

**PERFORMANCE REPORT: DECEMBER 2016 – NOVEMBER 2017****DECEMBER 2016**

- ✓ Sent separate possible grant notices to WSPD.
- ✓ Followed up with City staff on Youth Homelessness Demonstration grant application, communicated on same regarding strategy for garnering support during Administration transition, as well as status of FY17 funding for Continuum of Care, and predications for priorities of the new HUD Secretary.
- ✓ Followed up with City staff on Community Food Project grant application, Food Insecurity Nutrition Incentive grant, and communications on details related to the Farmers Market Promotion Program (FMPP) and the Local Food Promotion Program grants. Communications with U.S. Department of Agriculture's National Institute of Food and Agriculture on all.
- ✓ Prepared and sent Grants Alert.
- ✓ Prepared and sent Grants Forecast for 2<sup>nd</sup> quarter of federal fiscal year (Jan – Mar 2017).
- ✓ Continued to provide Council Member Montgomery updates throughout the month on 21<sup>st</sup> Century Cures Act, which includes numerous new mental health provisions, as it passed Congress and was signed into law.
- ✓ Communicated with WSFD grant writer on plans to apply for Assistance to Firefighters Grants.
- ✓ Prepared and sent 2017 Congressional Calendar.
- ✓ Researched history and provided political intelligence and recommendation on Foster Care reform legislation; additional communications as new information became available in order to provide additional advice and guidance.
- ✓ Communicated with City Manager's office regarding action items recommended in order to prepare the Federal Action Plan.
- ✓ Provided detailed explanation to City staff on election results impact on transportation issues, prediction of priorities by nomination of Elaine Chao to be Secretary of Transportation, and reasons for her nomination.
- ✓ Called City Manager's office to discuss new grant for Program to Prepare Communities for Complex Coordinate Terrorist Attacks (CCTA) give the unusual amount of money available and that no match is required; sent summary of same following the call.
- ✓ Participated in organizational meeting for CCTA grant team.
- ✓ Researched possible grant writers; called contacts to get recommendations on firms with connections to FEMA and specialty in emergency preparedness; discussed with grant writers for WSPD and WSFD; numerous calls and emails with City's CCTA team.
- ✓ Followed up with City staff in attempt to determine whether Union Station would be ready in time for grant funding opportunity to support history displays.
- ✓ Communications with Transportation Department regarding Smart Growth America's selections for Transit-Oriented Development Technical Assistance.
- ✓ Researched issues raised during meeting with WSFD regarding standards for fire departments and also where Assistance to Firefighters Grants funding has been going in recent years in order to make recommendations for items on the Federal Action Plan. Additional research on SAFER grant.
- ✓ Provided update to City staff on nomination for Secretary of Labor and the impact that would have on overtime rules and other potential changes to Fair Labor Standards Act.
- ✓ Prepared memo specifically outlining grants available to fund activities at Farmers Markets.

## **JANUARY 2017**

- ✓ Met individually with Council Members Montgomery, Larson, Besse and MacIntosh as requested to discuss priorities for this year and the Federal Action Plan.
- ✓ Communicated with potential grant writers, sending them links to the CCTA grant documents and providing other background information to assist them in preparation of their proposals to the City.
- ✓ Multiple communications with CCTA team during process of selecting a grant writer.
- ✓ Participated in calls with potential grant writers for CCTA application.
- ✓ Attended two days of meetings with grant writer to help prepare for CCTA application.
- ✓ Prepared draft letter of support template for use with local stakeholders.
- ✓ Scheduled and attended meeting with Sen. Thom Tillis' office to discuss CCTA grant and other items with Mayor Joines during U.S. Conference of Mayors Annual Conference in Washington, DC. Inquired about meetings with Transition Team and Administration officials, but advised it's too soon.
- ✓ Provided copy of Mayor's radio interview to Sen. Tillis' office.
- ✓ Attended North Carolina society inaugural events, including opportunity to speak with U.S. Representative Virginia Foxx.
- ✓ Sent individual grant notices on specific grants that fit with City's priorities (Ex: Water Infrastructure Finance and Innovation Act (WIFIA) program; Farmers Market Promotion Program (FMPP); Second Chance Re-Entry Programs for Adults with Substance Abuse and Mental Disorders; Regional Conservation Partnerships; and several others directly to the WSPD).
- ✓ Tracked and updated staff on competitive grant award announcements. (Ex: Youth Homelessness Demonstration Program.)
- ✓ Worked on updating list of contacts in congressional offices.
- ✓ Tracked list of appointments and key positions chosen in Trump Administration, and communicated same to City staff and elected officials as relevant. (Ex: Sen. Tillis' LD to be Healthcare Policy Advisor.)
- ✓ Monitored and reported on Executive Orders and key issues from Trump Administration and communicated same to City staff and elected officials as relevant. (Ex: withholding federal funds from sanctuary cities.)
- ✓ Communicated positions on issues and potential threats to City priorities with congressional offices.
- ✓ Communicated with Program Director on the FMPP grant to get questions answered.
- ✓ Prepared draft of the Federal Action Plan, communicated with department leaders on items to be included and language in order to verify accuracy, and provided first draft to City Manager's office for review.

## **FEBRUARY 2017**

- ✓ Attended Command Staff meeting at WSPD to explain my services and generate project ideas.
- ✓ Wrote letters of support on the CCTA grant for the three congressional offices and worked with same to receive those letters.
- ✓ Prepared and sent Grants Alert.
- ✓ Worked on Grants Forecast for 3<sup>rd</sup> quarter of federal fiscal year (Apr – Jun 2017).
- ✓ Provided article of interest on prediction for funding of the Arts and Humanities to Council Member Larson's staff and followed-up on status of inquiry to local non-profits and any grants for which they need support.

- ✓ Sent separate grant notices on Prevention and Opioid Misuse in Women, Art Work / NEA, Minority Youth Violence Prevention, and HUD Lead-Based Paint, as well as the notice on Veteran's Per Diem Program.
- ✓ Provided political insight and guidance on legislation and anticipated funding decreases per requests by both City staff and elected officials.
- ✓ Researched recent changes in consolidation of Healthy Foods Financing Initiative grants and provided language to City staff.
- ✓ Provided update to WSFD on the status of funding expectations for FEMA grants to firefighters.
- ✓ Determined best people available in federal agencies to meet with based on City's grants and issue priorities, tracked down current contact information, submitted written requests to those individuals for meetings with Council Members during National League of Cities.
- ✓ Contacted offices to verify current schedulers and provided list to City Manager's office for submitting requests to congressional offices.

### **MARCH 2017**

- ✓ Continued follow-up on all requests submitted and finalizing Washington, DC itinerary for City Council representatives. Meetings were confirmed with HUD, DOT, USDA-NIFA, Rep. Foxx, Sen. Tillis and Sen. Burr, as well as a conference call with FEMA.
- ✓ Provided changes to memo to City Council regarding details of the NLC Conference and the advocacy meetings arranged during time in Washington, DC.
- ✓ Attended briefing session with Council Members scheduled to attend the National League of Cities to prepare for meetings in Washington, DC with Members of Congress and federal agencies in order to discuss strategies for meetings, speaking roles, and other details in advance.
- ✓ Numerous communications with City Manager's office while making arrangements for Washington, DC federal advocacy trip.
- ✓ Prepared talking points, biographical information, briefing sheets, and packets to be distributed for meetings.
- ✓ Prepared background information on the City and representatives attending the meetings and sent to agencies meeting with the City.
- ✓ DC meetings cancelled due to snow storm. Called offices to notify all on changes to schedules.
- ✓ Rescheduled USDA-NIFA meeting to a conference call instead and provided updated talking points to participants from the City, as well as provided background materials and bios to the federal agency again the day off the call and participated in the call.
- ✓ Attended meeting at U.S. DOT with Council Member Besse.
- ✓ Provided political insight on the President's "skinny-budget" proposal, the numerous cuts included, and realistically what would likely happen.
- ✓ Updated list of contacts in the congressional offices.
- ✓ Finalized and sent Grants Forecast for grants expected in 3<sup>rd</sup> quarter of federal fiscal year (Apr – Jun 2017), as well as highlighted for Council Member Larson's staff a webinar for Art Works grant.
- ✓ Prepared letters of support for WSPD's Coverdell grant and communicated on same with congressional offices.
- ✓ Followed up with FEMA for list of names on call and communicated on same with City Manager's office regarding thank you messages.

## **APRIL 2017**

- ✓ Provided update to City Manager's office on that status of FY17 Appropriations and Continuing Resolutions.
- ✓ Prepared letters of support for FMPP grant and coordinated on same with congressional offices.
- ✓ Followed up on letters of support for WSPD's Coverdell grant with congressional offices.
- ✓ Followed up on status of support for CFP grant application.
- ✓ Prepared and sent Grants Alert.
- ✓ Communicated with congressional offices for personal calls to be made to FEMA by elected officials with support for the CCTA grant.
- ✓ Communicated with FEMA on timing of award announcement and relayed information to congressional offices.
- ✓ Filed Lobbying Disclosure Act reports.
- ✓ Provided contact information to City staff on law enforcement recruitment consultant.

## **MAY 2017**

- ✓ Followed up on letters of support for Farmers Market grant with congressional offices.
- ✓ Followed up on with congressional offices on requests for personal calls by elected officials to FEMA with support for CCTA grant.
- ✓ Reviewed, edited, and discussed YouthBuild grant application with City staff.
- ✓ Provided FY17 funding levels for YouthBuild program to City staff.
- ✓ Provided FY17 funding levels for CDBG, HOME, Homeless Assistance Grants and youth homelessness, and Choice Neighborhoods to City staff.
- ✓ Inquired on status of Justice Assistance Grant allocation announcements with Department of Justice and communicated on same with WSPD.

## **JUNE 2017**

- ✓ Communicated Justice Assistance Grant (JAG) allocation issue to Department of Justice (DOJ) Intergovernmental and relayed information back to WSPD on same.
- ✓ Conversation with North Carolina Washington Office Deputy Director on City's grants.
- ✓ Prepared and sent Grants Alert.
- ✓ Prepared and sent Grants Forecast for 4<sup>th</sup> quarter of federal fiscal year (July –Sept 2017).
- ✓ Communicated with WSPD on Community Policing grant to counter active shooter threats.
- ✓ Followed up with Senator Tillis' office on their call with FEMA regarding support for CCTA grant and with FEMA on the status of timing for CCTA grant awards announcement.
- ✓ Checked status of Coverdell support with congressional offices and timing of award announcements with contact at DOJ.
- ✓ Researched changes in COPS Hiring criteria by the enactment of American Law Enforcement Heroes Act of 2017 and potential other legislation as requested by WSPD.
- ✓ Confirmed Continuum of Care homeless grants FY17 funding levels, and other HUD programs, for City staff and answered questions regarding realistic expectations for threats to that funding.

- ✓ Communications with City Manager regarding likelihood of WSFD receiving grant for hiring additional firefighters (SAFER grant). (This grant has not been formally announced and therefore cannot yet be confirmed.)
- ✓ Provided youth homelessness grant opportunities to City staff and communicated additionally on same regarding other organizations that would operate those types of programs in the City.

### **JULY 2017**

- ✓ Checked status of announcements on SAFER grant.
- ✓ Checked status of announcements on JAG allocations and relayed the same to WSPD.
- ✓ Reviewed list of all Department of Labor grants received by City previously and provided information to congressional offices as part of follow-up on YouthBuild grant application and support for it, as well as timing of award announcements.
- ✓ Notified City email from FEMA the day that CCTA award was going to be announced and when congressional offices began calling to **confirm grant award for \$1.8 million to the City.**
- ✓ Communicated appreciation to FEMA Intergovernmental and to grant writer.
- ✓ Call with Council Member Adams regarding next steps for CCTA grant, as well as actions to be taken on other outstanding grants still pending, such as Community Food Project (CFP) and the FMPP.
- ✓ Updated talking points and background information; sent document and cover email to Council Member Adams regarding phone call to USDA-NIFA regarding CFP and FMPP grants.
- ✓ Advised department leaders on congressional protocol for press releases.
- ✓ Researched all press coverage of the CCTA grant award announcement and prepared list with links to provide to congressional offices.
- ✓ Provided advice on approach to Senate EPW call for infrastructure bill input and also U.S. DOT request for improvements to reduce regulatory and policy burdens.
- ✓ Filed Lobbying Disclosure Act reports.
- ✓ Prepared report and attended quarterly “face-time” meeting at City Hall with elected officials.
- ✓ Provided update on status of SAFER grant announcement.
- ✓ Communications with Transportation Director to coordinate response to U.S. DOT request for improvements to reduce regulator and policy burdens.
- ✓ Shared announcement on the Veterans Information Session by U.S. Representative Foxx.
- ✓ Prepared and sent Grants Alert.
- ✓ Follow-up on talking points sent to Council Member Adams for call with USDA regarding the Winston-Salem Food Hub application for CFP grants and the Farmers Market application for the FMPP grant.
- ✓ Reviewed House and Senate Justice Appropriations Committee Reports for changes to COPS grants and provided update and analysis on what to expect to the WSPD.

### **AUGUST 2017**

- ✓ Researched and provided details to City Manager’s office on the Maintenance of Effort and Match Requirements of the SAFER grant, as well as how they compare to previous year.
- ✓ Communicated with congressional offices on the follow-up needed for the YouthBuild grant application.

- ✓ Provided Deputy Attorney with lobbying disclosure requirements on transportation pass-through grants.
- ✓ Submitted request to the Department of Labor for a debriefing on the YouthBuild grant application and communicated on same with City staff regarding next steps.

### **SEPTEMBER 2017**

- ✓ Followed up on request to the Department of Labor for a debriefing on the YouthBuild grant application.
- ✓ Supplied link to Continuum of Care grant materials and confirmed status of application in process.
- ✓ Worked on Annual Grants Forecast for next federal fiscal year (October 2017 – September 2018).

### **OCTOBER 2017**

- ✓ Finalized and sent Annual Grants Forecast for next federal fiscal year (October 2017 – September 2018).
- ✓ Answered additional questions on SAFER grant match requirements and discussion on City's Financial Policies.
- ✓ Updates with City Manager's office and Emergency Management on the status of CCTA award given recent hurricanes and strain on FEMA staff.
- ✓ Communicated with City's DOT regarding NCDOT's plans for INFRA grant and City's plans for TIGER grant.
- ✓ Reviewed all new grants announcements published and started preparing for first quarter Grants Forecast update (Oct - Dec 2017), as well as next Grants Alert.

### **NOVEMBER 2017**

- ✓ Discussed workforce development research project with City staff.
- ✓ Researched status of Coverdell grant awards and provided analysis to WSPD.
- ✓ Submitted request for Coverdell grant debriefing with National Institute of Justice.
- ✓ Requested update from Goler CDC on status of debriefing from USDA and status of next CFP application.
- ✓ Communicated City's position on tax reform amendments to Senator Burr's staff prior to consideration by the Senate Finance Committee, on which Senator Burr serves.
- ✓ Provided updates to City staff and elected officials on tax reform legislation.
- ✓ Communicated City's position on tax reform provisions and priorities to City's Congressional Delegation.

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