

February 2, 2022  
Item 3

**TITLE: DISCUSS EVALUATION PROCESS AND MEETING FORMAT FOR FISCAL  
YEAR 2022/23 HOUSING AND HUMAN SERVICES GRANT PROGRAM  
REVIEW**

**SUMMARY**

The Human Services Commission will be reviewing the Fiscal Year (FY) 2022/23 Housing and Human Services Grant (HHSG) applications at its March 2, 2022 virtual meeting. To streamline the review and funding recommendation process, the commission should discuss the evaluation process and meeting format. Staff will answer any technical questions commissioners may have related to the use of ZoomGrants, the online grant software program.

**RECOMMENDATION**

Discuss evaluation process and meeting format for FY 2022/23 Housing and Human Services Grant program review.

**FINANCIAL STATEMENT**

There are no immediate costs associated with this process, until funding requests are approved by City Council action.

## **BACKGROUND**

Annually the Human Services Commission utilizes their February and March meetings to discuss, deliberate and recommend funding for the Housing and Human Services Grants Program. The Housing Commission reviews grant requests related to housing while the Human Services Commission reviews grant requests related to human services. Most years the Housing and Human Services Commissions are required to review/rate between 25 and 35 applications from Tri-Valley housing and human service providers.

## **DISCUSSION**

This year, the commission will again be reviewing the FY 2022/23 HHSG applications online with the ZoomGrants program that was implemented several years ago. In March, the commission will deliberate and provide funding recommendations for City Council consideration.

HHSG applications for FY 2022/23 were due Wednesday, January 19, 2022, by 11:59 p.m. 28 applications were received. Attachment 1 lists the 21 human services related applications. Applications for consideration by the Housing and Human Services Commissions have an aggregate funding request of just over \$1,382,000.

Commissioners were sent an email after the application deadline indicating that they could access the applications on ZoomGrants to start the review process. Applications will remain available for review until Sunday, February 6, 2022, at 11:59 p.m. Applications will still be viewable on ZoomGrants after that time; however, commissioners will not be able to modify entries.

At the February meeting, the commission should discuss the March meeting format in preparation for the 2022/23 HHSG recommendations. During the February meeting, commissioners will:

- Be able to ask clarifying questions regarding specific grant applications
- Decide which grant applicant agencies should provide presentations during the March meeting
- Receive the estimated amount of General Funds and Community Development Block Grant Funds available for the 2022/23 grant cycle.

At the March 2, 2022 meeting, city staff will provide recommendations and a summary of the commissioners' review in an agenda report for commission consideration.

Submitted by:



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Recreation Manager

Attachment:

1. Fiscal Year 2022/2023 Housing and Human Services Grant Applications Received through ZoomGrants - Summary