



City of Arts & Innovation

Finance Committee Memorandum

TO: FINANCE COMMITTEE MEMBERS **DATE: JANUARY 10, 2018**

FROM: OFFICE OF ORGANIZATIONAL PERFORMANCE AND ACCOUNTABILITY **WARDS: ALL**

SUBJECT: RECOMMENDED CHANGES TO SIMPLIFY, STREAMLINE AND EXPEDITE THE CITY'S GRANT APPLICATION APPROVAL PROCESS - DIRECT SUBMITTAL

ISSUE:

Receive, review, provide input on, and recommend to the City Council approval of changes to the City's grant application approvals, intended to simplify, streamline and expedite application for and acceptance of grant funding.

RECOMMENDATION:

That the Finance Committee receive, review, provide input on, and recommend to the City Council approval of changes to the City's grant application approvals, intended to simplify, streamline and expedite application for and acceptance of grant funding.

BACKGROUND:

On April 21, 2017, the Office of Organizational Performance and Accountability (OOPA) assumed responsibility for grant administration within the City. To enhance and strengthen the City's existing grants administration process, OOPA has focused on the following activities:

1. Update/enhance the existing internal SharePoint grants management database;
2. Create an external City webpage to publish relevant grants-related data;
3. Review the existing process for grant application and acceptance;
4. Update the existing grants management guidelines (contained in an administrative manual document); and
5. Conduct Citywide grants training.

The City grants webpage has been created and the grants management database has been updated; both sites are active and will undergo enhancements on a continual basis. Citywide grants training will be conducted upon final approval of the grants management guidelines and completion of a grants training manual.

DISCUSSION:

The grants management guidelines have been updated and a final version is currently under review. A key component of these internal guidelines is the approval of grant applications. Staff is recommending changes to the approval process to simplify, streamline and expedite application for and acceptance of grant funding. Some of the proposed changes require City Council approval, as summarized in the table below.

Recommended Changes to City's Grant Application Approvals

Current	Proposed
If a grant requires matching City funds in any amount, the grant application must be submitted to the City Council for consideration and approval prior to submittal to the funding agency	<p><u>City Council</u> Approves grant applications for grants greater than \$50,000, grants of any amount that require unbudgeted matching funds, and grants that otherwise require City Council approval by the grantor.</p> <p><u>City Manager</u> Approves and signs grant applications for grants greater than \$25,000 but less than \$50,000 and for which matching funds are up to \$50,000 and have been budgeted.</p> <p><u>Department Director</u> Approves and signs grant applications for grants up to \$25,000 and for which matching funds are up to \$25,000 and have been budgeted.</p>
If a grant application does not require matching funds, the application must be submitted to the City Council for consideration and approval	If the grant does not require matching funds , departments are allowed to submit grant applications in a timely manner within submittal deadlines; department head approval is required.
If a grant application requires the approval of the City Council, the application must be submitted to the City Council for consideration and approval	Unchanged - same as current.

FISCAL IMPACT:

There is no fiscal impact associated with this report. However, the recommended changes will help simplify, streamline and expedite grant applications, potentially generating additional grant revenue for the City.

Prepared by: Cheryl Johannes, Manager, Office of Organizational Performance & Accountability
 Approved by: Marianna Marysheva, Assistant City Manager
 Certified as to availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Grant Administration Internal Guidelines (Administrative Manual)
2. Presentation