ADMINISTRATIVE REGULATION

Office of the City Manager

Number	**107**
Sections	**1-7**
Effective Date	**July 27, 1999**
Revision Date	**September 8, 2015**
Responsible Department	**Administration**
Review Date	**September 8, 2020**

SUBJECT: Citywide Grants Management Program

1. **Purpose:** The purpose of this Administrative Regulation is:

   1.1 To monitor ongoing grant funded programs

   1.2 To ensure that grants applied for are in the best interest of the City and do not conflict with other City programs or City Council Strategic Goals.

   1.3 To develop a central location where summary program and financial information will be readily available.

   1.4 To define the role of the Grant Coordinator and City Grant Committee.

   1.5 To develop a library of information on:
   - **1.1.0** Funding sources
   - **1.1.1** How to apply for grants
   - **1.1.2** How to administer grants.
   - **1.1.3** How to report on grant progress, financial accounting, and to prepare for audits.

2. **Authority:** City Charter Section 401.

3. **Application:** This regulation shall apply to departments receiving or applying for grant funding.

4. **Definitions:**

   - Declared Emergency – When conditions warrant, the State, Federal, or local County government may declare a state of emergency. A declared emergency is one that has been officially designated by a governmental agency.

   - Grant – Competitive funding that requires an application or proposal. These grants are awarded by federal, state, private foundations, local agencies, and corporations. For purposes of this Administrative Regulation, entitlement grants (both Federal and State) and formula fund grants (Beverage Container, Used Oil, etc.) are not covered under this Regulation.

- Grant Coordinator – A person designated by the City Manager to coordinate the Grant Committee, track grant applications, and provide grant resources to City departments.

- Grant Committee – A group comprised of representatives from each City department, who meet on a bi-monthly basis. The Committee will discuss pending grant applications, conduct training sessions, and discuss best practices for applying for and managing grant funded programs/projects.

- Intergovernmental Relations Committee – A committee, comprised of three City Council Liaisons, which meets each month to discuss potential legislative impacts and advise staff on City Council direction.

5. **Policy:** Prior to beginning the grant application process, Department Head approval must be received before notifying the City Manager's office via the Grant Coordinator. The Intergovernmental Relations Committee will receive a Quarterly Report of all grant proposals that the City has submitted for funding.

6. **Responsibilities:** After receiving approval from the City Manager's office, the department will apply for and administer any awarded grants. It is the requesting department's responsibility to see that any information requested by the City Manager's office is provided to the Grant Coordinator in a timely fashion. The Grant Coordinator will promptly respond to departmental requests for approval, and will keep the City Manager and the Intergovernmental Relations Committee informed of all grant programs that the City requests funding from. The procedure listed below must be followed unless prior approval to deviate is received from the Grant Coordinator.

7. **Procedures**

7.1. The Grant Coordinator shall research and disseminate grant opportunities to applicable departments. These opportunities will be emailed to the Grant Committee and it is then up to the applicable department to determine their eligibility. The requesting department may contact the funding agency to determine requirements or eligibility criteria, or to ask grant related questions. Each grant opportunity that is sent out to Grant Committee members will be tracked on the Grants Database located on the "I" drive. This database will be turned into a "Quarterly Report" which will be submitted on a quarterly basis to the City Manager and the Intergovernmental Relations Committee. Pertinent application information will be kept current and stored in this database. Grant Committee members can add grant information into the database

7.2. A Request for Council Action (RCA) must be prepared if the application requires Council approval or a Resolution is required. The RCA should include pertinent information about the grant program, the proposed project/service, any matching funds or special provisions attached to the grant. The RCA shall be submitted for approval through the RCA process as determined by each department. The grant application shall be included as an attachment to said RCA.

7.3. Each grant application must meet one of the Strategic Plan Goals set forth by the City Council.

7.4. Each grant application that requires matching funds (of any percentage) must be reviewed by the Finance Department Grant Liaison to ensure that any required match is available.

7.5. The Financial Impact Statement (FIS) of the RCA must be approved by the Finance Department.

7.6. If the grant is approved by the City Council and the funding agency, the responsible department must submit a line-item budget to the Finance Department along with an RCA recommending that an appropriation be made to the City budget, if needed. The grant budget will be reviewed by the Finance Department and the necessary budget revisions will be presented to City Council for approval.

7.7. Once the grant is approved by the funding agency, the responsible department must submit an RCA to Council requesting both acceptance of the grant and authority to establish a budget for the grant, unless otherwise exempt (e.g., authority to accept the grant has already been granted to the department from previous RCAs or resolutions for grants under $100,000).

7.8. Once the grant is approved by the funding agency and accepted by the City, the responsible department will be required to submit a quarterly financial report to the Finance Department. This report will be in a format approved by the Finance Department. All grants received in the City will be charted so that the total fiscal picture may be seen at one time. Reports will be submitted for the periods ending December 31, March 31, June 30, and September 30. These reports will be consolidated and distributed to the Intergovernmental Relations Committee.

7.9. Ongoing grant management and compliance shall be the responsibility of the department including all federal, state, and local requirements pertaining to the grant. Please note: for Federal grants subject to the single audit, the Finance Department will serve as the liaison to the independent auditors conducting the audit.

7.10. Departments shall maintain records of all information pertaining to the grant for three years from the date of grant closeout or for the length specified within the grant agreement, whichever is greater. This shall be in accordance with the City's Record Retention policy.

7.11. In the case of a declared emergency the provisions of this Administrative Regulation will be suspended. Departments with the approval of the City Manager will have the authority to apply for grants/funding related to the declared emergency.

Ken Domer, Issuing Department

Fred A. Wilson, City Manager

Approved as to Form: