



# Non-Departmental Application Process

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Organizational Development

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- **Leverage Opportunities**
  - **Accountability**
- **Process Enhancements**

**I. Application Process**

**II. Grant Contracts**

**III. Compliance**



# APPLICATION PROCESS

*Non-Departmental applications are accepted on a biennial basis.*

*September: Combined Request for Funding Applications and supplemental documents are created for biennial budget cycle.*

*October: Advertisements are circulated. Staff, Councilmembers and existing grantees are notified.*

*November: Applications are made available.*



# APPLICATION PROCESS

*December - February: Applications are due in December. Applications are reviewed by a committee comprised of relevant staff. This committee makes recommendations which are shared with the Mayor for final consideration.*

*March: Mayor's Proposed Budget is introduced.*

*April – May: City Council reviews the Mayor's Proposed Budget, holds public hearings, and submits budget amendments. Budget is adopted in May.*

*June: Workshops for all approved recipients are held for all awardees. Grant contracts are drafted for execution.*



# GRANT CONTRACTS

**Ordinance No. 2010-169-2011-5, adopted on January 24, 2011, states that Non-City entities receiving City funds as a result of Non-Departmental budget appropriations shall enter into a grant contract with the City prior to the disbursement of City monies.**

**It is our goal to execute grant contracts prior to the start of the fiscal year. Grantees participate in a workshop to review reporting requirements related to the grant award. Each grantee has a City staff person that serves as the contact person for their respective grant.**



# COMPLIANCE

- **The contract contact person works with grantees in developing the initial contracts and are available throughout the year to assist grantees with any reporting requirements.**
- **Compliance monitoring requirements are detailed in the grant contracts. The contract contact person monitors compliance which typically includes site visits, review of required reports and other documents.**
- **Successfully audited in 2013**
- **Recommended enhancements may include close-out report**



# Questions