

City of Stamford GRANTS OFFICE

FY 2019-20 Fiscal Committee Budget Presentation





Introduction

Mission:

The mission of the Grants Office is to increase the City's capacity to secure external funding for services and activities and to effectively assist in the management of grants from award to closeout.

Programs	Services Provided
Critical & Mandated	<ul style="list-style-type: none">• Write and submit grant proposals to assist other departments increase funding to provide their core services.• Develop and implement required nondiscrimination and other grant management policies.• Develop and submit financial and programmatic reports for over 30 active projects.• Provide technical assistance to City departments on grant management.• Assist with development of Single Audit and Cost Allocation Plan.• Administer CDBG and HOME programs to assist families and nonprofits provide safe housing and comprehensive services to low and moderate income residents.



Department Management

Key Program/Department Challenges

- Grants Office budget is 99% staff costs .
- Major challenges for 19/20 are better use of limited staff through development of clearer roles and responsibilities, and integrating new technologies to increase productivity and minimize error.

Budget Scenarios

- Grants only has control over approximately \$3000 in office supplies, conferences & training.
- Additional funding would be used to consultant to assist in developing policies and procedures consistent with 2 CFR 200 as well as various equal opportunity policies required by federal grantors.
- A significant budget reduction would result in staff cuts, delay reporting and reimbursement requests, and decrease capacity to apply for new grants.



This is what is coming

Major changes planned for the department

- Implement grants management software
 - Identify and acquire system
 - Train staff
 - Success measured by departments' improved understanding of grant requirements; reduction in late reports, timely reimbursement.
- Formalize organizational structure
 - Develop Grants Office manual with comprehensive policies and procedures and staff roles and responsibilities.
 - Success measured by more timely Single Audit process, no findings in audit.