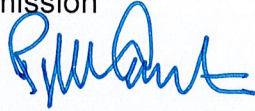


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM
CM18-184

DATE: June 6, 2018
TO: Honorable Mayor and City Commission
FROM: Roger M. Carlton, City Manager 
SUBJECT: Grants Quarterly Update – Quarter Ending March 31, 2018

We are pleased to provide a Grants Quarterly Update for the period ending March 31, 2018.

As background, the Grants Office was established to centralize grants management and grants development activities including accounting, compliance, identification of grant opportunities, coordination of City-wide applications, and training. The City Commission was previously advised that as part of the ongoing development of the Grants Office, periodic reports would be provided regarding the progress of grant proposals, outcome, expenditures, financial status of current grant contracts, and general program activities.

The following outlines notable activities of the Grants Office during the second quarter of the fiscal year. It must be noted that while the core area of responsibility of the Grants Office is grants management (post-award) which includes compliance, accounting and audits; grant research and grant writing is also provided as a value-added service.

Grant Research & Referrals

The Grants Office provides grant research and referral services to City Departments. Research is primarily conducted through eCivis, a grants database that the City subscribes to since July 2017. As grant opportunities are identified, they are reviewed for eligibility and referred to appropriate department(s) for consideration and ultimately the submission of an application. Grant research activity is summarized below. Grant research activity reports are also provided for reference (*please see attachment 1 – eCivis Research Activity Reports*).

Grant notices reviewed in FY2016/2017 (July – Sept)	197
Grant notices reviewed in FY2017/2018 (Oct – March):	491
Grant notices reviewed during quarter 2 (Jan – March):	194

The Office is currently working on a Grants Survey for Departments to identify projects and programs that are in need of supplemental grant funding. Survey results will guide grant seeking efforts and maximize grant research efficiency.

Survey results will be utilized to setup automatic grant search engines in eCivis. These will produce email alerts when a grant of interest becomes available. Survey results will be provided on the next quarterly update.

Applications

In an effort to coordinate grant applications Citywide, the Grants Office generated a list of pre-selected grant opportunities for the fiscal year. A total of 38 grants were identified by City Departments based on alignment with their projects, goals and initiatives. The submittal of these applications was authorized by the City Commission on October 4, 2017 (Resolution No. 2017-130). As these grants become available, the Grants Office follows up with corresponding Departments regarding the preparation of proposals. In addition to the targeted opportunities, the Grants Office, as well as Departments, continue to expeditiously identify and pursue other opportunities as they become available.

As of the date of this report, 26 applications have been completed and submitted to grantors (*please see Attachment 2 – Grant Applications and Subsidies 2017/2018*). Funds requested total \$11.2 million.

In comparing prior to current fiscal year applications, fiscal year 2017/2018 has already surpassed fiscal year 2016/2017 by 25%. The target for the year is to reach or exceed a 50% increase in submittals.

Applications

Fiscal Year 2016/2017:	21
Fiscal Year 2017/2018 (to date):	26
Increase:	25%

New Grant Awards & Subsidies

As of the end of the reporting period, a total of \$310,237 have been received in new grant awards and subsidies.

1. High Visibility Enforcement Grant	\$ 13,500
2. Bulletproof Vest Partnership	\$ 6,773
3. Enhanced Marine Law Enforcement	\$ 58,304
4. Community Bus Service	<u>\$231,660</u>
	\$310,237

New Contracts and Funding Notices

The City is in receipt of \$486,439 in contracts and funding notices. Contracts are in various stages of the execution process while funding notices serve to advise the City that an application has been selected for funding and a contract will follow.

1. Safe Routes to School Grant Program 2017 (<i>Notice of Funding</i>)	\$394,749
2. Local Services Program (<i>Contract</i>)	\$ 88,744
3. Emergency Food & Shelter Program (EFSP) Phase 35 (<i>Contract</i>)	<u>\$ 2,946</u>
	\$486,439

Grant Amendments – Additional Funding

The City was awarded additional grant funds in the amount of \$6,678,615 to support police overtime related to pedestrian and bicycle safety, senior services, and the NE Quadrant Drainage Project. Additional funding per grant:

1. High Visibility Enforcement Grant	\$ 3,000
2. Older Americans Act Grant (Jan – June 2018)	\$ 49,302
3. Hazard Mitigation Grant – NE Quadrant Drainage Project	<u>\$6,626,313</u>
	\$6,678,615

Grant Portfolio

The City's fiscal year 2017/2018 grant portfolio includes 26 grant agreements (active and closed during the year) with a collective value of \$4.1 million and an available balance of \$2.5 million for the current fiscal year. After expenditures for the quarter, the remaining balance is \$1.7 million (*please see Attachment 3 – Grant Awards Master List 2017/2018*).

Accounting

In collaboration with the Finance and Budget Departments, grant accounting was revamped in fiscal year 2016/2017 to account for grants in a dedicated grant fund. Quarterly reconciliations are now standard Grants Office procedure. This ensures transparency and supports the audit and year-end process.

Compliance

Compliance is a shared responsibility between the Grants Office and City Departments. The role of the Grants Office is to oversee grant contracts to ensure that the City is in compliance with the terms and conditions of each grant award. A grant process, as well as internal controls, have been designed and documented as part of the new Grants Administrative Policy. This policy, once adopted, will be the guiding document for both the Grants Office and City Departments. It will familiarize staff with the Grants Office and its operation; and establish internal controls and guidelines for the research, application, acceptance, and financial administration of grants.

As previously reported, the first draft of the Grants Administrative Policy was completed and submitted for review and comments to Grant Liaisons. A second draft was produced to incorporate feedback and recommendations received. During the reporting quarter, a third draft was submitted for Deputy City Manager's review and comments. A final draft is circulating for final approvals (*please see Attachment 4 – Grants Administrative Policy and Procedures Manual*).

As part of the newly implemented internal controls, the following procedures have been put in place:

- Grant expenditures are reviewed and approved by the Grants Office as part of requisition workflow.

- Requests for reimbursements and financial grant reports undergo a review process to ensure that the accounting is reconciled to the MUNIS system for every grant.
- Grantor payments received are reviewed by the Grants Office to ensure proper grant coding.
- Grant accounts are reconciled on a quarterly basis and adjustments made when necessary. This is done in collaboration with the Finance Department.
- Requests for grant budget appropriations (for new agreements and amendments) are initiated by the Grants Office and reviewed and approved by the Budget Department. Requests for grant appropriations and grant budget modifications are honored by the Budget Department only if initiated by the Grants Office.
- Year-End Grant Schedules and accounting entries are prepared by the Grants Office and reviewed by the Finance Department.
- The Grants Office participates in grantor audits and monitoring visits by providing support services to Departments.

Grant Writing

In order to support Departments with their grant writing efforts, outsourced grant writing was approved and funded by the City Commission. Funding will provide writing assistance for approximately 17 of the 38 proposed applications for the year.

In an effort to achieve the year's goal, the Grants Office also provides grant writing assistance. This service is offered on a limited basis and as time permits. The goal is to save grant writing dollars whenever possible. Grant writing statistics are shown below:

Grants Written by Outsourced Grant Writer:	6
Grants Written by Grants Office:	4
Grants Written by Applicant Departments:	<u>16</u>
Total Applications Prepared to Date:	26

Year-End Audit

The City undergoes an annual audit as required by the Single Audit Act and per grant agreement requirements. The Grants Office coordinated the City's Single Audit and worked in collaboration with the Finance Department, on grant related year-end activities.

Per the new Uniform Grant Guidance (2CFR 200), the threshold to qualify for a State and/or a Federal Single Audit is \$750,000 in grant expenditures per year per funding source. The City exceeded this threshold in both State and Federal grant expenditures, and as such, both a State and Federal Single Audit were conducted. Single Audit results will be provided in the form of a Compliance Report and will accompany the City's 2016/2017 Comprehensive Annual Financial Report (CAFR).

Grantor Audits and Monitoring Visits

The Grants Office directly or indirectly participates in grantor audits and monitoring visits. The role of the Grants Office is to support the audited Department with requests for

financial information and to ensure that this information is reviewed and reconciled prior to submittal to grantor.

During the reporting period, the Grants Office participated in audits/monitoring visits as follows:

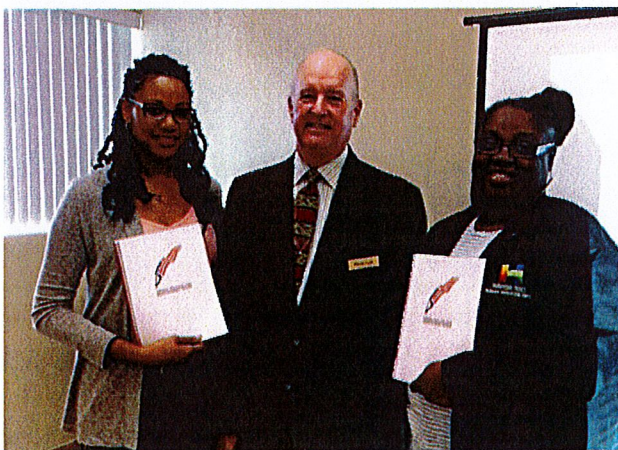
1. Supported the Police Department during the Broward Sheriff's Office audit of the Justice Assistance Grant.
2. Supported the Police Department during the Broward Sheriff's Office follow-up visit for the Justice Assistance Grant.
3. Facilitated the reconciliation of the Older Americans Act Grant for the Area Agency on Aging Audit conducted at the Hepburn Center.
4. Supported the Public Works Department during the Broward County's Community Development Block Grant monitoring visit.

Training

Due to budget constraints, this service has been provided through a strategic partnership with a grants training organization.

For the first time, the City of Hallandale Beach partnered with Grant Writing USA to bring professional grant writing and grant management training to the City. Grant Writing USA is a grants training provider that is well known for its outstanding grant writing workshops. The objective of the collaborative effort is to bring professional development opportunities to City staff, free of charge, and at the same time showcase the City to community partners and grant professionals in South Florida.

To date, a two-day Grant Writing Workshop and a two-day Grants Management Workshop have been held at the Cultural Community Center. On both occasions, the Grants Office was able to extend invitations for City Staff to attend training. Through this partnership, the Grants Office has offered professional development opportunities to staff, free of charge, and has saved \$3,500 in training costs (*please see Attachment 5 – Grants Writing USA*).



Grant Writing – October 2017



Grant Management – January 2018

Disaster Recovery

Previously Reported:

- Hurricane Matthew

In collaboration with the Fire and Human Resources departments, documentation was assembled and project worksheets were formulated and submitted to FEMA for reimbursement. Reimbursement from FEMA (75%) as well as the State (12.5%) was received in October. A total of \$33,342 was secured as reimbursement for City expenditures related to Hurricane Matthew.

Update:

- Hurricane Irma

In collaboration with all City Departments, the Grants Office continues to gather documentation and assemble project worksheets for reimbursement of City's costs related to Hurricane Irma. Due to the magnitude of this disaster, the level of effort on the City's part, and the cost associated with it, the reimbursement process is much more complex this year. For this reason, the documentation and FEMA review process is still ongoing.

Preliminary estimates indicated that the City would incur approximately \$1.8 million in disaster related expenditures. However, as of May 22, 2018 hurricane expenditures amount to \$1.5 million (\$1.3 million actuals and \$230,000 open encumbrances). This number is not final due to the fact that the City has yet to finalize payments for debris removal and monitoring services.

As previously reported, reimbursement is generally calculated at 75% federal, and 12.5% State, for a total of 87.5% of the final amount approved by FEMA (exceptions may apply where reimbursement is higher on certain days during the disaster period). As mentioned above, the total reimbursement amount is not yet available as the City is currently working on finalizing payments for outstanding debris related services and as FEMA continues to review documentation for eligibility and reimbursement calculation.

The following is the latest estimate based on current MUNIS data:

Expenditures as of May 22, 2018 (including encumbered funds):	\$1,543,492
Estimated Federal Reimbursement:	\$1,157,619
Estimated State Reimbursement:	\$ 192,937
Estimated Equipment Reimbursement*:	\$ 45,000
Estimated Direct Administrative Cost*:	\$ 61,740
Total Estimated Reimbursement:	\$1,457,296

*Equipment and direct administrative cost reimbursement is not based on actual City expenditures. Equipment reimbursement is based on usage of City owned equipment (ambulances, police vehicles, generators, etc.) at FEMA pre-determined hourly rates. Administrative Cost is calculated as a straight 4% of total eligible expenditures per the new FEMA Direct Administrative Cost guidelines.

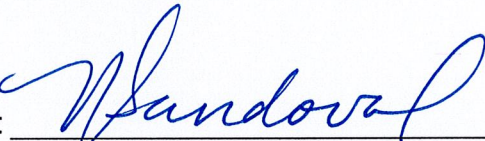
Priorities for Quarter 3

- Finalize Project Worksheets for Hurricane Irma
- Coordinate and/or assist with the submittal of grant applications due between April and June
- Conduct a Departmental Grants Survey to better guide grant seeking efforts

Attachments

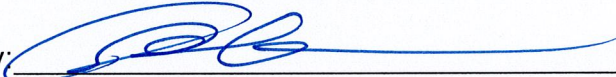
1. eCivis Research Activity Reports
2. Grant Applications & Subsidies 2017/2018
3. Grant Awards Master List 2017/2018
4. Grants Administrative Policy (Draft)
5. Grants Writing USA

Prepared By: _____



Noemy Sandoval, Grants Manager

Reviewed By: _____



Jeremy Earle Ph.D, AICP, Assistant City Manager