



COMMUNITY DEVELOPMENT DEPARTMENT

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Director

Building and Safety
Comprehensive Planning
Current Planning
Development Review
Economic Development
GIS
Grants Administration

Grants Administration Monthly Report July 30, 2010

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Background: In January 2010, the City Council adopted a comprehensive Grants policy. Since that time, the Grants Team has continued to make significant progress building on actions and initiatives to modernize the city's grants administrative and management practices. The team has focused on strengthening city accountability structures and management processes to assist departments to strengthen grants administration practices. In addition, the grant team continues to clarify roles and authorities in the grant policy, grant program development, and grant service delivery.

On-going actions to strengthen program administration involve six initiatives: ensure payments meet financial and program requirements; check and correct problem files; equip and support staff; ensure accountability for results; get the best advice available; and report progress to the public and staff. Within each point are a series of on-going actions that have been undertaken in order to carry out the mission of grants administration:

Grants Administration Action Plan	Status
1. Provide clear direction on expectations regarding grants policies and procedures and support needed	Ongoing
2. Seek the views and concerns of program and financial staff at federal, state, regional and local offices regarding issues relating to the management of grants; incorporate the results as appropriate	Complete (activities continue)
3. Determine needs and conduct training to ensure staff have the knowledge necessary to carry out the grant tasks expected	In-progress and Ongoing
4. Provide better tools to simplify management and monitoring of projects	Partially Complete
A. Inventory and gap analysis of tools:	In progress
B. Identify products:	Complete

C. Develop products:	Complete—policy, Grant Set Up form, Grant Disbursement Form, In progress model file - checklists, compliance check list
D. Address Operational Policy Issues:	Under Review: Advances, Advance Coding, Monitoring, Lapsing Funds,
E. Design Grants Administration web site:	In progress – August completion date
F. Provide training on existing Finance process and procedures:	Ongoing
G. Develop Internal SharePoint computer systems to assist management & control:	Research complete, begin implementation phase one in Fall 2010 October-will be used as primary grant management information system
5. Determine needs and conduct training to ensure staff have the necessary knowledge to process grants and meet compliance requirements	Partially Complete
A. Develop a training strategy	Started 6/10 – In progress
B. Develop skills profile	In progress
C. Develop a needs assessment tool	In progress
D. Conduct needs assessment	In progress
E. Identify requirements, assess and enhance training material:	Minimum requirements identified - Ongoing: Proposal Writing Basics. Budget Basics, Grant Monitoring 101, Grant Compliance 101, Grant Files 101, Grant Financial Requirements 101 Develop training Materials, schedule training modules, develop Grants Operations Manual

F. Deliver training	Ongoing
G. Develop general and specific rules on Grants for employees:	Complete
H. Support employees working with grants	Ongoing (activities continue)
6. Provide Monthly Update Reports to City Manager in two parts <ul style="list-style-type: none"> • report activities and updates via email • post reports on website <p>As information on program results becomes available, either through new grants received or completed, it will be included in the City Manager's and/or Director's Oral reports to City Council, additionally, grants requiring city cash match or contract approval by Council are reported via staff report at City Council meetings.</p>	Ongoing
7. Review and confirm or amend accountability and management structures and work processes (including, e.g., segregation of duties, post-audits) relating to grants, to ensure clarity and effectiveness	Complete and Ongoing
8. Keep staff informed through emails and progress bulletins	Ongoing
9. Get outside expert advice to assess and comment on adequacy of action plan, grants processes and procedures and incorporate their advice into action plan and procedures	Ongoing
10. Exchange information and best practices with other municipalities, state and federal departments that manage significant grants programs	Ongoing
11. Draw on expertise of experienced local, regional and national grants staff	Complete
12. External Communications – inform grant sponsors and partners of plans and progress	Complete and Ongoing
13. External Communications – release media updates and briefs as grants are received and major accomplishments reported.	Ongoing
14. External Communications – correct misinformation as appropriate	Ongoing
15. External Communications – update website as new information is available	In progress
16. Internal Communications – develop a communications strategy that will provide regular communications with all staff using a variety of formats including bulletins, web site, intranet and e training, etc.	In progress
17. Internal Communications – CM and Finance Director will schedule roundtable discussions with staff on grant processes, procedures and accomplishments	Pending

Since the July Grants Update, the following additional activities have been undertaken:

- On-going follow-up with federal delegates on federal appropriations request to Nevada Congressional Delegates. On-going monitoring through December 2010.
 - Meeting with Mayor and Senator Reid's staff to review community needs and appropriation requests.
 - On-going dialogue with Senator Ensign's staff regarding funding opportunities and trends.

- U.S. Department of Energy - Energy Strategy Grant completed the Energy Sustainability web-pages as proposed in scope of work. Completed financial and reporting requirement; responded to multiple contacts by DOE Project Manager.
- Began development of Grant Administration web-site components; drafted information and link pages; federal regulations, grant writing resources, important links, etc.,
- Began research and development of employee grant training modules; researched MS SharePoint services to implement E-virtual grant training program for staff: Grants 101, Glossary of Grant Terms, Compliance 101, etc.,
- Submitted required reports and updates on Bureau of Justice grant. Grantor authorized communications equipment for city. Working with IT on communications project to enhance emergency and citywide communications and save on cell phone expenditures.
- Continued on-going participation as Coalition Member with Lyon County Brownsfield Grant. Coalition members assessing participation in second grant application.
- Multiple contacts with State of Nevada CDBG; rural housing needs, impediments to fair housing. Applications due in December.
- Assisted Parks with application process for National Park Service's Land & Water Conservation Fund for improvements at Out of Town Park.
- Received formal notification from State of Nevada Department of Transportation of Notice to Proceed on Safe Routes to School grant.
- Continue processing DHHS Emergency reimbursement grant; set up reimbursement process with state of Nevada so that the city does not have to advance approximately one million dollars. Submitted disbursement requests in the amount of \$1,088,122.80.
- Continued research with Finance for process implementation and coordination with U.S. Department of Labor to secure a federally negotiated indirect rate for the City of Fernley.
- Compiled funding trends and compliance assistance process to present to Management Team for grant training of staff.
- Continued monitoring and tracking of appropriations bills through Congress. Compiling data for Fall report.
- Continued participation with Human Resources and Finance and union with processing the reorganization plan.
- Met with Burning Man Government Affairs staff to develop tourism plan and campaign to capture Fernley's share of tourist dollars into our local commerce. Grant application due late September.
- Began preparation for annual City Audit. Requested grant information, updates, copy of grant awards from Department Manager's.