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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 Ending December 31, 2010

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

Prepared by: Leslieann Hayden, Grants Administrator

Progress and updates to projects and the Grants Action Plan noted below:

- On-going monitoring and follow-up with federal delegates on federal appropriations request to Nevada Congressional Delegates. On December 21st, Congress passed a fourth Continuing Resolution to fund the Federal government for FY 2011 through March 4, 2011. Under the Continuing Resolution, programs are not to start or fund new projects, nor can they terminate existing programs.
- Monthly meeting with staff scheduled, Third Thursday of each month to address compliance, funding and grant questions;
- Submitted EDA grant for economic and downtown plans;
- Continued work with CDBG process to assist public applicants for submittal of community applications for Fernley.
- Began organization meetings for CDBG Community Assessment process in January. Follow-up and on-going contact with UNR Extension staff for January 2011 Fernley Community Assessment.
- Correspondence with City Auditors, provided grant information within scope of inquiry as requested.
- Implemented Indirect Rate scope of work, reference search with federal granting agencies and process to select potential vendor to complete rate negotiations. Hired consultant per audit recommendations.
- Meetings with local advocates and business leaders on Grow Fernley initiative and their participation in Business Resource Center (Community Technology Center) and upcoming Community Assessment (Phase one of Economic Development Strategy).
- Partnered with Churchill County and Western Nevada College to implement and enhance job training programs in Fernley; on-going CDBG programs under Community Development.
- Continued and on-going research for Community Technology partnership with Lyon County School District and Economic Gardening Business Support Services.

- Continued monitoring and reporting on BJA equipment grant for City Communications, anticipated completion/installation January 2011; graffiti cameras purchased with grant funds installed by Parks staff.
- On-going correspondence and monitoring with Assembly Grady regarding the DMV kiosk project started in 2007.
- Monitoring of pre-filed Bills with the Nevada Legislator.

<b><u>Action Plan Ongoing Activities:</u></b>	
<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,  Completed model file - checklists, compliance check list
D. Address Operational Policy Issues:	Under Review: Grants Compliance and procedure Manual completed and distributed to staff working with grants – updates will be forwarded as needed and as provisions warrant; awaiting suggestions and recommendations from auditor’s review (if any).
E. Design Grants Administration web site:	Completed – Online in September – ongoing
F. Provide training on existing Finance process and procedures:	Ongoing – in development; monthly meetings, email, one

<b><u>Action Plan Ongoing Activities:</u></b>	
<b>Grants Administration Action Plan</b>	<b>Status</b>
	on one meetings
G. Develop internal computer systems to assist management & control:	In progress; research on-going; reviewing already established programs in Cassell software program for feasibility and functionality for use as primary grant management information system; budget dependent.
<b>5. Determine needs and conduct training to ensure staff have the necessary knowledge to process grants and meet compliance requirements</b>	On-going – see city website for updates and training modules; city intranet file created for grant forms and guidance material.
A. Deliver training	Ongoing – Grant files, audit review; online process for Basic Proposal Writing, Proposal Budget and glossary of terms implemented on website.
B. Develop general and specific rules on Grants for employees:	Complete – policy approved 3/17/2010; procedures, processes and grant guidance developed and distributed as noted above; ongoing.
C. Support employees working with grants	Ongoing (activities continue)
<b>6. Provide Monthly Update Reports to City Manager in two parts</b>  <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 – monthly
<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>	Ongoing, awaiting suggestions and recommendations from City auditor.

**Action Plan Ongoing Activities:**

<b>Grants Administration Action Plan</b>	<b>Status</b>
<b>8. Keep staff informed through emails and progress bulletins</b>	Ongoing – as needed
<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 DHHS, EDA and BJA technical assistance.
<b>12. External Communications – inform grant sponsors and partners of plans and progress</b>	Ongoing – as needed
<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>	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>	Completed and ongoing –as needed
<b>17. Internal Communications – CM and Finance Director will schedule roundtable discussions with staff on grant processes, procedures and accomplishments</b>	Completed and on-going; implemented 10/2010- monthly meetings with key grant staff scheduled; Third Thursdays