

In April 2016, the City Council directed the City Administrative Officer (CAO) and Chief Legislative Analyst (CLA), with assistance from the City Attorney to work with City departments and provide recommendations on improving the City's grants management process, in an effort to maximize the City's level of grant funding, and streamline the various steps involved for greater efficiency and transparency (CF 16-0377).

While the City is successful in competing for and securing grant funding, the current process for tracking and managing grants is cumbersome and lengthy. Each department has its own set of procedures and requirements, but all departments must obtain Council approval for the acceptance of grant funds.

The City has an existing contract with eCivis, a cloud-based grant management software system that serves as a database for federal, state, and private foundation grants, a comprehensive management tool for the entire grant lifecycle, from application to award, and a platform for managing sub-recipients.

The City has an opportunity to optimize the effectiveness of eCivis by making a modification that will simplify one of the key steps in the grant approval process, and potentially reduce the time it takes departments to submit their transmittals to Council for grant acceptance. eCivis has developed an electronic form that can be generated from the details of each grant inputted by a department. Currently, this form is completed manually, and it is an inefficient part of the approval process. The one-time cost to implement this modification to the eCivis system is \$27,550, and the CAO has available funding.

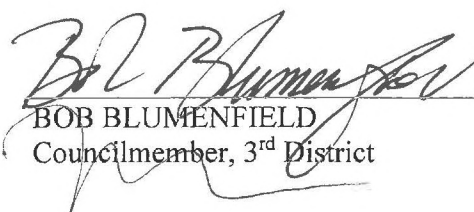
The utilization of eCivis as an official tracking and management tool for grants will streamline the City's grants management process, and allow for consistency and transparency, from application to award of grants. In addition, it will align the City with the federal government's reporting requirements and the Digital Accountability and Transparency Act of 2014 (DATA Act).

I THEREFORE MOVE that the Economic and Workforce Development Department, the City Attorney, Department of Recreation and Parks, and Fire Department be requested to immediately begin using eCivis as the official tracking tool for competitive grants, and electronically generate the transmittal for acceptance of grant funds (Grant Award Acceptance Form) for City Council approval, as part of the *Phase I* eCivis Grants Management Program; and report to Council in 90 days on the status of using eCivis.

I FURTHER MOVE that all other departments be requested to begin using eCivis as the official tracking tool for competitive grants, and electronically generate the transmittal for acceptance of grant funds (Grant Award Acceptance Form), as part of the *Phase II* eCivis Grants Management Program, immediately after the Phase I departments provide their initial status report to Council; and report to Council 90 days after the implementation of eCivis.

I FURTHER MOVE that \$27,550 be transferred within the CAO Fund 100, Department 10, from Account No. 001010 (Salaries General) to Account No. 003040 (Contractual Services) to fund the proposed modification to the eCivis Grants Management System; and that the CAO be authorized to prepare Controller instructions and make any technical adjustments as necessary.

PRESENTED BY:


BOB BLUMENFELD
Councilmember, 3rd District

SECONDED BY:

JAN 30 2018


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