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CITY OF SAINT PAUL

Citywide Grants Ordinance

Lindsay Bacher, Grants Director



Ordinance establishing OFS Grants division

- Provide support and technical assistance to departments in:
 - Prospecting and grant writing
 - Grant management and compliance
 - Grant strategy and planning
- Implement grants manual that sets citywide policy and procedures
- Facilitate training for departments to build knowledge and confidence
- Report on citywide grant activities



Why is this ordinance necessary?

- Codifies the Grant division similar as the rest of the OFS divisions
- Gives the Grant division authority to set citywide grant policies, including approving applications before being submitted
- No budget implications from this ordinance



Context & national/state climate

RESEARCH

At its two-year anniversary, the bipartisan infrastructure law continues to rebuild all of America

EDITORIALS

Tighten state oversight to prevent fraud

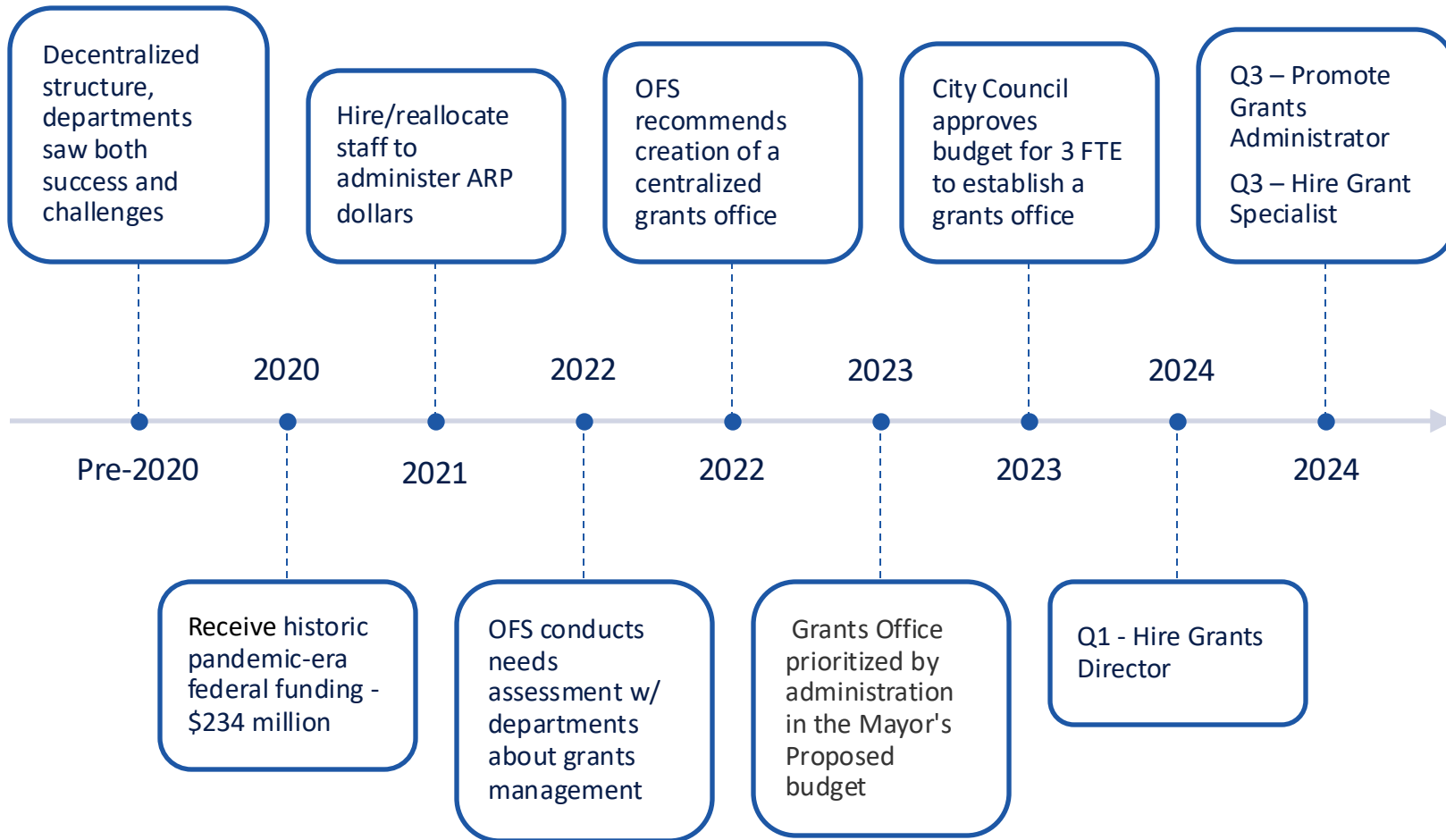
State departments need to get the basics down, as Feeding Our Future and front-line worker audits show.

By Editorial Board
The Minnesota Star Tribune

JUNE 17, 2024 AT 5:52PM

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Trump White House rescinds memo freezing federal grants after widespread confusion



Decentralized structure, departments saw both success and challenges

Hire/reallocate staff to administer ARP dollars

OFS recommends creation of a centralized grants office

City Council approves budget for 3 FTE to establish a grants office

Q3 – Promote Grants Administrator
Q3 – Hire Grant Specialist

2020

2022

2023

2024

Pre-2020

2021

2022

2023

2024

Receive historic pandemic-era federal funding - \$234 million

OFS conducts needs assessment w/ departments about grants management

Grants Office prioritized by administration in the Mayor's Proposed budget

Q1 - Hire Grants Director



2022 Needs Assessment findings

- Strengths:
 - The City has collaborative models for grant development that work well and create staff pride
- Challenges:
 - The City lacks centralized policies and processes for grants, resulting in audit findings
 - The City lacks a centralized file management system for grant contractual documents
 - The City does not have grant data in an easily accessible format or system
- All departments supported and recognized the need for a centralized grants office
- Participants' most frequently requested resources:
 - City-wide policies and tools for grants management
 - Trainings around Federal CFR regulations and other compliance requirements
 - Grant prospecting and application coordination
 - Grant writing



Grant division team & functions

3 FTEs:

Grants Director

- Lindsay Bacher

Grants Administrator

- Maia Wahlberg

Grant Specialist

- Caroline Swinford

Prospecting
(finding
grants)

Grant writing
(securing
grants)

Grant
management
(keeping
grants)

Training and
citywide
policies and
procedures

Strategy and planning



Examples of work to-date

- Citywide policies and procedures
 - Developed Grants Manual to support departments with established policies
 - Implementing the Intent to Apply process to review grants being submitted
- Grant prospecting
 - Identifying priorities with departments and creating prospect lists to review and plan for upcoming proposals – Public Works, Immigrant and Refugee Services, Resilience team
- Grant writing
 - Assisting Library with Digital Equity proposal (\$6.8M), Fire and Fleet with MPCA Heavy Duty On-Road proposal (\$1.4M),
 - Analyzing merit criteria score and making improvements to score highly for Bridge Investment Program proposal (\$43.7M)



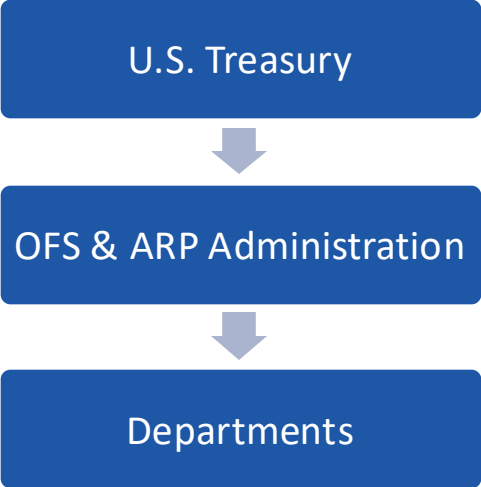
Examples of work to-date

- Grants management
 - Technical assistance on new cross-department grants, including subrecipient management and documentation
- Training and skill building
 - Conducted training on 2024 updates to the federal 2 CFR 200 regulations and preparing grants for the new federal administration
- Strategy and planning
 - Identifying and tracking match sources for grants
 - Contingency planning around federal grant uncertainty/freeze

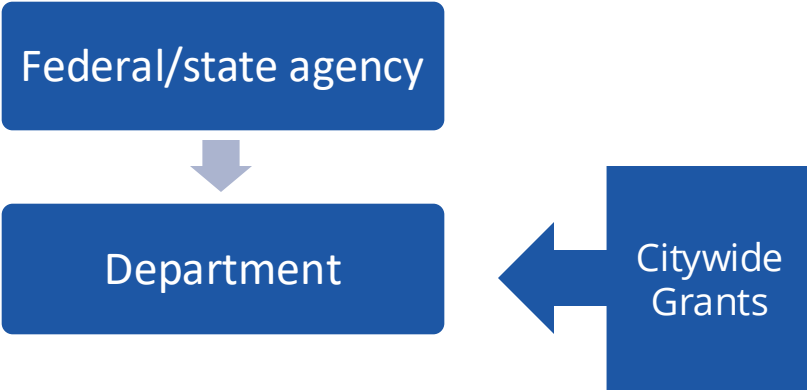


Citywide grants compared to ARP

**American Rescue Plan
(\$167 million over 5 years)**



**Citywide Grants
(\$86 million in FY25 adopted budget)**





Citywide grants compared to ARP

	ARP	Citywide Grants
Funder	U.S. Treasury	Federal/State agency
Grant Management/ Compliance	OFS-ARP	Department
Project Management	Department	Department
Citywide systems/ technical assistance & support	N/A	OFS-Grants



What's next for the Grants team?

- Codifying the grants ordinance
- Continue financial analysis of the City's federal portfolio and planning with departments for potential changes to federal landscape
- Fully launching the Intent to Apply process – will provide better data on grant applications across departments
 - No change to Council approval of grant applications
- Finish strategic planning in early 2025
- Identifying a grants management software for the City to manage grant applications, funder relationships, and active grants, will provide better access to data on grants at the City-level
 - Preparing to make a budget request in 2026 budget process

Questions?

Thank you!



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MINNESOTA

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