

TRADE, TRAVEL, AND TOURISM COMMITTEE REPORT relative to the Citywide implementation of the Phase II eCivis Grants Management System Program to track competitive grants and electronic generation of reports for the acceptance of grant funds.

Recommendation for Council action:

DIRECT the City Administrative Officer (CAO) to work with all City departments to implement the Phase II eCivis Grants Management System Program.

Fiscal Impact Statement: None submitted by the CAO. The Chief Legislative Analyst has not completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

On February 13, 2018, Council approved a Trade, Travel, and Tourism Committee report directing all 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 II eCivis Grants Management Program, pursuant to Motion (Blumefield – Harris-Dawson).

In a report to the Trade, Travel, and Tourism Committee dated September 27, 2018, the CAO recommends that Council approve the implementation of Phase II of the eCivis Grants Management System Program for all City Departments. According to the CAO, the City Attorney, Economic and Workforce Development, the Los Angeles Fire Department, and the Department of Recreation and Parks participated in a pilot program using eCivis to generate electronic transmittals for the acceptance of grant funds. All four departments successfully moved at least one grant or project from the application submitted stage to the awarded stage.

The CAO further reports eCivis will include a dashboard for each department displaying a summary status of grants, including the number of open projects, the number of active grants, the number of applications due or submitted, the number of grants awarded or allocated and the number of reports due or submitted. A funding summary will track the status of all funding amounts while the project summary will list the current status of every project or grant in a department's grants portfolio.

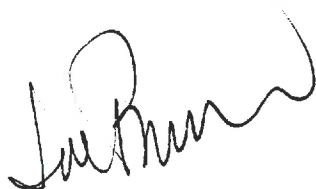
The CAO worked with eCivis to align program data fields with City grant data elements to develop a system-generated Grant Award Notification and Acceptance Form that automatically creates the form and populates the data fields with information previously inputted into the system. The Grant Award Notification and Acceptance Form will replace various customized department transmittals to create a uniform, consistent reporting format for departments to transmit grants information and ensure that the City captures and retains key grants data in a centralized system for easy retrieval, tracking, and reporting citywide.

At its meeting held October 2, 2018, the Trade, Travel, and Tourism Committee discussed this matter with a representative of the CAO. The CAO representative stated that eCivis enables

multiple grant management functions such as tracking deadlines and task completion, submitting documents, and collecting data. All City Departments will participate in Phase II of the program. A representative of the Third Council District Office expressed support for the program and urged the Committee to approve the CAO's recommendation. Committee recommended that Council direct the CAO to proceed with the implementation of eCivis Phase II.

Respectfully Submitted,

TRADE, TRAVEL, AND TOURISM COMMITTEE

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

jaw

-NOT OFFICIAL UNTIL COUNCIL ACTS-