

Menlo Park Belle Haven Mini Grant Initiative

Memorandum of Understanding (MOU)
January 1, 2017 – December 31st, 2017

Purpose

The purpose of this **MOU** is to articulate roles and responsibilities for the successful implementation of the Menlo Park Belle Haven Mini Grant program. The purpose of the Mini Grant Program is to provide resources for Belle Haven neighborhood: cleaning and greening and other aesthetic improvements initiated by residents; neighborhood based and initiated activities designed to improve sense of community; and for other activities supporting the neighborhood's priorities as identified in the Belle Haven Vision process.

Silicon Valley Community Foundation, the City of Menlo Park, and Belle Haven Community Development Fund will utilize the allocated City grant of \$25,000 to fund projects such as these examples and others meeting the purpose above with a funding cap of \$1000 per mini grant. Any mini grant above \$1000 will be reviewed by the City of Menlo Park:

1. Cleaning and greening
 - a. Front yard chain link fence removal / replacement through a list of approved contractors (preferably from the neighborhood) to be supplied by the City
 - b. Removal of window bars from street-facing windows through a list of approved contractors (preferably from the neighborhood) to be supplied by the City
 - c. Landscaping (preferably drought resistant native species not requiring irrigation). Residents interested in this area should contact the City's Environmental Programs office at 650-330-6720 or at recycle@menlopark.org.
 - d. Blight removal such as trash and junk removal, removal of dilapidated sheds and other accessory structures, painting, and neighborhood clean up activities
2. Sense of community
 - a. Block parties
 - b. Start up activities for neighborhood watch and other crime prevention trainings and meeting
 - c. Food and other expenses for neighborhood gatherings
 - d. Supplies and other support for cross-cultural dialogues and interactions
 - e. Activities promoting the use of public space for community building
3. Activities supporting Belle Haven Vision priorities
 - a. Youth development and mentoring activities
 - b. Recreation activities
 - c. Activities designed to reduce driving and improve traffic safety
 - d. Activities to expand partnerships with local businesses

- Ensuring that grant reviews are fair and potential conflicts of interest are avoided by recusing grant review committee members from the process during any time period in which there may be the appearance of a conflict of interest.

Payment Dates

The City shall pay Silicon Valley Community Foundation the grant funding allocation of \$25,000 upon receipt of a fully signed MOU and invoice. If at the conclusion of the grant cycle, there are unexpended funds, those funds should be returned to the City or at the City's discretion allow those funds to be carried over to the next grant cycle year and used for purposes that would benefit the program. Should the City Council find the program effective, the program may be extended into the next calendar year and additional funding may be allocated for the program.

Term of MOU

The term of this MOU shall run from January 1, 2017 through December 31st, 2017, unless any party to this MOU notifies the other parties, in writing, of its election to terminate the MOU.

Amendment of MOU

This MOU contains all of the terms and conditions agreed upon by all of the parties. No amendment or modification shall be valid unless made in writing and signed by all of the parties. No oral understanding or agreement shall be binding.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

City of Menlo Park

Cherise Brandell

Jan 23, 2017

Representative
City of Menlo Park

Date

Silicon Valley Community Foundation

Rebecca E. Dupras

Jan 19, 2017

Representative
Silicon Valley Community Foundation

Date

Belle Haven Community Development Fund

Juanita L. Craft

Jan 19, 2017

Representative
Belle Haven Community Development Fund

Date

AGREEMENT COVER SHEET

City Manager's Office
701 Laurel Street, Menlo Park, CA 94025
tel 650-330-6620

RECEIVED

JAN 25 2017



		Contract #: 2031
Project Manager: Derek Schweigart	Department: Community Services	Date: 1/23/2017
<input type="checkbox"/> Time Sensitive <input checked="" type="checkbox"/> New Agreement <input type="checkbox"/> Attest Only <input type="checkbox"/> Amendment Choose an item.		
First Party: Silicon Valley Community Foundation (SVCF)	Type of Agreement: Funding Agreement	
Agreement or Project Title: Belle Haven Mini-Grant Program MOU		
Purpose: The agreement is a MOU between the City of Menlo Park, Silicon Valley Community Foundation and Belle Haven Community Development Fund in the implementation of the Belle Haven Mini-Grant Program.		
Agreement Amount: \$ 25,000	Begin Date: 1/1/2017	End Date: 12/31/2017
Approved Budget: \$ 25,000	Budgeted YR: FY 2016-17	Available Budget: \$ 30,000 <i>25,800 as of 3/25/17 nk</i>
Account/Funding: 100-31003-5514		
Required Approval: <input checked="" type="checkbox"/> Department <input type="checkbox"/> City Manager <input type="checkbox"/> City Council		
<input type="checkbox"/> Language Modifications <input type="checkbox"/> Approved by City Attorney		
Summary of Modifications:		
Attachments: <input checked="" type="checkbox"/> Three (3) Copies of Agreement <input checked="" type="checkbox"/> Receive an electronic copy of the executed Agreement <input type="checkbox"/> Staff Report <input type="checkbox"/> Request to forward PO/Check Req to Finance <input type="checkbox"/> Prior Agreement/Amendments(s) for reference <input checked="" type="checkbox"/> Other/Comment- <u>staff will submit PO and invoice</u> <input type="checkbox"/> PO/Check Req		

Approval:

Supervisor *Assistant Director*
Chris Baugh
Department Head
[Signature]
Budget/Finance

[Signature]
City Attorney