

# CITY OF PALM DESERT STAFF REPORT

---

MEETING DATE: January 25, 2024

PREPARED BY: Veronica Chavez, Director of Finance

REQUEST: RESOLUTION UPDATING OUTSIDE AGENCY FUNDING PROGRAM  
GUIDELINES

---

## **RECOMMENDATION:**

Adopt a resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, UPDATING THE OUTSIDE AGENCY FUNDING PROGRAM GUIDELINES."

## **BACKGROUND/ANALYSIS:**

The City of Palm Desert's Outside Agency Funding Program provides annual grants to non-profits, schools, and community-based organizations that deliver some of the unmet needs and services that serve the City of Palm Desert and its residents.

The program guidelines were most recently updated in 2019. In keeping with the City's goals to improve efficiency and accountability utilizing best practices, additional revisions are being suggested at this time.

Below lists the summarized suggested changes:

1. Simplify program name to Outside Agency Funding Program.
2. Adds clarifying information to definition of "Completed Application."
3. Clarifies requirement for follow up documentation on outcomes and reporting.
4. Clarifies what types of uses funds may or may not be used for in order to qualify.
5. Defines what a "special circumstance" is in relation to exception to the application period.

Each of these changes provides for full program application transparency to the community and organizations interested in applying for grant funds.

## **Legal Review:**

This report has been reviewed by the City Attorney's office.

## **FINANCIAL IMPACT:**

There is no direct financial impact with this action.

## **ATTACHMENTS:**

1. Resolution
2. 2024 Outside Agency Program Guidelines
3. Redline Version of 2019 Guidelines