

# Consent Agenda

<b>Agenda Item #</b>	4D
<b>Meeting Date</b>	October 13, 2014
<b>Prepared By</b>	Sara Anne Daines HCD Director
<b>Approved By</b>	Brian T. Kenner City Manager

<b>Discussion Item</b>	Ordinance Authorizing Execution of Takoma Park Mini Grant Program Agreement
<b>Background</b>	<p>The Takoma Park Mini Grant Program, established by Resolution 2014-07, provides funding for small, community driven projects designed to create stronger, more connected neighborhoods, address community needs, and foster community pride. The program is intended to be administered by an outside entity which would, under contract with the City, assume responsibility for the solicitation of grant applications; review and approval of awards to eligible applicants; disbursement of grant funds; and monitoring of grant recipients. The activities of the selected entity and an accounting of funds are to be reported on a quarterly basis.</p> <p>In accordance with the City’s procurement procedures, a Request for Proposals was issued on April 28, 2014 for the administration of the program. Notice of the RFP was posted on the City’s website, and published in the Takoma Park Newsletter. The Takoma Foundation and First PIC, Inc. responded, submitting proposals by the June 2, 2014 deadline.</p> <p>Staff, having reviewed both proposals and, based on the organization’s past success administering a similar grant program and knowledge of the community, has recommended the award of said agreement to the Takoma Foundation. Though the cost of required services was not a primary factor in evaluating the two proposals, the administrative fee to be assessed by the Takoma Foundation was, at \$1,500, significantly less than that proposed by First PIC (\$14,985). If approved, the one year agreement could be renewed by the City Manager at his discretion for three additional one year terms.</p> <p>This Ordinance, originally scheduled for Council consideration on June 23, 2014, was pulled from the agenda at the request of the Takoma Foundation to allow for clarification of the structure of the proposed agreement.</p>
<b>Policy</b>	To provide grant funding to organizations in support of projects and programming which benefit the community.
<b>Fiscal Impact</b>	The FY15 budget includes \$12,000 for anticipated mini-grant awards and related program expenditures.
<b>Attachments</b>	Single Reading Ordinance
<b>Recommendation</b>	To approve the accompanying Ordinance
<b>Special Consideration</b>	The Takoma Foundation is a fund of the Community Foundation for Montgomery County and its parent organization, the Community Foundation for the National Capital Region.

Introduced by:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2014-**

**AUTHORIZING EXECUTION OF TAKOMA PARK MINI GRANT  
AGREEMENT WITH THE TAKOMA FOUNDATION**

WHEREAS, the Takoma Park Mini Grant Program (“Grant Program”) provides funding for small, community driven projects designed to create stronger, more connected neighborhoods, address community needs, and foster community pride; and

WHEREAS, the Grant Program is intended to be administered by an outside entity which would assume responsibility for the solicitation of grant applications; review and approval of awards to eligible applicants; disbursement of grant funds; and monitoring of grant recipients; and

WHEREAS, in accordance with the City’s procurement procedures, a Request for Proposals was issued on April 28, 2014 for purposes of entering into an agreement with a firm or individual to oversee the Grant Program; and

WHEREAS, two proposals were received by the June 2, 2014 deadline, and

WHEREAS, City staff has forwarded for consideration the Takoma Foundation, having found the organization to be the most responsive respondent given its past success in offering a similar grant program.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is hereby authorized to enter into a Takoma Park Mini Grant Program Agreement with the Takoma Foundation, a fund of the Community Foundation for Montgomery County, Community Foundation for the National Capital Region.

SECTION 2. The City Manager is further authorized to renew, as appropriate, such agreement for up to three additional one-year terms.

SECTION 3. This Ordinance shall become effective immediately.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2014 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: