

NACCHO's Local Public Health Finance Community of Practice: June 2025 Summary

In June 2025, NACCHO held a quarterly meeting with members of the Local Public Health Finance Community of Practice. The session focused on grants management and included two spotlights—one from ASTHO on their Grants Management Optimization Toolkit and one from NACCHO introducing the new Grants Management Quick Reference Guide. In breakout groups, participants discussed common challenges, lessons learned, and opportunities to strengthen grants management practices within local health departments.

The breakout room discussions were summarized using the collaborative note-taking platform, Mural.

Meeting Summary

This meeting included:

- Spotlight from ASTHO on their [Grants Management Office Structure Optimization Toolkit](#), including lessons learned from working with state jurisdictions and insights from the OD2A (Overdose Data to Action) program.
- Breakout session and Mural activity where participants discussed grants management challenges, strategies for improvement, and reflections on ASTHO's presentation.
- Spotlight from NACCHO introducing its [Grants Management Quick Reference Guide](#), which provides LHDs with templates, tools, and process flows to improve efficiency and compliance.
- Second breakout session on how participants could apply NACCHO's new guide, including identifying effective tools, policies, and remaining gaps.

Breakout and Mural Discussion

In breakout groups, participants reflected on their current grants management approaches, learned practices, and identified areas for growth. The following key themes emerged from the [Mural board](#) discussions:

Breakout 1:

What is resonating with you?

Participants found that ASTHO's emphasis on alignment, planning, and standardized tools closely mirrored their own challenges and goals. Many noted that cross-department coordination, designated points of contact, and centralized oversight were

particularly relevant. The need for shared templates, workforce planning, and internal communication structures also stood out as practical areas for improvement. Themes that emerged:

- Importance of alignment and planning in grant processes
- Need for cross-department coordination and centralized oversight
- Value of establishing shared workforce
- Emphasis on consistent tools, templates, and standardization
- Recognition of the need to regularly review SOPs and workflows

What areas of your grants management process would you like to improve?

Many participants expressed interest in improving onboarding and training processes for staff involved in grants management. Better tracking of deliverables, timelines, and clearer documentation procedures were commonly mentioned. Others identified a need for greater efficiency and consistency across departments. Themes that emerged:

- Staff training and onboarding for grants
- Grant deliverables tracking and time management
- Communication between departments
- Template availability and consistent documentation
- Streamlining processes and workflows for clarity

What are examples of ways you have tried to improve efficiency?

Participants shared a variety of improvement strategies, including the use of internal tracking systems, establishing standard operating procedures, and creating shared calendars and templates. Some LHDs have added dedicated grants staff or introduced automated reminders to stay on track.

Examples that were used:

- Development of grants tracking tools and SOPs
- Designated grants staff or coordinators
- Establishing internal grants calendars and checklists
- Creating centralized grant filing systems
- Advocating for automated reminders and project management platforms

Breakout 2: NACCHO's Grants Management Quick Reference Guide

What parts of the Guide resonate most with you, and why?

Participants appreciated the structure of the guide, especially the inclusion of templates, clear policy guidance, and compliance tools. The guide's emphasis on internal documentation and defined staff responsibilities was seen as particularly helpful for improving coordination and reducing confusion. Parts of the Reference Guide that resonated include:

- Templates for reporting and tracking
- Clear roles and responsibilities for staff
- Focus on compliance and internal controls
- Tools that reduce redundancy and rework
- Centralized policy and procedures documentation

Thinking about your LHD's approach to grants management, what policies/tools/practices have been helpful?

Participants highlighted shared folders, regular staff check-ins, internal calendars, and onboarding processes as key supports in their grants management work. Many found that having written policies and training helped maintain consistency and accountability. Approaches that were useful include:

- Shared folders or centralized grant info hubs
- Staff trainings and written onboarding processes
- Use of calendars and automated reminders
- Regular check-ins and review processes
- Cross-departmental collaboration practices

Where do you see the biggest opportunities to improve or build on what you have?

Participants identified several growth areas, including better internal workflow standardization, expanded training opportunities, and increased sharing of tools between departments. Some noted the opportunity to adapt NACCHO's guide to their local context as a next step. Biggest opportunities include:

- Need to standardize documentation
- Strengthening internal workflows
- Improving access to guidance documents
- Building out training materials and staff support systems
- Creating a local adaptation of NACCHO's Guide