

TRADE, TRAVEL, AND TOURISM COMMITTEE REPORT relative to instructing City Departments to use eCivis as the official tracking tool for competitive grants and for the electronic transmittal for acceptance of grant funds.

Recommendations for Council action, pursuant to Motion (Blumenfield – Harris-Dawson),  
SUBJECT TO THE APPROVAL OF THE MAYOR:

1. REQUEST the Economic and Workforce Development Department, City Attorney, Department of Recreation and Parks, and Los Angeles Fire Department 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 Council approval, as part of the Phase I eCivis Grants Management Program; and, to report to Council in 90 days on the status of using eCivis.
2. DIRECT all other City departments 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 11 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.
3. TRANSFER \$27,550 within the City Administrative Officer (CAO) Fund No. 100/10, from Account No. 001010 (Salaries General) to Account No. 003040 (Contractual Services) to fund the proposed modification to the eCivis Grants Management System; and, AUTHORIZE the CAO to prepare Controller instructions and make any technical adjustments as necessary.

Fiscal Impact Statement: Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

### SUMMARY

On January 30, 2018, Council considered Motion (Blumenfield – Harris-Dawson) relative to instructing City Departments to use eCivis as the official tracking tool for competitive grants. Motion states that 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.

Motion goes on to state that the City has a 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. Motion movers believe that the City can 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.

Motion movers believe that using 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). Motion recommends that Council approve the proposed transfer of funds discussed above, and to request various Departments to use eCivis as the City's official grant tracking program and to report in 90 days on its effectiveness. Council referred Motion to the Budget and Finance Committee. Subsequently the referral was changed to the Trade, Travel, and Tourism Committee.

At its meeting held February 6, 2018, the Trade, Travel, and Tourism Committee recommended that Council approve Motion.

Respectfully Submitted,

TRADE, TRAVEL, AND TOURISM COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
BUSCAINO:	YES
BONIN:	YES
KREKORIAN:	ABSENT

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**-NOT OFFICIAL UNTIL COUNCIL ACTS-**