


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** June 7, 2017  
**TO:** Honorable Mayor and City Commissioners  
**FROM:** Roger M. Carlton, City Manager   
**SUBJECT:** Request for Funding - Proposed City-wide Grants Program

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Staff respectfully requests financial resources to fund a City-wide Grants Program in fiscal year 2018.

Background:

A recent review of the City's grants and related processes indicate that grants management is an area that requires attention and offers an opportunity for improvement. The current grants process (both pre-award and post-award) is decentralized, allowing departments to conduct grant activities without standardized procedures, internal guidelines or inter-departmental coordination. This process makes the City prone to weak internal controls that result in instances of non-compliance, lost funding and possible missed funding opportunities.

Moreover, as a result of current practices, the City is unable to readily identify the availability of City-wide grant resources or City financial share/match commitments for budgetary, planning and audit purposes.

History:

The City's challenges in the area of grants management are reflected on the Single Audit Report for six consecutive years in which the City was found to be in non-compliance or unable to qualify as a low-risk auditee.

Most recently, during fiscal year 2016, the City returned \$25,000 to the Department of Justice due to non-compliance with program guidelines and spent \$14,000 in additional audit costs related to DOJ and FDOT grants.

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Proposed Action:

Staff proposes to implement a City-wide Grants Program that will not only address areas of immediate need but will also offer additional support, tools and training for staff in order for them to develop the skills necessary to identify and pursue grant funding effectively and efficiently as part of a coordinated inter-departmental effort.

The proposed program will focus on providing pre-award, post-award and training services to all departments and the centralization of City-wide grant activities and operations. As part of pre-award activities, the program will offer tools to identify grant opportunities more efficiently; provide grant writing services for new or complex applications and those that have not been successful in the past; and will provide cost effective training opportunities to all staff involved in the grants process. Post-award activities will include close financial monitoring and internal controls tailored to each grant award and contract.

Intended Outcome/Benefits:

The implementation of a robust grants program will provide adequate internal controls and financial oversight of the City's grant resources, limit the City's exposure to liability, support staff development, increase grant applications; and potentially increase grant awards that will provide additional revenue to support City programs and services.

Fiscal Impact:

Funds requested total \$40,000. Funding will be used for a part time grant writer(s) who would be retained as a consultant(s) when needed, license fees for eCivis software that would allow staff to research and locate grants, and training.