



# INTERNAL AUDIT OF GRANTS UPDATE

Response to Grants Audit

Finance and Human Resources

Departments



# Proposed Amendments to Grants Policy

- All grants positions will be classified on the City's adopted Pay Plan.
- Pay grades and salary range will be established for each grants position.
- Grants positions not eligible to receive additional grants supplements.
- Salary for grants employees may be increased when Council approves pay adjustments for General Government employees and there is funding within the grant.
- Funding for grants positions may be 100% grants funded or a combination of grant funds and General Fund monies.
- Exceptions to this policy must be approved by the City Manager in accordance with Columbus Code, Section 2-18.7.
- Administration of grants is the responsibility of the grant receiving department or agency.

# Council Questions

**Q1. What is a Grants position? (Councilor Thomas). Do employees paid by a grant receive benefits and do they pay into the pension fund? (Councilor Crabb)**

- These are CCG employees paid with a different funding source (Grant Funds).
- Employees in grant paid positions are in CCG classified positions on the UGA pay plan.
- Full time employees paid by a grant are eligible for and do receive CCG benefits including health insurance (medical, dental, vision), leave benefits including sick leave, annual leave, over time/comp time, paid holidays. Employer paid benefits include basic life insurance, unemployment insurance, workers comp insurance.

## **Exceptions:**

- May or may not be in the City's pension plan.
- Considered temporary employees because; if grant is not renewed, the position goes away, and the employee is separated.

**Reason for Exception:** The nature of Grants - typically a one-time allowance or temporary, awarded for a specific project or service. Grants may be renewed but are not guaranteed.

# CCG Employees – Funding Source

1

Classified Positions  
on the City's UGA  
Pay Plan

2

1. May be fully funded by grant  
OR
2. A combination of Grant Funds and General Fund monies

3

Temporary – Position funded as long as the grant is awarded

# Council Questions

Q2. How can an employee appeal the recommended policy if they don't agree with it?  
(Councilor Thomas)

- The recommended policy complies with the city charter, 2-18-17
  - *Sec. 2-18.7. - Examination, evaluation and approval of compensation of employees administrating programs financed by state or federal government.*
- Each and every change in the pay rate of employees of the consolidated government, including employees serving elected officials, special projects, and grant-in-aid programs for the benefit of the general government which may be financed in whole or in part by the State of Georgia or the United States of America, shall be examined, evaluated, and **approved by the city manager** of Columbus, Georgia. This requirement shall be in addition to, rather than in lieu of, existing requirements for review and approval by the director of administration, personnel officer, department heads and other officials. (Ord. No. 72-179, § 1, 9-12-72)
- The City Manager is charged with setting the salary of city employees, not the federal or state government based on awarding of grants. Appropriations come from the City Council to pay salaries.
- Any employee may appeal their pay to City Council.

# Council Questions

Q3. If an employee whose salary is totally paid for by a grant, can all of the funding for salaries be used to pay employees which may be more than the CCG valued salary (or CCG established pay for the position)? (Councilor Thomas)

- No. Employees in other departments apply for and receive millions of dollars in grant funds annually; however, those employees cannot increase or supplement the established pay for the position they hold.
- Additional grant funds may be directed towards added programs, services, or adding staff for the benefit of those being served.
- NOTE: Grants are awarded to the City of Columbus, not employees. City agencies administer the grants.

# Council Questions

Q4. For an employee who writes grants, is the employee required to write a certain number/amount of grants so they receive a salary? (paraphrase) (Councilor Crabb)

- No, employees are not required to write grants just so they receive a salary.
- “I am not paid to write grants, I am paid to manage the award of grants.” Dayna Solomon
- The City does not employ grant writers for the sole purpose of writing grants.
- The **Georgia Accountability Court Program**, a criminal justice reform initiative established to provide effective alternatives to sentencing for nonviolent offenders and reduce the state's prison population. (A grant program)
- Typically non-compete grants requiring only minimum effort to apply for and receive.

# Council Questions

**Q5. If we already have a policy that states the City Manager sets employees' pay, why do we need this policy? (Councilor Crabb)**

- The policy is to reconfirm the existing ordinance and to ensure the City Manager is notified when an employee's pay is being changed.
  - *All positions will be classified on the City's adopted Pay Plan including those funded by a grant.*
  - *Pay grades and salary range will be established for each position including those funded by a grant.*

**Q6. Why do we have to make an amendment to the existing ordinance?**

- The ordinance places the grant paid positions in UGA classified positions and within the appropriate pay range.



# Council Questions

**Q7. When CSU reviews a position, are they placing a value on the position alone, or does it include benefits? (Councilor Woodson)**

- CSU's review of a position analyzes the skills, knowledge and abilities required to perform a job. It does not consider any associated benefits.
- The City determines benefits offered to employees: Benefits Package includes
  - *Annual leave, sick leave, employee assistance program, health insurance including medical, dental, vision; life insurance, paid holidays, etc.*
- Employees in positions funded by grants already receive these benefits

**Q8. Is there an option for employees to be freelance grant writers? (Councilor Crabb)**

- Should the City have a need for freelance grant writers, this would be bided out and a Request for Qualifications (RFQ) would be issued through the City's Purchasing Division.
- CCG employees are not both "employees" and "freelance grant writers"

# Grants Employee Audit

Position Title	Pay Grade	Grants Received	Regular Salary		Grant Supplement	Total Pay	Recommended Adjusted Pay
			General Fund	Grant Fund			
Juvenile Court Director	G20	Family Drug Court Grant Family Drug Court Discretionary Grant Juvenile Court Discretionary Grant	\$48,438.36 ***	N/A	A: \$16,320.20 B: \$12,000.04* C: \$13,000.00* Total: \$41,320.24 **	\$89,758.60 ***	\$50,890.58
Drug Court Coordinator, Unclassified Case Manager, Classified	G16	State Adult Drug Court Grant ADC - Treatment Enhancement & Expansion Grant Federal First Responder Naloxone Grant	\$39,755.62	N/A	A: \$30,344.60 B: \$26,749.84 Total: \$57,094.44	\$96,850.06	\$60,733.50
Custody Investigator	G7	Mental Health Grant Veterans Court Grant	N/A	\$26,224.90	\$26,264.94	\$52,489.84	\$47,722.58
Drug Court Coordinator	G18	Statewide Drug Court Grant Juvenile Drug Court Discretion Grant	N/A	\$44,088.72	\$5,594.94	\$49,683.66***	\$44,970.48
Drug Court Coordinator	G18	Family Drug Court Grant Family Drug Court Discretionary Grant	N/A	\$58,053.31	\$10,800.00	\$68,853.31***	\$43,612.61
Case Manager	G16	Adult Felony Drug Court Grant ADC Treatment Enhancement Grant	N/A	\$39,600.08	\$11,375.00	\$50,975.08	\$42,870.78
Victim Advocate Investigator	G15	Crime Victim Witness Program Grant	\$53,466.61	N/A	\$7,000.00	\$60,466.61	\$57,577.99
Victim Advocate	G14	Crime Victim Witness Program Grant	\$38,394.10	N/A	\$4,000.00	\$42,394.10	\$40,749.51
Deputy Clerk I	G10	Deputy Clerk I	\$28,554.03	N/A	\$2,034.64	\$30,588.67	\$28,840.27

# Positions in General Fund

Position Title: Juvenile Court Director New Position Title: No change Pay Grade/Salary: From G20A - \$48,438.36 to G20C - \$50,890.58	General Fund
Position Title: Victim Advocate Investigator New Position Title: Victim Witness Program Administrator Pay Grade/Salary: From G15R - \$60,466.61 to G18L - \$57,577.99	General Fund
Position Title: Victim Advocate New Position Title: Victim Advocate Investigator Pay Grade/Salary: From G14G - \$42,394.10 to G15D - \$40,749.51	General Fund
Position Title: Deputy Clerk I New Position Title: No change Pay Grade/Salary: From G10C - \$30,588.67 to G10A \$28,840.27	General Fund
Position Title: Grant Compliance Accountant New Position Title: No Change Pay Grade/Salary: From G19E - \$50,890.56 to G20E – \$53,466.89	General Fund

# Positions – Grant Funding Source

Position Title: Drug Court Coordinator, Unclassified and Case Manager, Classified New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G00 and G16A - \$96,850.06 to G20L - \$60,733.50	Grant Fund
Position Title: Custody Investigator New Position Title: Adult Drug Court Coordinator Pay Grade/Salary: From G16L - \$52,489.84 to G20C - \$47,722.58	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No change Pay Grade/Salary: From G18F - \$49,683.66 to G18D - \$44,970.48	Grant Fund
Position Title: Drug Court Coordinator New Position Title: No Change Pay Grade/Salary: From G18R - \$68,853.31 to G18C - \$43,612.61	Grant Fund
Position Title: Case Manager New Position Title: No Change Pay Grade/Salary: From G16K - \$50,975.08 to G16F - \$42,870.78	Grant Fund

# Summary

- Approve Grants Policy:
  - *All positions funded by a grant will be classified on the City's Pay Plan.*
  - *All positions funded by a grant are not to receive additional grants supplements.*
  
- Approve Ordinance:
  - *Set the pay and classification for employees in positions funded by grants*
  - *Changing the pay grades of positions funded by grants to reflect the **Value** of the position*
    - *Custody Investigator to Adult Drug Court Coordinator G-16 – G-20*
    - *Victim Advocate Investigator to Victim Witness Program Administrator G-15 – G-18*
    - *Victim Advocate to Victim Advocate Investigator G-14 to G-15*
    - *Grant Compliance Accountant G-19 to G-20*
  
- Recommendation: Council approval.



QUESTIONS