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CITY OF SPRINGFIELD, MASSACHUSETTS

January 22, 2014

Mayor Domenic J. Sarno & City Council:

During an interdepartmental meeting in September, departments raised issues regarding grant reimbursements and reporting. The process for departments to comply with grant funding agencies for reimbursement was cumbersome and undocumented. In order to ensure timely grant payments, the process needed to be defined, documented and followed across City departments.

Serving as facilitators, the Office of Management and Budget arranged for meetings between City departments and the Comptroller's Office to share ideas and information. Based on these meetings, a few simple changes went into effect immediately. For example, all paperwork needed to setup grants in MUNIS would be sent to the OMB at the same time. Previously, departments had to send their request for a grant appropriation to the OMB to be put on the Council agenda for approval by the City Council. Once Council approved the grant, another form was sent to the Comptroller's Office in order for the grant to be set up in the City's system. By having all the paperwork completed and submitted at once, departments are relieved of additional steps, allowing grants to be set up sooner and more efficiently. Additionally, new reporting processes were put in place to help City departments capture all grant related costs in a few simple steps. These efficiencies make the reimbursement process easier and inevitably the City collects grant funds faster than before.

To conclude the Grant Reporting Process SWAT, Standard Operating Procedures were documented and reviewed, and will be placed on the City's intranet site for future reference.

I would like to thank Cathy Buono, Carol Leaders, Katie Collins, Lorene Leembruggen, Melissa Nazzaro, Lisa Willis, Jennifer Winkler, Lindsay Hackett, Pat Burns and Beth Gokey for their participation in this SWAT.

Sincerely,

A handwritten signature in blue ink that reads 'Timothy J. Plante'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Timothy J. Plante
Chief Administrative & Financial Officer