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## COMMUNITY DEVELOPMENT DEPARTMENT

Fred R. Turnier, AICP  
Director

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

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### Grants Administration Activity Report September 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 preparation and completion of required federal quarterly financial and grant progress reporting. Additionally, staff focused on: a) preparation of Grant Administration's grant files for upcoming audit, b) research and development of staff grant training needs and c) preparation of grant applications for upcoming state and federal funding rounds. Ongoing actions to develop and strengthen grant program administration 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 Ensign's team to review funding opportunities, appropriation requests.
- U.S. Department of Energy – grant close out reports completed.
- Added finishing touches to Grant Administration web-site components; updates on-going, i.e., monthly reports, etc.,
- Began design and drafts of employee grant training tools; developing MS SharePoint pages to implement E-virtual grant training program for staff: Grants 101, Glossary of Grant Terms, Compliance 101, etc.,
- Continue processing DHHS Emergency reimbursement grant; set up reimbursement process with State of Nevada, received submitted disbursement requests in the amount of \$1,088,122.80. Recaptured \$50,883.00 in administration costs.
- On going compilation of funding trends and compliance assistance process to present to Management Team for grant training of staff. October 2010.
- Continued monitoring and tracking of appropriations bills through Congress. Compiling data for Fall report. Oct/Nov 2010.
- Submitted grant application for State Tourism/Economic Development application to develop economic campaign to capture Fernley's share of tourist dollars into our local commerce.
- Met with City Auditors, provided grant information within access and scope as requested.
- Created "How Much Does Fernley Get in Taxes" PowerPoint presentation as part of public information campaign for City's Consolidated Bill Draft Request and presentation at September's

Coffee with the Mayor; worked with Finance and Community Development Teams for research and financial data sources.

**Action Plan Ongoing Activities:**

<b>Grants Administration Action Plan</b>	<b>Status</b>
<b>1. Provide clear direction on expectations regarding grants policies and procedures and support needed</b>	Ongoing
<b>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</b>	Complete (activities continue)
<b>3. Determine needs and conduct training to ensure staff have the knowledge necessary to carry out the grant tasks expected</b>	In-progress and Ongoing
<b>4. Provide better tools to simplify management and monitoring of projects</b>	Partially Complete
A. Inventory and gap analysis of tools:	In progress – October
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; awaiting suggestions and recommendations from auditor.
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
<b>5. Determine needs and conduct training to ensure staff have the necessary knowledge to process grants and meet compliance requirements</b>	On-going

Grants Administration Action Plan	Status
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:	<p>Minimum requirements identified - Ongoing:</p> <p>Proposal Writing Basics, Budget Basics, Grant Monitoring 101, Grant Compliance 101, Grant Files 101, Grant Financial Requirements 101</p> <p>Develop training Materials, schedule training modules, develop Grants Operations Manual</p>
F. Deliver training	Ongoing – Basic Proposal Writing, Proposal Budget implemented on website. Fall/Winter 2010
G. Develop general and specific rules on Grants for employees:	Complete – policy
H. Support employees working with grants	Ongoing (activities continue)
<p><b>6. Provide Monthly Update Reports to City Manager in two parts</b></p> <ul style="list-style-type: none"> <li>• report activities and updates via email</li> <li>• post reports on website</li> </ul> <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
<p><b>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</b></p>	Completed with DOE site Visit audit, and Ongoing, awaiting suggestions and

<b>Grants Administration Action Plan</b>	<b>Status</b>
	recommendations from City auditor.
<b>8. Keep staff informed through emails and progress bulletins</b>	Ongoing
<b>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</b>	Ongoing
<b>10. Exchange information and best practices with other municipalities, state and federal departments that manage significant grants programs</b>	Ongoing
<b>11. Draw on expertise of experienced local, regional and national grants staff</b>	On-going: DOE, EDI and BJA technical assistance. September included meetings with Congressional grants staff.
<b>12. External Communications – inform grant sponsors and partners of plans and progress</b>	Complete and Ongoing
<b>13. External Communications – release media updates and briefs as grants are received and major accomplishments reported.</b>	Ongoing – as needed
<b>14. External Communications – correct misinformation as appropriate</b>	Ongoing – as needed
<b>15. External Communications – update website as new information is available</b>	Completed –Ongoing; website presented to Council and public in September.
<b>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.</b>	In progress – website and SharePoint foundation for internal communications.
<b>17. Internal Communications – CM and Finance Director will schedule roundtable discussions with staff on grant processes, procedures and accomplishments</b>	Pending – under development