



**CITY OF SAN ANTONIO**

**GRANT ORDINANCE PROCESS GUIDELINES**

**APRIL 2007**

## **The Ordinance Process**

One extremely important part of the grant process is submitting a “Request for Council Action (RFCA)” to authorize the submission of a grant application and to accept a grant award. All grant applications must be approved by City Council before submission. The following details will provide a comprehensive explanation of why this is necessary and how to accomplish the ordinance process.

## **Grant Application Submission**

Each department must have an RFCA prepared to authorize submission of a grant application once a department has decided to pursue a grant. The City Charter states that “the City may contract and be contracted with....no contract shall be made or authorized, nor any money appropriated without a written ordinance.” In many cases, the grant application itself serves as a form of a contract. Therefore, City Council must approve grant applications. In order to ensure adequate time to complete the RFCA process, a detailed timeline is provided with notations of required coordination. (See pg. 8)

## **Non-Lead Grant Projects**

Departments collaborating with external entities in a partnership capacity and that will not submit an application as the lead grantee need not submit request for authorization to apply. However, upon notification of grant award from partner entity departments must request approval to accept any funds and/or enter into contract.

## **Review Process**

Key milestones in the review process include:

- Department Review (internal coordination)
- Inter-departmental Review (all departments involved in review)
- Management Team Review (City Manager, Deputy/Assistant City Manager)
- Agenda Review Meeting (final review before City Council Meeting)
- City Council Presentation (“A” or “B” session)

## **Timeline**

To meet Management Team and grant application deadlines, staff responsible for preparing the grant application must do initial research and data collection at least five weeks before an RFCA is submitted into the Request for Council Action System. As coordination with department staff is occurring, the grant originator must also coordinate with the Intergovernmental Relations Department, Office of Management and Budget, Finance Department, City Attorney’s Office, City Manager’s Office and other departments impacted by the grant application.

## **Special Category Grant Opportunities**

There are certain grants that may meet the criteria for this special category. Grants in this category may be submitted for authorization via the process defined below. Grant opportunities submitted via this process will undergo a comprehensive review. The following conditions will be considered for the *Special Category Grant Opportunity* authorization process:

### **Short Term Application Deadlines**

- Grant opportunities when there are 30 days or less between the solicitation date and deadline to apply.
  - **NOTE:** Upon notification of award departments must follow the grant *Ordinance Process Guidelines* to request authorization to accept award funds and execute contract.

### **Short Term Grant Renewal and Extension Applications**

- Grant application renewals and extensions when the time frame for submission to renew or extend grant is 30 days or less.
  - **NOTE:** These grant projects must have previous City Council approval.

### **Funding Increases**

- Supplemental funds made available by granting agencies to increase existing funded projects that require requests to be submitted within 30 days or less by grantor.
  - **NOTE:** These grant projects must have previous City Council approval.

### **Authorization Process:**

#### **STEP 1**

- Department Head or designee will submit a *Special Category Grant Opportunity* (SCGO) authorization form (attached) to the Intergovernmental Relations Department (IGR).

#### **STEP 2**

- IGR will review, document and approve for submission. IGR will complete a full evaluation within five (5) business days. If approval is granted IGR will return form to Department for further processing. Upon necessary evaluation if an approval is not granted IGR will initiate dialogue with respective department.

#### **STEP 3**

- Department Head or designee will forward form to the Office of Management and Budget (Budget Analyst) for approval. Departments are responsible for communicating and coordinating with the Office of Management and Budget throughout this process.

**STEP 4**

- Department Head or designee will submit form to the appropriate Management Team Member for final approval (City Manager, Deputy/Assistant City Manager).

**STEP 5**

- Once all authorizations have been received Departments shall send the original document to IGR for documentation purposes. Departments may keep a copy for their files.

**STEP 6**

- Complete and submit required documentation and supporting documents to granting agency.

**IMPORTANT:**

Upon awarding of grant funds Department Head or designee shall promptly submit an RFCA to request authorization to accept grant funds and execute contract, as per the *Grant Ordinance Process Guidelines*.

**NOTE:**

Department personnel may proceed with preparation of proposed application to preclude delays during (SCGO) authorization process.

**CITY OF SAN ANTONIO  
Special Category Grant Opportunity**

**SUBMISSION AUTHORIZATION REQUEST**

**Instructions:**

Submit this completed form to the Intergovernmental Relations Department. Only grant proposals with a solicitation timeline of 30 days or less may be submitted for authorization via this track.

<b>Grant Title:</b>	
<b>Grantor:</b> <i>(Agency name)</i>	
<b>Grant Category:</b> <i>(New (new funds/project to COSA); renewal; funding increase; other- explain)</i>	
<b>Solicitation Date:</b>	
<b>Due Date:</b>	
<b>Grantee:</b> <i>(Department submitting)</i>	
<b>Project Manager/Grant Writer:</b>	
<b>Funding Amount:</b>	
<b>Match Requirement:</b> <i>(cash/in-kind)</i>	
<b>Partnerships:</b>	
<b>Ordinance Date/Number :</b> <i>(Previously approved grants)</i>	
<b>Grant Summary:</b>	

<input checked="" type="checkbox"/> _____ (check to acknowledge provision)	<b>PROVISION:</b> Submission of this grant does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.
<b>Submitted By:</b>	Date:
<b>Department Head Authorization:</b>	Date:
<b>IGR Authorization:</b>	Date:
<b>OMB Authorization (Budget Analyst):</b>	Date:
<b>Management Team Member Authorization:</b>	Date:

## **Request For Council Action (RFCA) E-Agenda Components**

- Permits department agenda coordinator or designated user to submit agenda information and attach backup material through web-based system
- Creates a summary memo that will be automatically linked to final agenda
- Automatically generates e-mail notifications to approvers/reviewers, based on established workflows
- Tracks item through approval process to identify delays

### **Agenda Builder**

- Will receive data from RFCA system and automatically “builds” the agenda document based on Council date with links to corresponding backup material
- Enables City Manager staff to produce forecast reports for upcoming Council meetings

### **Workflow System**

- Establishes review and approval order

#### *Standard Workflow Modified for Grant Related Items*

- Agenda Coordinator/Originator submits;
  - Workflow Approval:
    1. Department Agenda Coordinator
    2. Other affected departments (if applicable)
    3. Department Head
    - 4. Intergovernmental Relations Department**
    5. Office of Management & Budget
    6. Finance Department
    7. City Attorney’s Office
    8. Management Team/City Manager’s Office
- A. City Attorney’s Office will input caption language
- B. Management Team Member approves item for “draft” agenda
- C. City Manager makes final determination of agenda date

## **RFCA Authorization Types and Attachments**

The attachments required are determined by the type of authorization requested. Attachments below are required documentation for authorization. Departments must plan to attach a proposed budget and personnel complement (if applicable) when requesting authorization to accept grant funds.

### **Type 1**

**Requesting authorization for submission of a grant application:**

- Grant application (1-4 pages detailing introduction or program overview)
- Grant narrative explaining scope of work (include in memorandum)
- Letter(s) of support (if any)
  - Partners
  - Community
- Any other documentation necessary to support/supplement proposal

### **Type 2**

**Requesting authorization for submission of a grant application and acceptance of funds upon award notification (in an amount up to \_\_\_\_\_); and to authorize proposed budget, proposed personnel complement and execution of all related documents of this grant:**

- Grant application (1-4 pages detailing introduction or program overview)
- Grant narrative explaining scope of work (include in memorandum)
- Proposed Budget
- Proposed Personnel Complement (when applicable)
- Letter(s) of support (if any)
  - Partners
  - Community
- Any other documentation necessary to support/supplement proposal

### **Type 3**

**Requesting authorization for acceptance of grant funds and execution of contract:**

- Contract (terms and conditions)
- Notice of Grant Award (official notification)
- Budget
- Personnel Complement (when applicable)
- Any other documentation necessary to support/supplement contract

### **Type 4**

**Requesting authorization to accept an award increase, amendment or contract change:**

- Notice of Grant Award (official notification)
- Contract (terms and conditions)
- Budget
- Personnel Complement (when applicable)
- Any other documentation necessary to support/supplement contract

## Ordinance Process Timeline

STEP	ACTION	APPROVAL	COORDINATION	TIMELINE
1	Initial research; identification of grant opportunity and data collection	Division Head	Department fiscal officer, and other affected departments	Approximately 5 weeks - 2 months prior to grant application deadline
2	Notify IGR via email of the following actions: All applications/ Notification of awards  (any other related actions required for acquisition of grant funds)	Intergovernmental Relations Department	Grant originator and Intergovernmental Relations Department  (initiate communication with IGR via email)	Approximately 5 weeks - 2 months prior to grant application deadline  (upon confirmation of Division Head approval)
3	Submit Request for Council Action (RFCA) Item: Enter Item into the Request for Council Action System  - Add attachments (see pg. 6)	Division Head  (submit to Dept. Agenda Coordinator and continue along specified workflow) <b>NOTE: Modify RFCA workflow to include IGR approval after Department Head</b>	<b>Workflow Approval:</b> Department Agenda Coordinator (DAC), and other affected departments, Department Head, Intergovernmental Relations Department, Office of Management & Budget, Finance, City Attorney's Office, City Manager's Office	Approximately 4 weeks prior to Council date  (no less than 16 days prior to target Council meeting)
4	RFCA to appropriate Management Team	Management Team  (City Manager, Deputy/Assistant City Manager)	Management Team  (City Manager, Deputy/Assistant City Manager)	Approximately 2 weeks prior to Council date
5	Agenda Review Meeting -Draft Agenda for following week -Current week agenda is reviewed	City Manager	Management Team  (City Manager, Deputy/Assistant City Manager)	Wednesday  (8 days prior to Council meeting)
6	Agenda Review Meeting -Current week agenda is reviewed	City Manager	Management Team  (City Manager, Deputy/Assistant City Manager)	Wednesday  (Day before Council Meeting)
7	City Council Meeting	City Council	City Manager and Staff	Council Meeting B Session (Wednesday) A Session (Thursday)

## **Departmental Responsibilities for RFCA**

### **Originator:**

- Authorized to create an agenda item and submit through internal review process
- May view items they have created

### **Department Agenda Coordinator:**

- Develops & maintains all workflow scenarios and authorizations
- Authorized to initiate approval process
- Authorized to reject an item before it goes to Department Head
- View all departmental items in progress
- Train departmental Originators, Reviewers and Approvers

### **Intergovernmental Relations Department:**

- Responsible for the coordination and administration of City wide grant related initiatives, objectives and approving grant related RFCA items.

### **Office of Management and Budget:**

- Responsible for reviewing all agenda items to assure conformance of expenditures with the Annual Budget, Capital Improvement Program, adopted policies of the City Council and City Manager, and sound fiscal and administrative policies.

### **Finance Department:**

- Responsible for reviewing and approving financial information.
- Has the fiduciary responsibility for providing policy and program direction to safeguard the City's financial assets and manage its financial resources in accordance with the goals of the City Council, the City Manager, and in compliance with applicable laws and generally accepted accounting and financial management principles.

### **City Attorney's Office:**

- Responsible for reviewing all agenda items to assure compliance with applicable provisions of state and Federal law and regulations and the provisions of the City Charter. The City Attorney is responsible for preparation of the preliminary Council Agenda and preparation and posting of the regular Council Agenda and any add-on items as directed by the City Manager's Office. In addition, Attorney's Office reviews and develops the agenda posting language.

### **City Manager's Office-Agenda Coordinator:**

- Upon receipt of ordinance requests, the Council Agenda Coordinator consults with the Department Head regarding any questions, problems or suggestions regarding the RFCA. All ordinances passed by the City Council shall take effect at the time indicated in the ordinance, but not less than ten days from the date of its final

passage.

### **Agenda Review Meeting**

Every Wednesday, the Agenda Review Meeting is held in the Media Briefing Room, First Floor of City Hall. Management Team members attend the meeting. Other staff members will be required to attend upon notification by the City Manager's Office. The purpose of the meeting is to review the preliminary agenda for the following week and to consider significant issues which may arise at the Council meeting to be held the next day - Thursday.

### **Grant Award Acceptance**

Award letters are generally sent to the authorized representative who originally signed the grant application (City Manager) or to the submitting department. Grant awards must be approved by City Council via the RFCA process. A "Request for Council Action" to authorize acceptance of a grant award is processed with the amount of the award, detailed financial data, and period of grant or project year. At this time, the budget, personnel complement, and any needed contracts will be submitted to City Council for acceptance. This step may not be necessary if authorization to accept award was granted simultaneously with authorization to apply for grant. When hiring grant project personnel contact with Human Resources is essential to ensure that established human resource policies and procedures are followed.

### **Master Data**

The creation of master data was previously initiated upon entry in the RFCA system for applications. In order to control the creation of master data, new procedures will be in place for master data creation. Master data will only be created during the RFCA process for those grants that have been historically received by the City and are currently in existence. If the City believes that the same grant will be awarded to the City in a subsequent period, master data will be created. Departments will be responsible for ensuring proper expenditures are coded into the respective grant years.

Master data for new grants will not be created until award notification is received from the granting agency. Dollars should not be spent on these new grants until official notification is received.

### **Obtain Copy of Ordinance**

The City Clerk prepares the ordinance, once adopted by City Council, for the Mayor's and City Attorney's signature. Copies of ordinances may be obtained by calling the City Clerk's Office at 207-7253. The City Clerk also uploads the signed Ordinances into the Agenda Builder System, making them part of the supplemental documents through the E-Agenda.

## **Sections: Request for Council Action (RFCA)**

### **DEPARTMENT:**

- Name of Department submitting RFCA. (Automatically populated based on the credentials of the Originator)

### **DEPARTMENT HEAD:**

- Name of Department Head submitting RFCA. (Automatically populated based on the Department Name)

### **COUNCIL DISTRICT(S) IMPACTED:**

- List individual districts impacted or note “City Wide” if city-wide impact applies.

### **SUBJECT:**

- Purpose for submitting RFCA.

### **SUMMARY**

- Description of requested action.

### **BACKGROUND INFORMATION:**

- Provide sufficient information to fully describe project/program. Provide facts, statistics and scope of work/grant narrative.

### **ISSUE:**

- Explain purpose of RFCA.
- Explain benefits of grant and how it will improve and promote city services. Link to department and City mission.

### **ALTERNATIVES:**

- Discuss the viable alternatives that Council has to approving this action; or that have been evaluated by staff.
- The alternatives of taking no action should be outlined from the perspective of any resulting financial or operational impacts. If one or more of the suggested alternatives would substantially alter existing City policy, this should be discussed.
- List alternative plans.
  - May use this section to explain loss if approval is not obtained.

### **FISCAL IMPACT:**

- Indicate amount applied for, if matching funds are required, and the general fund impact.

## **Sections: Request for Council Action (RFCA) Continuation**

### **RECOMMENDATION:**

- Based on the alternatives provided in the Alternatives section above, state for Council, staff's best recommendation for taking action on this item. Also, provide any next steps scenarios if applicable.
- At minimum, note the following: *"Based on the information provided above staff recommends approval"*

### **ATTACHMENT(S):**

- Attach any and all necessary attachments.
  - Refer to the RFCA Attachments section on page seven (7) of this document.

### **DEPARTMENT HEAD AUTHORIZATIONS:**

- Department Head authorizing RFCA.

### **APPROVED FOR COUNCIL CONSIDERATION:**

- Approval to submit RFCA obtained by:
  - City Manager
  - Deputy City Manager
  - Assistant City Manager

**RFCA MOCK SAMPLE ON NEXT PAGE**

# RFCA MOCK SAMPLE



## CITY OF SAN ANTONIO Request for Council Action

Agenda Item #  
Council Meeting  
Date:  
RFCA Tracking  
No:

**DEPARTMENT:** Health Department

**DEPARTMENT HEAD:** Fernando Guerra M.D.

**COUNCIL DISTRICT(S) IMPACTED:**  
City Wide

**SUBJECT:**  
Grant submission to Texas Department of State Health Services for the HIV Prevention funding.

**SUMMARY:**  
This ordinance authorizes the submission of a grant application of approximately \$500,000.00 to the Texas Department of State Health Services (TDSHS) to support the ongoing HIV Prevention Program in the San Antonio Metropolitan Health District (SAMHD).

### **BACKGROUND INFORMATION:**

TDSHS provides annual assistance to the City to support core public health activities provided by the SAMHD. HIV prevention has been an important function of SAMHD for many years and much of the support for these programs has come from TDSHS. However, this funding is not assured and SAMHD must compete with other qualified agencies throughout the State.

This grant application is specifically for HIV prevention programs that target high risk populations. Funding priorities will be given to groups demonstrating strong community ties and with specific experience in serving the targeted group or subgroup. SAMHD has an effective and favorable experience in working with these programs and with at-risk individuals. Moreover, SAMHD has established strong relationships with local community-based organizations which also serve this population. These connections, which facilitate client referrals to other service programs, enhance the grant application.

Presently this grant funds two Special Project Officers and one Health Program Specialist. A successful grant application may allow for this program to be expanded.

### **ISSUE:**

Over 300 new cases of HIV are reported in Bexar County each year. Grant funds are available through the TDSHS to support HIV prevention efforts focusing on at-risk populations. SAMHD has disease prevention as an essential component of its mission and has operated HIV prevention programs since the disease was first identified as a public health issue.

### **ALTERNATIVES:**

If this grant application is not submitted, the current program will be closed at the end of the grant period, September 30, 2007. SAMHD would no longer have a specific program to address HIV prevention.

**FISCAL IMPACT:**

The grant application will be submitted with the intention of supporting and expanding the current program with no demands to the City's general fund. The current TDSHS contract was an eight month renewal of \$200,000.00 for the ongoing HIV Prevention Program at SAMHD.

**RECOMMENDATION:**

Based on the information provided above staff recommends approval.

**ATTACHMENT(S):**

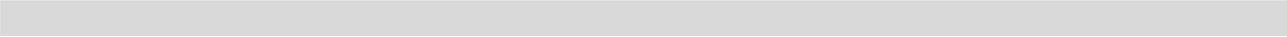
Grant Application  
Letter of Support

**DEPARTMENT HEAD AUTHORIZATIONS:**

Assistant Director Health Department

**APPROVED FOR COUNCIL CONSIDERATION:**

Assistant City Manager



## Examples of Posting Language for Ordinances Related to Grants

### Submissions/Applications, Acceptance and Amendments

#### Authorizing Submission of a Grant Application

An Ordinance authorizing the submission of a grant application in the amount of \$\_\_\_\_\_ by \_\_\_\_\_ (Department) on behalf of the City of San Antonio to \_\_\_\_\_ (Grantor) for the purpose \_\_\_\_\_. (Specify program year if applicable-i.e. “for program beginning September 1, 1999 and ending on August 31, 2000”)

*Example:* (from May 27, 1999 City Council Meeting Agenda)

An Ordinance authorizing the submission of a grant application in the amount of \$1,334,000.00 for three years by the City of San Antonio’s Department of Community Initiatives, Community Action Division to the U.S. Department of Housing and Urban Development in connection with the Housing Opportunities for Persons with AIDS (HOPWA) Competitive Program.

#### Authorizing Submission of a Grant Application and Acceptance of Funds upon Award

An Ordinance authorizing the submission of a grant application, and acceptance of funds upon award up to the amount of \$\_\_\_\_\_ by \_\_\_\_\_ (Department) on behalf of the City of San Antonio to \_\_\_\_\_ (Grantor) for the purpose of \_\_\_\_\_ for the period of \_\_\_\_\_ (period of grant or program year). (Specify program year if applicable-i.e. “for program beginning September 01, 2007 and ending on August 31, 2008)

*Example:* (from March 07, 2007 City Council Meeting Agenda)

An Ordinance authorizing the submission of a grant application, and acceptance of funds upon award up to the amount of \$577,106.00 from the Texas Department of State Health Services to support the ongoing Inner City School Immunization Program of the San Antonio Metropolitan Health District for the period September 1, 2007 through August 31, 2008.

#### Authorizing Acceptance of a Grant Award

An Ordinance authorizing the acceptance of a grant in the amount of \$\_\_\_\_\_ from \_\_\_\_\_ (Grantor) to \_\_\_\_\_ (purpose) for \_\_\_\_\_ (period of grant or program year. (if applicable include approval of the budget and personnel complement.)

*Example:* (from July 22, 1999 City Council Meeting Agenda)

An Ordinance authorizing the acceptance of grant funds in the amount of \$100,000.00 from the Texas Department of Human Services to continue operations of the Personal Attendant Services Program administered by the Department of Community Initiatives, Elderly and Disabled Services Division for the period beginning September 1, 1999 through November 30, 1999

**Amending Previous Grant Award Acceptance**

An Ordinance amending Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_ (date of ordinance previously authorizing acceptance) which accepts a \_\_\_\_\_ grant for \_\_\_\_\_ (program) by increasing the budget by \$\_\_\_\_\_. For a total budget amount of \_\_\_\_\_.

*Example:* (from June 24, 1999 City Council Meeting Agenda)

An Ordinance amending Ordinance No. 89114 passed and approved on January 21, 1999 accepting an Office of National Drug Control Policy (ONDCP) High Intensity Drug Trafficking Area (HIDTA) grant for the South Texas Intelligence Center by increasing the project budget by \$239,010.00.

**Resolution to Support another Entity’s Grant Application**

A Resolution supporting the application by \_\_\_\_\_ (Entity) to \_\_\_\_\_ (Grantor) for \$\_\_\_\_\_ to \_\_\_\_\_ (purpose).

*Example:* (from May 13, 1999 City Council Meeting Agenda)

A Resolution supporting the application by the San Antonio Development Agency to the State of Texas for \$500,000.00 in State Home Funding to support San Antonio’s Housing Rehabilitation Program.

*“The procedure established is intended to provide adequate review by the City Manager and the appropriate Departments to ensure sound policy recommendations to the City Council.”*



This document was prepared by the Intergovernmental Relations Department. For questions, or clarification please contact Sally Basurto at 207.7197 or via email at [Sally.Basurto@SanAntonio.gov](mailto:Sally.Basurto@SanAntonio.gov).