

MIAMI BEACH

COMMITTEE MEMORANDUM

TO: Finance and Economic Resiliency Committee Members
FROM: Eric Carpenter, City Manager
DATE: September 20, 2024
TITLE: DISCUSS STEPS THAT COULD BE TAKEN TO ENHANCE THE IDENTIFICATION OF GRANT OPPORTUNITIES FOR THE CITY OF MIAMI BEACH

RECOMMENDATION

The City Administration (“Administration”) recommends that the Finance and Economic Resiliency Committee (“FERC” or “Committee”) discuss the item and provide any needed recommendations to Commission if needed.

BACKGROUND/HISTORY

On July 24, 2024, the Commission, at the request of Mayor Steven Mein and Commissioner Laura Dominguez, referred an item (C4F) to the FERC to discuss enhancing identification of grant opportunities.

The City of Miami Beach applies for various grants and funding allocations from external agencies and organizations. Grant opportunities are identified and researched through a procedural process. The grants team ensures the proper understanding of the grant types and sources. Federal grants are offered by U.S. government agencies, often through grants.gov. State grants are provided by state governments or state agencies. These can be found on state government websites or through state-specific grant portals. Local grants are offered by city or county governments through partnerships with the County and other municipalities that Federal and State funding passes through.

Best Practices

At the beginning of each fiscal year, a needs assessment is done with each department to ensure that funding opportunities are sought after. To enhance the City’s capacity to identify and secure grant opportunities, the Grants team continuously stays abreast of new funding sources. This includes reviewing current practices to assess the effectiveness of our existing methods and resources for grant identification and research. By identifying any gaps and City needs for improvement, we are able to strengthen our funding approach. Additionally, exploring and continuing best practices allow us to develop and implement policies and guidelines that streamline the grant research and application processes.

ANALYSIS

Internal Coordination

The City consistently strives to maximize external funding sources, encompassing federal, state, and private grants, to advance community-enhancing initiatives and projects. Effectively identifying and securing these grants is vital for maintaining the City’s financial stability and achieving its strategic objectives, such as critical infrastructure and resiliency projects. To support this effort, the Budget and Grants team hold bi-weekly internal meetings that involves all

departmental directors, assistant directors and assistant city managers. During these meetings, we thoroughly review each priority project across the City, discussing the various funding opportunities pursued for these initiatives.

Existing Procedures in the Grant Identification Process

To effectively identify and secure grant opportunities, communication flows in two directions with department directors, assistant directors, and staff working to define grant needs and objectives on an ongoing basis to share with the Grants team so they are aware of needs as opportunities arise. The Grants team also scours through multiple sources of information and diligently reviews any grant's Notice of Funding completely and thoroughly to define potential projects internally and match them with the appropriate department for that grant type. Potential grants are evaluated by reviewing eligibility criteria, funding priorities, and application requirements. Grant applications are prepared by gathering necessary documents and information from the department, project plans, budgets, and letters of support. This allows the Grants team to draft a compelling proposal that includes an executive summary, needs assessment, project description, goals, evaluation plan, and budget. If awarded, the grant's acceptance instructions are followed and adhere to for all reporting and compliance requirements. Collectively, the Departments, Finance and Grants track project progress and financial expenditures, and submit the necessary reports and documentation as required. (see attached listing for grants submitted during the Fiscal Year)

Advanced Tools and Technologies

Searches for funding occur through online databases like Grants.gov, eCivis as well as professional networks and grant alerts. This year, the Grants team has engaged with several grants management service providers offering similar functionalities to those provided in-house through our grants team and the City's MUNIS software. MUNIS includes a comprehensive grants management database that tracks all grants awarded to the City. It is important to note that most of these service providers primarily cater to organizations that administer grants, rather than those seeking to apply for them.

Training and Professional Development

The grants team participated in the National Grants Management Association annual conference engaging in continuous training through the grant forum and the Governmental Financial Officers Association (GFOA) annual conference to enhance knowledge and skill sets. Ongoing, the grants team partakes in training for several agencies that include Florida Department of Environmental Protection, Florida Commerce, Office of Justice Programs, Florida Department of Transportation and many others.

FISCAL IMPACT STATEMENT

N/A

Does this Ordinance require a Business Impact Estimate? (FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on .
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

FINANCIAL INFORMATION

N/A

CONCLUSION

Based on the analysis above, the Grants team will continue to follow best practices and look for opportunities to enhance the efficiency and effectiveness in identifying and applying for grants, increase success rates in securing funding and improve alignment of grants with the City's strategic goals.

Applicable Area

Citywide

Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?

No

Is this item related to a G.O. Bond Project?

No

Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying? No

If so, specify the name of lobbyist(s) and principal(s):

Department

Finance - Grants Management

Sponsor(s)

Mayor Steven Meiner

Co-sponsor(s)

Commissioner Laura Dominguez

Condensed Title

ENHANCE IDENTIFICATION OF GRANT OPPORTUNITIES