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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3 Ordinance/Resolution# 10-003 Council District:

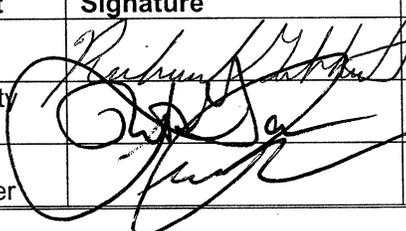
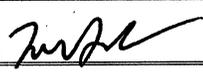
For Meeting of July 6, 2009
 (Adoption Date)

TITLE:

A RESOLUTION TO ACCEPT THE AMENDED CITY COUNCIL, CITY MANAGER'S POLICY 2.2: GRANT APPLICATION PROCESS TO ALLOW THE CITY MANAGER TO APPROVE APPLYING FOR GRANTS IN VALUE UP-TO \$500,000 AND REPLACE THE GRANT OVERVIEW WORKSHEET WITH AN UPDATED GRANT OVERVIEW WORKSHEET.

PURPOSE(S) OF ACTION:

Authorize the City Manager to approve the submission of a grant application for amounts up to \$500,000 is necessary so the City can meet application deadlines. Additionally, approval will accept other departmental procedural changes and accept the revised Grant Overview Worksheet form.

Name of Drafter: Aguie Henry III		Department: OMB/Grants		Phone: (575) 541-2281	
Department	Signature	Phone	Department	Signature	Phone
Finance Department		(575) 541-2050	Budget		(575) 541-2300
			Assistant City Manager		(575) 541-2271
Legal		(575) 541-2128	City Manager		(575) 541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Current City Policy, City Manager's Policy 2.2 allows for the City Manager to approve submission of a grant in value up-to \$50,000. This limitation may cause the City to not meet grant submission deadlines of the grants available today. Without the ability to process an application in a timely manner, the City will not be able to apply for the majority of grants available today. Alternatively, other opportunities for seeking City Council approval would be required in order to meet the extremely short deadlines.

Grants currently being offered, especially the American Recovery and Reinvestment Act (ARRA) stimulus funds, are being announced with a deadline of less than 4 weeks for submission. Per our current policy to obtain Council review, it takes approximately 4-5 weeks advance notice to place an item on consent agenda for review. Many of the grants reviewed today are due before Council review can be accomplished via regularly scheduled Council meetings.

(Continue on additional sheets as required)

Examples:

1. New Mexico Energy Efficiency Conservation Block Grant. The grant application was made available to the City on June 9, 2009 and the deadline for filing is June 26, 2009. This time frame does not allow for Council review prior to submission.
2. Department of Justice, COPS grant. The grant application was announced March 16, 2009 and the deadline for filing was April 14, 2009. Time frame did not allow for Council review prior to submission.

Raising the amount the City Manager can approve to meet submission deadlines, will allow the City to apply for all appropriate grants that might otherwise be missed. This is especially important with the ARRA funding as one of their primary objectives is to make funds available as-soon-as-possible and typically has a short turn-around time between announcement and deadline for submission.

Additionally there are several procedural changes within the process to update current administrative practices and to more define the department responsibilities after the award.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

NOTE: The act of applying for a grant does not commit the City in any fashion. This change is only requesting the approval to submit grants not to accept any awards or match liability.

1. Resolution/Ordinance
2. Exhibit "A" Amended CMP 2.2 Grant Application/Acceptance Process
3. Exhibit "B" CMP 2.2 Grant Application Process as adopted 9/20/04
4. Exhibit "C" Resolution No. 05-095
5. Exhibit "D" Proposed form Grant Overview Worksheet
6. Exhibit "E" Original Grant Overview Worksheet approved with Resolution No. 05-095

OPTIONS / ALTERNATIVES:

1. Approve the resolution as presented to allow the City more opportunities for grant funding.
2. Disapprove the resolution and maintain the current CMP 2.2. This selection will probably exclude the City from most ARRA and current Federal Grant Programs.
3. Amend the resolution to adopt other Council changes.
4. Return the CAES and Resolution with recommendations for updating the current CMP 2.2.

A RESOLUTION TO ACCEPT THE AMENDED CITY COUNCIL, CITY MANAGER'S POLICY 2.2: GRANT APPLICATION PROCESS TO ALLOW THE CITY MANAGER TO APPROVE APPLYING FOR GRANTS IN VALUE UP-TO \$500,000 AND REPLACE THE GRANT OVERVIEW WORKSHEET WITH AN UPDATED GRANT OVERVIEW WORKSHEET.

The City Council is informed that:

WHEREAS, the current City Council, City Manager's Policy (CMP), Grant Application Process does not meet the current need to submit grants in a timely manner; and

WHEREAS, to improve/update the administrative grant application process and provide clear direction for City Staff, the City Manager is instituting an amended policy which updates administrative procedures, delineates which grant applications may be authorized administratively and which applications require Council authorization; and

WHEREAS, the current Grant Overview Worksheet does not meet the needs of current grants and department information, a new Grant Overview Worksheet will be implemented; and

WHEREAS, it is in the best interest of the City of Las Cruces that the current policy be updated and implemented.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces, New Mexico:

(I)

THAT, the City Council, City Manager's Policy 2.2 Grant Application/Acceptance Process attached, Exhibit "A" be approved.

(II)

THAT, the City Council, City Manager's Policy 2.2 Grant Overview Worksheet attached, Exhibit "D" be approved.

(III)

THAT, City staff and officials are authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this 6th day of July, 2009

Mayor

ATTEST:

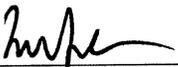
City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

Approved as to Form:



City Attorney

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Connor:	_____
Councillor Archuleta:	_____
Councillor Small:	_____
Councillor Jones:	_____
Councillor Thomas:	_____

CMP #2.2 Effective Date: 9/20/05 Revised:
Subject: Grant Application/Acceptance Process

I. APPLICABILITY

This policy applies to all employees of the City of Las Cruces who are responsible for the preparation, submittal, and acceptance of grants.

II. POLICY

City Manager Authorization

The City Manager may authorize the application for any grant with these exceptions:

- The grant award is anticipated to be in excess of \$500,000 and funding has not been appropriated as part of the current budget;
- The acceptance of the grant will require City Council to adjust the current budget to which may include the appropriate matching funds.
- The grant requirements stipulate that the City will continue to operate and fund the project/program after the grant period is complete.
- The grant requirements stipulate that the City enter into a new Memorandum of Understanding (MOU) or a Joint Powers Agreement (JPA) with another entity.
- Any funds received through grants, donations, or sponsorships must be approved by the City Council.

III. PROCEDURE – Preparation/Submittal

To obtain authorizations required to submit a grant application:

1. Before beginning work on the grant application, a Section member must complete a Grant Overview Worksheet (GOW), a form specified by the OMB/Grants Office. Attach a copy of the grant request for proposal (RFP) and email or interoffice mail the documents to the Department Director.

2. The Director approves submitting the grant application by signing and returning a hard copy of the GOW and RFP to the submitting individual. The Section member retains a copy of this approval.
3. The Director forwards the approved GOW and RFP to the Office of Management & Budget Manager for review. The Director may forward a signed, hardcopy of the GOW or attach the GOW to an email in which the Director acknowledges his/her support of the grant application.
4. The Office of Management & Budget (OMB)/Grants will be responsible for completing the Grant Application Package worksheet for the City Manager's approval to submit the grant application. Once approved and signed, a copy of the Grant Application Package form will be returned to the Section member responsible for the grant.
5. The Section member develops the grant application utilizing the support of the City's grant writers as appropriate.
6. When the grant application is complete, the OMB/Grants office will submit the original application including all certifications to the Legal Department and provide a copy to the Department Director.
7. The Legal Department approves the grant application "as to form" and delivers the grant application to the City Manager's office.
8. The City Manager signs the grant application as the official representative of the City and the person authorized to obligate the City.
9. The OMB/Grants staff will pick up the signed grant application, retain the original signed application and send a complete copy of application and attachments to the appropriate Department/Section, and mail/transmit the application to the granting agency per the grant instructions.

If authorization to apply for a grant requires City Council approval:

1. Before beginning work on the grant application, a Section member completes a Grant Overview Worksheet (GOW) and emails or interoffice mails the GOW and a copy of the grant request for proposal (RFP) to the Department Director.
2. The Director approves submitting the grant application by signing and returning a hard copy of the GOW and RFP to the Section member indicating the Director's agreement to pursue and support the grant project. The Department/Section retains a copy of the approved GOW.

3. The Director forwards the original GOW and RFP to the Office of Management & Budget Manager for review. The Director may forward a signed hardcopy of the GOW or attach the GOW to an email indicating the Director's support of the grant application.
4. The Section develops the grant application utilizing the support of the City's grant writers as appropriate.
5. The Section member prepares a Council Action and Executive Summary (CAES) and Resolution with the grant application attached as supporting documentation. Every effort should be made so the completed grant application may be attached to the CAES. However, if the grant application cannot be completed by the CAES due date, a copy of the GOW and RFP may be attached instead of the grant application. MOUs and/or JPAs required by the application must have been previously approved by Council and submitted as attachments.
6. The OMB/Grants or appropriate Department/Section submits the CAES and Resolution following City policies and procedures.
7. The Department/Section or OMB/Grants ensures that a Section member is present at the City Council meeting to address questions that the Mayor or Councillors may have about the grant.

IV. PROCEDURE – Award

Upon notice of award the Department receiving the grant will:

1. Provide a hardcopy or attachment as email of the award notice to the Office of Management & Budget/Grants. This shall include the originals of any contracts or other supporting documents as required by the grantor.
2. The OMB/Grants or the appropriate Department/Section submits the CAES and Resolution requesting the City Council accept the grant funds and permission to adjust the City's current budget.
3. Any documents requiring approval signature, i.e. contract, MOUs, JPAs, must be attached to the CAES as an Exhibit.
4. Once approved by City Council and signed by authorized designee, the City Clerk will ensure the contracts, etc. are returned to the OMB/Grants or appropriate Department/Section for completion of the acceptance procedure as outlined by the grantor.
5. OMB/Grants will maintain the original grant file and the appropriate Department/Section will maintain a file on the grant to ensure grant

requirements are met. OMB/Grants will provide a complete copy, either electronic or hardcopy of the acceptance documents and the CAES and Resolution approving acceptance to the appropriate Department/Section.

IT IS THE RESPONSIBILITY OF THE DEPARTMENT RECEIVING THE GRANT AWARD TO ENSURE ALL THE GRANT REQUIREMENTS FOR REPORTING, AUDITS, SPECIAL REQUESTS, AND CLOSE OUT DOCUMENTATION FOR BOTH FINANCIAL AND PROGRAMATICAL ARE MET.

ANY RECEIPT of funds/assets from grants, donations, or sponsorships must be submitted to the City Council for approval to “Accept” and “Adjust the Current Budget”.

V. DURATION OF POLICY

This policy shall remain in effect until such time as the City Council deems necessary for the efficient management of grants, donations, and sponsorships.

Terrence Moore, City Manager

Date



City of Las Cruces

CMP # 2.2 Effective Date: 9/20/04 Revised:
Subject: Grant Application Process

I. APPLICABILITY

This policy applies to all employees of the City of Las Cruces who are responsible for the preparation and submittal of grant applications.

II. POLICY

City Manager Authorization

The City Manager may authorize the application for any grant with these exceptions:

- The grant award is anticipated to be in excess of \$50,000 and funding has not been appropriated as part of the current budget.
- The acceptance of the grant will require City Council to adjust the current budget to appropriate matching funds.
- The grant requirements stipulate that the City will continue to operate and fund the project/program after the grant period is complete.
- The grant requirements stipulate that the City enter into a new Memorandum of Understanding or a Joint Powers Agreement with another entity.

III. PROCEDURE

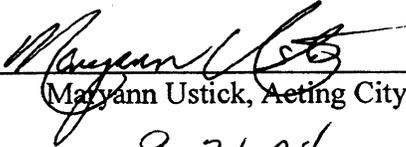
To obtain authorizations required to submit a grant application:

1. Before beginning work on the grant application, a Section member fills out a Grant Overview Worksheet and emails or interoffice mails the Worksheet to the Department Director.
2. The Director approves submitting the grant application by signing and returning a hard copy of the Worksheet or by sending an email to the Section member indicating the Director's agreement to pursue and support the grant project. The Section member retains a copy of this approval for its records.
3. The Director forwards the Worksheet to the Office of Management and Budget Manager for review. The Director may forward a signed, hardcopy of the Worksheet or attach the Worksheet to an email in which the Director acknowledges his/her support of the grant application.
4. The Section member develops the grant application utilizing the support of the City's grant writers as appropriate.

5. When the grant application is complete, the Section member submits the original application including all certifications to the Legal Department and provides a copy to the Department Director.
6. The Legal Department approves the grant application "as to form" and delivers the grant application to the City Manager's office.
7. The City Manager signs the grant application as the official representative of the City and the person authorization to obligate the City.
8. The Department or Section picks up the signed grant application, retains a copy of signed application, and mails the application to the granting agency.

If authorization to apply for a grant requires City Council approval:

1. Before beginning work on the grant application, a Section member fills out a Grant Overview Worksheet and emails or interoffice mails the Worksheet to the Department Director.
2. The Director approves submitting the grant application by signing and returning a hard copy of the Worksheet or by sending an email to the Section or Department member indicating the Director's agreement to pursue and support the grant project. The Department or Section retains a copy of this approval for its records.
3. The Director forwards the Worksheet to the Office of Management and Budget Manager for review. The Director may forward a signed, hardcopy of the Worksheet or attach the Worksheet to an email indicating the Director's support of the grant application.
4. The Section develops the grant application utilizing the support of the City's grant writers as appropriate.
5. The Section prepares a Resolution and CAF with the grant application attached as supporting documentation. Every effort should be made so that the completed grant application may be attached to the CAF. However, if the grant application cannot be completed by the CAF due date and with the Department Director's approval, a copy of the Grant Overview Worksheet may be attached instead of the grant application. MOUs and/or Joint Powers Agreement required by the application must be submitted as attachments.
6. The Department submits the Resolution and CAF following City policies and procedures.
7. The Department ensures that a Section member is present at the City Council meeting to address questions that the Mayor or Councillors may have about the grant.



 Maryann Ustick, Acting City Manager
 9-21-04

 Date

RESOLUTION NO. ³⁰ 05-095

A RESOLUTION APPROVING CITY MANAGER POLICY 2.2 ESTABLISHING A GRANT APPLICATION PROCESS

The City Council is informed that:

WHEREAS, currently, there is not a written guideline in place which delineates the authorization processes to apply for grants; and

WHEREAS, to improve the grant application process and provide clear direction for City staff, the City Manager is instituting a policy which delineates which grants applications may be authorized administratively and which applications require Council authorization; and

WHEREAS, it is in the best interest of the City of Las Cruces that a grant policy be instituted; and

NOW THEREFORE, the City Council of the City of Las Cruces, New Mexico, resolves as follows:

(I)

THAT City Manager Policy 2.2 Establishing a Grant Application Process attached hereto is approved.

(II)

THAT City staff is hereby authorized to take all action necessary in the accomplishment of the herein above.

DONE AND APPROVED this 20th day of Sept, 2004.

William Mattiace
William Mattiace, Mayor

ATTEST:

Shirley Clark
City Clerk
(SEAL)

Moved by: Frietze

Seconded by: Strain

APPROVED AS TO FORM:

Dana *Dee (Lita) Lemmly*
City Attorney

VOTE:

Mayor Mattiace: aye
Councillor Frietze: aye
Councillor Connor: aye
Councillor Archuleta: aye
Councillor Trowbridge: aye
Councillor Strain: aye
Councillor Miyagishima: aye

Grant Overview³¹ Worksheet

Title of Grant Program:

Funding Organization:

Section Applying:

Description of Proposed Project:

Strategic Plan	Goal:	Objective:	Strategy:
Performance Budget	Goal:	Objective:	Strategy:

- Existing City Programs/Efforts** *(Example: request for environmentally-friendly weed management. Parks Section's existing budget and work activities includes weed management)*
 - Expansion of Existing Program/Efforts** *(Example: request for advertising to increase public Awareness of the Farmers Market. The advertising campaign will be an increase over current activities/budget.)*
 - New Initiative, Not Budgeted** *(Example: request to implement a recreational activity that is currently Not included in the city's recreational programs.)*
-

Project Maintenance *(If the grant specifies that the project must be maintained/operated after the grant period ends, list the requirements:*

Amount Section anticipates requesting:	Match Requirement (%):
Projected Match	In-Kind:
Match Source:	Cash:

Grant Application Due: **Grant Duration** *(Months/Years):*

MOU or Joint Powers Agreement Required *(Yes/No):*

Grant Collaborators *(List other city departments or outside agencies):*

Employees To Be Hired *(# to be hired, full-time or part-time position and 1-sentence job responsibilities)*

Grant Overview ³²Worksheet

Grant Manager *(Responsible for contract, project operations, budget management, and reports as prescribed)*

Name:

Title:

Phone:

E-mail:

Submitted by: _____

Signature

Date:

Reviewed & Approved by: _____

Department Director

Signature

Date:

Grant Overview Worksheet

Title of grant program	<i>(Example: Challenge American Fast Track Review Grants)</i>		
Funding organization	<i>(Example: National Endowment for the Arts)</i>		
Section applying			
Description of proposed project (100 words or less)			
Grant supports (check 1)			
	Existing city programs/efforts <i>(Example: request for environmentally-friendly weed management. Parks Section's existing budget and work activities includes weed management)</i>		
	Expansion of existing program/efforts <i>(Example: request for advertising to increase public awareness of the Farmers Market. The advertising campaign will be an increase over current activities and budget.)</i>		
	New initiative, not budgeted <i>(Example: request to implement a recreational activity that is currently not included in the city's recreational programs)</i>		
Project maintenance (If the grant specifies that the project must be maintained/operated after the grant period ends, list the requirements)			
Match requirements (% in-kind and/or cash requirements)			
\$ amount Section anticipates requesting		Projected match (\$)	In kind
			Cash
Match source(s)			
Employees to be hired (# to be hired, full-time or part-time position, and 1-sentence job responsibilities)			
Grant application due		Grant duration (How many months, years the grant runs)	
Grant collaborators (List other city departments or outside agencies)		MOU or Joint Powers Agreement required (yes or no)	

Submitted by (print) _____

Phone _____

Department Director _____