



July 8, 2025

Grants & Revenue Office



Agenda

- Introduction and Background
 - Susan Earle, Interim Chief Financial Officer, Finance
- Overview of Grants Office
 - Kim Klose, Grants and Revenue Manager, Finance

Background

- Lessons learned after COVID relief funding effort.
- Centralization of Operational Support Services for American Rescue Plan Act.
 - Purchasing and Contracting Transformation (PACT)
 - Grants and Revenue Strategy
- 2024-2025 Foundational Excellence budget investment.
- Opportune as we have needed more depth in response to federal actions.
 - Role supporting Federal Response Action Team (FRAT).

Grants and Revenue Office

The Mission of the Grants and Revenue Office is to maximize grant opportunities and work with service teams and departments to identify potential federal, state and other grant opportunities, provide support in the application and acceptance process, and coordinate grant projects to ensure the Ramsey County achieves its mission, values and goals.

While programs are responsible for writing their own grant applications, the Grants & Revenue Office (GRO) will:

- Provide guidance, consultation, and advice on grant administration and management for the county.
- Increase transparency for grants.
- Develop policies, procedures, and guidelines for grant administration and management.
- Develop tools, templates, and other materials to strengthen new/existing processes.
- Work closely with financial analysts, controllers, and other leaders in the county to collaborate on revenue generation and an increase in grant awards for the county.

Getting to Today

- Grant function is decentralized in Ramsey County.
- Interviews with staff:
 - How do staff look for grants?
 - Varying application process.
 - Challenges in the application process.
 - Receipt of a grant.
 - Implementation of a grant.
 - Closing of a grant.
 - Document Retention.

What Would Departments Like to See?

- Landing Page.
- Networking Opportunities.
- Shared Resources.
- Training.
- Process Improvements.

GRO Office

Landing Page	Networking	Shared Resources	Training	Process Improvement
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- Developed resources, Grants & Revenue page on RamseyNet.
- Created Grants Network.
- Tracking applications (Intent to Apply form).
- Tracking Federal Funds (direct and pass-through).
- Federal Landscape – FRAT, ongoing/upcoming.
- Providing Training (1:1, small and large group).

Opportunities for Operational Excellence

- Develop & standardize organization-wide policies and procedures and processes.
 - Create a manual:
 - Standardize and coordinate processes, clarify roles and responsibilities.
 - Creating draft, will re-convene a workgroup comprised of staff working with grants to advise, edit and finalize the policy/procedure manual.
 - Will provide a roll-out that includes training.
 - Additions to the Admin Code as needed.
- Ongoing training opportunities.
- Compliance with Uniform Guidance – focus on federal funds.
- Address audit requirements/findings.
- Leverage Enterprise Resource Planning (ERP) investment.
 - Electronic Grants Management System – Workday coming (soonish).
- Working on change management with departments.

Looking Ahead

- Continue to build a stronger community of practice.
- Learn and leverage national and regional learnings and experience.
- Coordination and centralization where alignment is most beneficial.
- Work closely with departments.
- Identify additional grant revenue and opportunities.
- Better track grant efforts.
- Support response to federal and state challenges in the months and years ahead.

Questions?