



# AGENDA REPORT

Library and Community Services

<b>DATE:</b>	December 19, 2023
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	LaShonda White, Deputy City Manager, Community Services Ranjana Maharaj, Deputy Director, Community Services-Recreation Stephanie Ny, Associate Administrative Analyst
<b>Subject:</b>	Love Your Block (LYB) Mini-Grant Program Fiscal Years 2023-2025
<b>FINANCIAL IMPACT:</b>	<p>A total of \$80,000 is allocated for the Love Your Block Mini-Grant Awards Fiscal Year (FY) 2023-2025 grant cycle (01250051-400815-2GI01). Mini-grants will fund clean-up and beautification projects in the City of Richmond that will engage resident and community volunteers.</p> <p>Ninety percent (\$72,000) of the funding will be disbursed in FY 2023-2024, and ten percent (\$8,000) of the funding will be disbursed in FY 2024-2025 upon grantee submission and City staff review and approval of a complete final report package.</p>
<b>PREVIOUS COUNCIL ACTION:</b>	N/A
<b>STATEMENT OF THE ISSUE:</b>	The Community Services Department, in partnership with the City Manager's Office, Economic Development Division, is seeking approval of the guidelines and application of the Love Your Block Mini-Grant (LYB Mini-Grant) program for Fiscal Years 2023-2025.

<b>RECOMMENDED ACTION:</b>	APPROVE the Fiscal Years (FY) 2023-2025 Love Your Block Mini-Grant (LYB Mini-Grant) program guidelines, application, final report, and grant award agreement; and AUTHORIZE the City Manager or their designee to administer grant award agreements and disburse grant funds up to a total amount not to exceed \$80,000, upon selection of recipients – Community Services Department, Recreation Division (LaShonda White 510-620-6828/Stephanie Ny 510-620-6563).
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**DISCUSSION:**

Since 2015, Community Services Department’s Love Your Block (LYB) program has awarded 57 mini-grants totaling over \$250,000 to volunteer-based projects in Richmond. These mini-grants, in addition to other collaborative Love Your Block projects, have engaged over 3,300 resident and community volunteers in cleaning up and beautifying Richmond as well as building neighborhood unity.

A resolution was approved by City Council on December 17, 2019, approving a solid waste Franchise Fee adjustment of a 7.5 percent increase to develop I Heart Richmond. The funding can be used for: 1) compliance and enforcement of local and state solid waste reduction and recycling laws; 2) prevention of litter and blight; and 3) improving overall environmental quality and health.

A total of \$80,000 is allocated for the Love Your Block Mini-Grant Awards Fiscal Year (FY) 2023-2025 grant cycle for non-profit organizations with 501(c)(3) tax status and organizations utilizing a fiscal sponsor with 501(c)(3) tax status. Mini-grants will fund clean-up and beautification projects in the City of Richmond that will engage resident and community volunteers.

Mini-grant awards can be up to \$10,000, and the number of awards available is determined based on the amount of each award. Decisions regarding grant awards and amounts are based on a review panel consisting of community volunteers and City staff.

The Community Services Department, Recreation Division proposes to release the Love Your Block Mini-Grant Guidelines and Application on January 10, 2024, and applications will be due on Friday, February 23, 2024, at 11:59 p.m.

City staff is requesting approval of the FY 2023-2025 Love Your Block Mini-Grant guidelines, application, final report template, and grant award agreement, which will permit City staff to continue with the public release of these documents. The tentative schedule associated with the application is as follows:

Task	Date
Application Release	Wednesday, January 10, 2024
Office Hours	January and February, 2024
Application Deadline	11:59 pm on Friday, February 23, 2024
Grant Award Notification	End of March 2024
Grant Implementation Period	July 1, 2024 – April 30, 2025

Upon selection of the grantees, the Community Services Department, Recreation Division and each organization will enter into an agreement, and ninety percent of funds will be distributed in FY 2023-2024. Ten percent of funds will be distributed in FY 2024-2025 upon grantee submission and City staff review of a complete final report package.

For more information on the Love Your Block program and to access the application when it becomes available, visit: <http://www.ci.richmond.ca.us/3107/Love-Your-Block>.

**Policy Synergies**

The Love Your Block Mini-Grant program supports the direction and implementation of numerous City of Richmond policies and plans, including:

[General Plan 2030](#)

- Policy ED1.1 Safe, Well-Maintained Neighborhoods and Public Spaces
- Action ED1.B Neighborhood Revitalization Initiative
- Policy ED5.2 Safe and Walkable Streets

[Urban Greening Master Plan](#)

- Program 2-B Support urban greening initiatives by citizen action groups while following adopted industry best practices
- Program 3-F Support and encourage use of the City’s tool lending library

[Parks Master Plan](#)

- Policy PR2.1 High-Quality, Distinctive Parks
- Policy PR2.2 Safe Public Spaces and Facilities
- Policy PR2.3 Active Use and Natural Surveillance

[Climate Action Plan](#)

- Strategy GA1 Support Urban Tree-Planting Programs
- Strategy GA2 Support Local Agriculture and Food Production

**DOCUMENTS ATTACHED:**

- Attachment 1 – FY 2023-2025 Love Your Block Mini-Grant Guidelines
- Attachment 2 – FY 2023-2025 Love Your Block Mini-Grant Application
- Attachment 3 – FY 2023-2025 Love Your Block Mini-Grant Final Report
- Attachment 4 – FY 2023-2025 Grantee Award Agreement