

### INTEROFFICE MEMORANDUM

June 4, 2012

**MEMO TO:** J. Russell Allen  
City Manager

**FROM:** Catherine Clark, Grants Administrative Program Manager  
Sharon Brooks, Grants Fiscal Manager

**SUBJECT:** Budget Note 21 – FY13 Grants Program Update

In summer 2011, the City initiated a centralized grants management program in response to the changing grants environment since the American Recovery & Reinvestment Act (ARRA), which requires the City to employ strong monitoring efforts and compliance features. Since that time, we have implemented several new procedures to strengthen the coordination of all City grant activities from grant application through grant closing.

Internal procedural improvements include:

- The institution of a Grants Executive Review Committee to assess each grant application prior to submission with attention paid to grant's fit within the scope of the City's mission and its cost-benefit;
- An analysis of implementation, administrative and post-award costs;
- An award set up process that incorporates the involvement of other city departments who have a role in the grant's implementation;
- A schedule for programmatic and financial reporting to ensure compliance with grantor requirements;
- Review of all financial reports prior to submission to confirm accuracy with the general ledger;
- Oversight of drawdowns and receipt of grant funds to confirm that they are conducted in a timely manner; and
- A written description of individual roles and responsibilities and the steps in the grants process from application to closing.

As part of this effort, we are also enhancing our communication with City Council and the public regarding our grants activities. Specifically:

- Beginning next fiscal year, Council will receive a monthly update on the status of grant applications and awards. See attachment A for a sample.
- Council will be asked to approve grants with an unbudgeted match requirement of more than \$50,000 prior to submission of an application.
- Council will continue to approve acceptance of grant awards that require budget amendments.

- Annually, the City will publish a summary report of the achievements of grant projects completed during the year. The report will also list awards accepted during the fiscal year that support the City's future work.

The following table itemizes all anticipated grant matches for FY13 that exceed \$50,000. These grant matches are included in the FY13 proposed budget and approved by Council upon budget adoption.

<b>FY13 Budgeted Grant Matches over \$50,000</b>			
<b>Department</b>	<b>Expected Grantor</b>	<b>Purpose</b>	<b>Estimated Match</b>
Police	US Drug Enforcement Agency via Durham PD	Overtime pay for officers to address drug trafficking	\$70,000 among all grants
	NC Governor's Crime Commission	Overtime pay for officers to address illegal distribution of prescription drugs	
	NC Governor's Highway Safety Commission	Traffic safety equipment and initiatives; Security equipment	
Community Development	HUD	HOME Program	\$300,000
Transit	TJCOG	Salaries and expenses for Travel Demand Management position	\$50,000
	Federal Transit Administration	Salaries and expenses for transit planners	\$80,000
		Maintenance and replacement of bus fleet	\$1,200,000
Community Services	Corporation for Community & National Service	Foster Grand Parent Program	\$150,000 among all grants
		Retired Senior Volunteer Program	
IT	Corporation for Community & National Service	Salaries and expenses to support Digital Connectors Program	\$100,000
Parks & Recreation	NC DENR	Greenway construction	\$500,000
	NC Department of Public Safety via Wake County	Youth development initiatives	\$50,000

Please let us know if you would like any additional information about the City's grants management efforts.

# Attachment A – Sample Monthly Grant Update

## CITY OF RALEIGH

### INTEROFFICE MEMORANDUM

May 10, 2013

**MEMO TO:** J. Russell Allen, City Manager  
**FROM:** Catherine Clark, Grants Administrative Program Manager  
**SUBJECT:** April 2013 Grants Update

For FY13 through the end of April, the City has been awarded 37 grants valued at \$20.3 million.

The following grants were awarded in April 2012:

1. **Facility Energy Audit Grant:** N.C. Department of Natural Resources grant to audit the energy efficiency of two City of Raleigh facilities. (*Office of Sustainability*)

Grant Awarded: \$24,000                      City Match: \$0

The following grant applications were submitted in April 2012:

2. **Homelessness Prevention Grant:** U.S. Housing & Urban Development grant amendment to support homelessness prevention and provide permanent housing and supportive services to chronically homeless households. (*Community Development Department*)

Grant Request: \$61,133                      City Match: \$0

3. **Volunteers in Service to America Grant:** Corporation for National & Community Service grant for three AmeriCorps VISTA volunteers. One will work to recruit, train, and coordinate volunteers for the COR Foster Grandparent Program. The Raleigh Business and Technology Center will be the subrecipient of the other two VISTAs; they will provide reintegration services, job training, and job placement for veterans. (*Community Services Department*)

Grant Request: 3 VISTA volunteers      City Match: \$6,000

The following grants closed out in April 2012:

1. **Youth Mentor Grant:** This Department of Justice grant paid retired officers to serve as youth mentors at local community centers and sworn officers to conduct policing initiatives to address specific crime problems. More than 230 at risk youth participated in the programming offered at five community centers throughout the City. (*Police Department*)

Grant Funded: \$108,923                      City Match: \$0