



## HUMAN SERVICES COMMISSION AGENDA REPORT

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April 6, 2022  
Item 4

### **TITLE: REVIEW FY 2021/22 HUMAN SERVICES COMMISSION GRANT PROGRAM SEMI-ANNUAL REPORTS**

#### **SUMMARY**

Included for the Commission's review is the Human Services Grant Program Semi-Annual Reports for July to December 2021.

#### **RECOMMENDATION**

Review FY 2021/22 Human Services Grants Semi-Annual Reports

#### **FINANCIAL STATEMENT**

Of the \$713,349 grant funds awarded to the 19 projects, \$253,021 (~35%) has been expended or invoiced thus far, leaving a balance of \$460,328 (~65%) for the remainder of the fiscal year.

## **BACKGROUND**

As required in the guidelines for the City's Housing and Human Services Grant (HHSG) program, each agency receiving a grant must meet all applicable HHSG requirements including executing a City-Agency contract, submitting certificates of insurance, and maintaining a City of Pleasanton business license. Additionally, agencies are required to submit a Semi-Annual Report for each funded project by the due date. The first Semi-Annual Report was due January 15, 2022 and covers the period from July through December 2021.

The Semi-Annual Report provides an opportunity for agencies to share brief updates on projects including: the current status of the project; any significant actions taken during the reporting period; any modifications to the project since it received funding; amount of funds expended; and client statistics (number, household characteristics, and demographic data).

A total of 19 projects received funding. The detailed Semi-Annual Reports submitted by each agency for non-housing projects are included as Attachment 1.

## **DISCUSSION**

As noted in Attachment 1, all agencies except for two (Assistance League of Amador Valley and Chabot-Las Positas Community College District) submitted their Semi-Annual Reports by the January 15 deadline. Most of the agencies are making reasonable progress with their projects. Of the \$713,349 grant funds awarded to the 19 projects, \$253,021 (~35%) has been expended or invoiced thus far, leaving a balance of \$460,328 (65%) for the remainder of the fiscal year. This overall expenditure of funds is normal for the middle of the fiscal year. Several agencies have not yet invoiced for grant funds, although most have been providing services since the start of the fiscal year.

Staff does not see any significant issues or concerns and is working with all grant recipients on a regular basis to ensure that grant requirements are met and project funds will be expended in a timely manner.

Submitted by:



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Attachment:

1. Agency Semi-Annual Reports