

City of Stamford GRANTS OFFICE

FY 2020-21 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 98% staff costs.
- Implementation of grant management system 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 hire 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 decreased 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 (RFPs due 4/30/2020)
 - Train staff
 - Success measured by departments' improved understanding of grant requirements; reduction in late reports, timely reimbursement.
- Collaborate with Purchasing to promote participation of disadvantaged/small businesses in City programs and procurements.
- Develop Grants Office manual with comprehensive policies and procedures and staff roles and responsibilities.