RECOMMENDED CHANGES TO SIMPLIFY, STREAMLINE AND EXPEDITE THE CITY'S GRANT APPLICATION APPROVAL PROCESS

Office of Organizational Performance and Accountability

City Council
February 13, 2018

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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.

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DISCUSSION

1. The grants management guidelines have been updated and a final version is currently under review.

2. A key component of these internal guidelines is the approval of grant applications.

3. Staff is recommending changes to the approval process to simplify, streamline and expedite application for, and acceptance, of grant funding.

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RECOMMENDED CHANGES TO 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	**City Council** 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. **City Manager** 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. **Department Director** 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.
If a grant application **does not require** matching funds, the application must be submitted to the City Manager 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.

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RECOMMENDATION

That the City Council receive, review, and provide input on the changes to simplify, streamline and expedite the city's grant application approval process.

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