application:

An application consists of a written responses addressing the bulleted items listed below and should be **no more than two pages in length TOTAL**. Up to four pages of supporting documentation may be attached to the application. Please include the following:

1. Brief history and mission of the organization
2. Indicate whether you are requesting funding in order to address an emerging, critical and/or emergency need
3. The cause of the unanticipated or non-budgeted costs for which there are no other resources
4. Why these needs has risen to the level of an urgent response
5. How many clients are affected and how?
6. What needs to be done to address the need? Describe any services/programs you plan to offer?
7. How will you address these human needs in the future?
8. Why these specific funds will only be needed once?
9. The past sources of the agency's resources and attempts to exhaust these and other options to cover the funding need and any other funders sought or already committed to addressing this emergency need. Include in-kind and voluntary contributions and collaborative assistance as well as financial support.
10. How City of Palo Alto funds will be used?
11. A budget narrative including a simple itemized expense and income budget for addressing the request. Please indicate the time period covered. Be sure to show how City of Palo Alto funds will be used.

Application Submittal

Applications may be submitted in any of the following ways:

Email: mary.constantino@cityofpaloalto.org

Fax: 650-856-8756

Mail: Cubberley Community Center,
4000 Middlefield Rd. #T2,
Palo Alto, CA 94303

In person: a map of Cubberley Community Center has been provided with this application

Policy - City of Palo Alto

Human Services Emerging Needs Fund

The City of Palo Alto traditionally allocates human services funding every two years through an application and selection process called the Human Services Resource Allocation Process (HSRAP.) This program funds human services organizations that provide services in a variety of areas as defined by a priority of needs established by staff and the Human Relations Commission. City Council gives final approval of these grant allocation.

The Emerging Needs Fund aims to assist nonprofit organizations serving Palo Alto residents with short-term urgent funding to address an unforeseen emergency need or an emerging/critical human services need. These grants are based on need and an agency may not receive funding more than once in a three year period. Grants can be awarded up to \$10,000. All grants are subject to the availability of funds.

Funding Categories

The Emerging Needs Fund assists nonprofits serving Palo Alto residents with a short-term urgent human service funding needs created by new and unforeseen events that has or will significantly interrupt essential services or addresses an emerging/critical need in the community.

Emergency Needs:

- An unforeseen event that has or will significantly interrupt essential services such as a natural disaster, storm damage, theft, equipment failure or similar such occurrence. (All applicants)
- A request that is time sensitive in nature and could not have been predicted or reasonably planned for. (All applicants)

Emerging/Critical need:

- An emerging or critical need that was not evident during the original funding period. (HSRAP grantee)
- An existing critical need for which normal funding is no longer available and for which a demonstrated human consequence will occur if funding is not obtained. (Non HSRAP grantees)

Current HSRAP grantees please note: this fund cannot be used as a mid-cycle funding source for support of ongoing needs not funded during the regular allocation cycle.

Generally, Emerging Needs Grants are not awarded for:

- Sectarian or religious purposes.
- Political purposes
- Supporting ongoing program work
- Paying expenses that should have been anticipated

Application Process

Emergency Need:

To initiate a request for an emergency or critical need, an agency representative shall email the Manager of Human Services and provide a short, one paragraph explanation of the need. If the need potentially meets the criteria of the Emerging Needs Fund, the agency will be invited to submit an application. Do not submit an application unless your agency is invited to do so. If you are invited to submit an application, please submit application information requested below.

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4. Why these needs has risen to the level of an urgent response
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6. What needs to be done to address the need? Describe any services/programs you plan to offer?
7. How will you address these human needs in the future?
8. Why these specific funds will only be needed once?
9. The past sources of the agency's resources and attempts to exhaust these and other options to cover the funding need and any other funders sought or already committed to addressing this emergency need. Include in-kind and voluntary contributions and collaborative assistance as well as financial support.
10. How City of Palo Alto funds will be used?
11. A budget narrative including a simple itemized expense and income budget for addressing the request. Please indicate the time period covered. Be sure to show how City of Palo Alto funds will be used.

Application Submittal

Applications may be submitted in any of the following ways:

Email: mary.constantino@cityofpaloalto.org

Fax: 650-856-8756

Mail: Cubberley Community Center,
4000 Middlefield Rd. #T2,
Palo Alto, CA 94303

In person: a map of Cubberley Community Center has been provided with this application

Review & Selection process

When reviewing Emerging Needs Grant applications we look for:

- Organizations that have the capacity to respond to the emergency, emerging and/or critical need and present a reasonable plan to address the need along with a sound financial plan
- Organizations and programs that meet a documented need of Palo Alto residents

Applications are reviewed by staff in the Office of Human Services along with a representative from the Human Relations Commission. The selection process may include follow-up questions, clarification of material submitted, requests for additional information, and/or an interview process or as deemed appropriate by Human Services staff.

The final decision is made by the Director of the Community Services Department.

Grant award & Reporting Requirements

All applicants will be informed via email regarding the status of their funding request two weeks of submission. All successful requests will be funded within two weeks after receiving an “invoice” by the organization.

Reporting requirements involve the submission of a simple report that describes the following:

1. How the funds were spent.
2. How the clients of the affected program/service were impacted as a result of the grant.
3. Progress on plans to address this need on an ongoing basis (if applicable.) The report will be due one month after the funds have been expended or three months after the Emerging Needs grant is awarded, whichever is earlier.

Additional Information

If you have any questions about the application or the application process, please contact Minka van der Zwaag, Human Services Manager at 650-463-4953 or minka.vanderzwaag@cityofpaloalto.org