



*City of Arts & Innovation*

# City Council Memorandum

---

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: FEBRUARY 13, 2018**

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

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

## **ISSUE:**

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

## **RECOMMENDATION:**

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

## **COMMITTEE RECOMMENDATION:**

The Finance Committee met on January 18, 2018 with Chair Steve Adams, Vice Chair Chuck Conder and Member Mike Soubrouse present to receive, review, and provide input on changes to the City's grant application approval process, intended to simplify, streamline and expedite application for, and acceptance of, grant funding. After discussion, the committee unanimously voted to forward the changes to the City Council for review and additional input.

## **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.

During the past eight months, OOPA has lead the development of a City grants webpage and updated the grants management database; both sites are active and will undergo enhancements on a continual basis.

### **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 process for approving the submission 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. Citywide grants training will be conducted upon final approval of the grants management guidelines and completion of a grants training manual.

#### **Recommended Changes to City's Grant Application Approval Process**

<b>Current</b>	<b>Proposed</b>
If a grant <b>requires</b> 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 <b>greater than \$50,000</b>, grants of any amount that require <b>unbudgeted matching funds</b>, 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 <b>does not require</b> matching funds, the application must be submitted to the City Manager for consideration and approval	If the grant <b>does not require matching funds</b> , 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 and 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

Concurs with;

  
Steven K. Adams, Chair  
Finance Committee

Attachments:

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