



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: September 13, 2021

Subject: SRFIN.21.31 Grant Match Agreement

Report from: Tracey Neifer, Treasurer

Appendices: Appendix A - Grant Management Services Agreement.
Appendix B - Letter of Support, Municipality of Brockton

Recommendation

Be It Resolved that Council hereby,

1. Direct staff to enter into an agreement with GrantMatch, and
2. That PSD Citywide Maintenance Manager be pre-approved for 2022 Capital Budget, such that it can be included in the Municipal Modernization Program Intake 3 grant application closing October 19th.

Report Summary

To provide Council with an overview of the services that are offered by GrantMatch Corp and to obtain Council's support to enter into an agreement with GrantMatch Corp. as an opportunity to maximize grant funds to support capital initiatives. To provide an overview of the PSD Citywide Maintenance Manager and to submit a grant with the assistance of GrantMatch to support the purchase of this software.

Background

Throughout the year staff are diligent in pursuing grants to offset operating or capital costs and minimize the funds used from taxation.

On a weekly basis, we receive an email notification from PSD Citywide for their Municipal Grant Service, which provides a listing of new grants and upcoming deadlines with a description of the grant, eligibility criteria, and amount of funding available.

Staff work collaboratively to identify initiatives and submit for grants. GrantMatch provides an opportunity to support our work efforts, secure strong grant writing skills and knowledge to an organization that specializes in knowing the federal and provincial grant opportunities, and the pairing of grants, where possible to maximize funding. GrantMatch:

- ☐ has 25+ years of experience,
- ☐ has \$250+ million in tax, grants and incentives recovered for clients
- ☐ 30+ staff and offices across Canada
- ☐ Operates in all Provinces
- ☐ Maintains a live interactive database

GrantMatch defines the solution for municipalities as “the development of a proactive grant strategy to identify, triage, and maximize government funding”, to move the average application success rate from 25% to 75% with their Sprint Funding Approach, and 94% with their Strategic Funding Approach. Working with Staff, they will develop a high level overview and understanding of the municipality's upcoming investment projects planned for 12-15 months and complete a Funding Strategy that will highlight priority action items, and the ability to stack and pair grant applications. Their deliverables include:

- ☐ Communication with government representatives and funding agencies, as needed
- ☐ Prepare any communications required on the Municipality's behalf
- ☐ Complete and file applications
- ☐ Manage compliance reporting process

There is no limit on the number of grant applications that they will submit or the dollar value of a capital project, however, there may be a priority set to maximize funding opportunities. Within the terms of the agreement, it provides for the Municipality to determine whether it involves GrantMatch in a certain government funding application

Analysis

GrantMatch offers a two year service agreement that is renewable annually, with the cost of service only applicable upon successful grant applications. Their fee structure is 10% on the first \$1,000,000 of government funding approved, and 5% on the remaining government funding approved, greater than \$1 million. The question was posed about these fees being considered an eligible expense for grants, and we were advised that they are not eligible.

The management team has been reviewing Citywide Maintenance Manager (CMM) as a capital initiative that would fit within the priorities of the Municipal Modernization Intake 3 that closes on October 19th. CMM is a service request, work order and preventative maintenance application designed to enable departments to prioritize, schedule and track work. In addition, it calculates resources utilized, inventory consumed, as well as direct and indirect labour, and integrates with our Citywide Asset Management and GIS modules. The link to Asset Management will be an important enhancement as we start to monitor lifecycle events/costs that extend the life of an asset, thus deferring replacement costs. Some of the functionality includes:

- ☐ Create and track service requests and work orders
- ☐ Range of reports and graphs to help identify areas of improvement and high cost to improve efficiency
- ☐ Mobile workforce to view and edit workorders in the field in real time; mark locations; take pictures
- ☐ Additional features – built in route patrol, manage vendors and suppliers, attach documents, pictures or manuals, and built in GIS viewer (integrated to our GIS module)

Citizen Request Portal

Citywide Maintenance Manager not only provides efficiencies and automation for staff and management, it also provides a Citizen Request Portal. Service requests can be linked to the Municipality's website, route and receive requests via the Citizen Request Portal – a self-serve form. Requests can be directly routed to the appropriate person (staff and/or vendor). The resident submitting the request receives an email acknowledging the request and a request number that they can use for any follow up. Reports can be developed to assist Council in knowing what requests have been received.

Municipal Modernization Program Intake 3

The Municipality has been successful in receiving grants in the first two intakes under this funding program. The third intake is focused on two areas; the "Review Stream", third party reviews and the "Implementation Stream", projects that increase efficiency and effectiveness and lower costs in the long term. There are four priorities identified:

- ☐ Digital Modernization
- ☐ Service Integration
- ☐ Streamlined Development Approvals
- ☐ Shared Services/Alternative Delivery Models

Citywide Maintenance Manager meets the priority of Digital Modernization, and PSDCitywide is confident that the project is a good fit for Intake 3.

To be eligible for funding under Intake 3, an implementation project must:

- ☐ Be based on a demonstrated evidence of savings or efficiencies that the municipality intends to realize through the project.
- ☐ Begin no earlier than August 16, 2021 and be completed by February 28, 2023.
- ☐ Include a high level work plan with project milestones.

- Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion.
- Include a commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.

The Municipality must also confirm that it has fully spent or allocated the unconditional modernization funding provided by the Province in 2019. Arran-Elderslie, through the approval of Council, has successfully allocated the funds to approved projects.

Link to Strategic/Master Plan

Not Applicable

Financial Impacts/Source of Funding

The Grant Management Services Agreement does not have any upfront costs, as the cost of service is directly linked to the successful award from a grant application. The benefit being the minimization of tax dollars/reserves needed to fund capital projects.

Proceeding with Citywide Maintenance Manager (staff are working with PSDCitywide to finalize project costs) at an estimated cost of \$100,000 including software license, implementation and year-2 annual support and maintenance:

Project Cost - \$100,000

Grant Award - \$65,000 and Municipal Contribution \$35,000

Grant Services - \$6,500 based on 65% funding award

Total Project Cost - \$106,500

Municipal Contribution - \$41,500 (without the grant award it would be \$100,000)

Approved By: Sylvia Kirkwood, CAO