

COMMUNITY DEVELOPMENT DEPARTMENT

Fred R. Turnier, AICP
Director

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

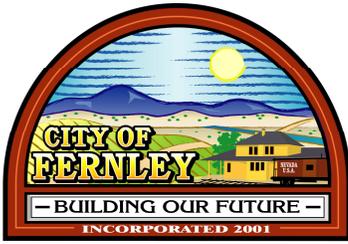
Grants Administration Activity Report August 30, 2010

To: Greg Evangelatos, City Manager
Fred Turnier, Community Development Director
Mel Drown, Finance Director

Prepared by: Leslieann Hayden, Grants Administrator

Activities this month focused primarily on development of the Grants Administration web pages, external communications, and research and development of staff grant training needs. On-going actions to develop and strengthen program administration as outlined in the Grants Action Plan continue as noted below.

- On-going follow-up with federal delegates on federal appropriations request to Nevada Congressional Delegates. On-going monitoring through December 2010.
 - Meeting with Senator Reid's staff in Reno to review community needs and appropriation requests.
 - Continued dialogue with Senator Ensign's staff regarding funding opportunities and trends.
- U.S. Department of Energy – awaiting project closeout materials from Department of Energy, anticipate final closure of project and reports to be completed in September.
- Continued development of Grant Administration web-site components; completed general information and link pages; federal regulations, grant writing resources, important links, etc.,
- On-going 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.,
- Attended grant meeting with Lyon County and City of Yerington to meet with EPA Brownsfield Grant Officer to review project work plan.
- Multiple contacts with State of Nevada CDBG; CD Director attended CDBG forum in Reno, staff also attended CDBG application workshop in Fallon, both meetings required as part of application process eligibility. Applications due in December.
- 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.
- On going compilation of funding trends and compliance assistance process to present to Management Team for grant training of staff. October 2010.



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- Continued monitoring and tracking of appropriations bills through Congress. Compiling data for Fall report. Oct/Nov 2010.
- Began application for State Tourism/Economic Development application continued dialogue with Burning Man Government Affairs and state marketing staff to develop tourism plan and campaign to capture Fernley's share of tourist dollars into our local commerce. Grant application due late September.
- Continued preparation for annual City Audit. Requested grant information, updates, copy of grant awards from Department Manager's.
- Site visit to Churchill County Social Services to review programs implemented with CDBG funds.
- Attended and represented City at Western Nevada Home Consortium Board meeting to allocate additional Federal funds for low income housing projects.
- Site visit to Nevada Rural Housing to review programs for Fernley residents funded with Fernley annual bond cap allocation.
- August 31, 2010 coordinated City Hall Blood Drive.

Action Plan On-going Activities:

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: Grant 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:	Completed – Online in September
F. Provide training on existing Finance process and procedures:	Ongoing – in development
G. Develop Internal SharePoint computer systems to assist management & control:	In progress; research and template 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	On-going
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 – Basic Proposal Writing, Proposal Budget implemented on website.
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	Web pages built and completed, go live in September.
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 – website and SharePoint foundation for internal communications.
17. Internal Communications – CM and Finance Director will schedule roundtable discussions with staff on grant processes, procedures and accomplishments	Pending