

## **CITY OF BARRE**

### **GRANT MANAGEMENT POLICY**

**PURPOSE:** Barre City recognizes that grant funding provides significant resources to enhance the City's ability to provide services and activities not otherwise available. City staff within the authority of the City council, may seek grant funding for activities that are determined to further core City functions or that provide for activities which are in the best interests of our citizens

The purpose of this policy is to provide procedures relating to the requirements for application and contracts for grants, and to ensure that City departments are accountable for proper grant documentation, administration and activities.

#### **AUTHORITIES:**

Grant applications may be completed by department heads (or City Council) after approval from the Barre City Manager or if appropriate, the City Council unless otherwise approved by the City Manager.

All grant contracts will be approved in accordance with the City's procurement policy and procedures and all grant applications will be signed by the City Manager or his or her designee.

#### **PRE-APPLICATION QUESTIONNAIRE:**

The City of Barre assumes a legal and financial obligation to a grantor, contractor, or partner when it accepts grant funding. Any Department Head considering applying for a grant must contact the City Manager before preparing a grant application or proposal.

A grant application review form must be completed and sent to the City Manager, with copies to all Barre City Directors before proceeding with a grant application. This form must indicate:

#### **Financial:**

1. Funding Agency and Program
2. Level of grant funding sought
3. Purpose and Scope of project
4. Amount of match or in-kind requirements
5. Is there requirement for the City to make a commitment to institutionalize project staff at the end of the grant? If so, explain.
6. Does this grant involve significant partnerships with other organizations (requiring Memorandums of Understanding or Intergovernmental Agreements)?

## **Program Requirements:**

### **Does the proposed grant:**

1. Align with City's strategic priorities and/or department's operations plans
2. Provide or expand services to address critical need
3. Fall within the City's capacity to administer the financial and administrative aspects of the grant.

The City Manager and City Council must approve the project's budget, in-kind match and any commitments about sustaining the project after the grant ends.

## **RESPONSIBILITY FOR MAINTENANCE OF FILE AND PUBLIC DISCLOSURE**

The original grant contract and any approved amendments are retained by the Assistant to City Manager with a copy to the Accounting Department for auditing purposes. The official grant file, including a copy of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, applications, pre-application questionnaire, activity reports, requests for reimbursement, fiscal reports, and other correspondence will be maintained by the initiating department. Any destruction of these records will be in accordance with grantor/federal requirements and/or the approved retention schedule in the appropriate department. Public disclosure requests regarding grants will be referred to the initiating department for coordination of public records gathering and release.

## **GRANT ROLES AND RESPONSIBILITIES**

The Finance Department and approval of Department Head are responsible for the oversight of grant related financial activity. In this role, the City Manager, designee, reviews financial reports generated by recipient departments, works with the City Attorney to identify and investigate issues that may arise with respect to the management of City grants, and provides general oversight of other grant related issues, including the proper budgeting and accounting for grants and other responsibilities indicated throughout this policy. The Accounting Department is responsible for creating a grant fund and/or project number, which is used to recognize grant revenue and expenditures in the department or division's budget. Copies of all grants are filed in the Accounting Department for auditing purposes.

Departments Heads that apply for and utilize grant funds are responsible for all aspects of the grant process including planning for grant acquisition, preparation and submission of grant proposals to the City Manager, grant writing, preparing City Council Agenda items to accept grant awards, preparing budget revision requests, accepting grant funds, developing grant implementation plans, managing grant programs and projects, preparing and submitting reports to grantors, and properly closing out grant projects as detailed in this policy and the grant agreement or award letter that delineates the terms and conditions of the grant. The following roles further define grant related responsibilities of the Department Heads:

- Communicate grant related information to all staff in their department with grant responsibilities.

- Serve as the conduit for grant related ideas and information from within the department.
- Obtain necessary approvals and signatures as indicated in this policy.
- Ensure City grant policy and procedure is being followed in the department.
- Attend meetings to accomplish committee goals and objectives as needed.
- Share ideas and expertise in grant related meetings and training events as requested.

Subject to the authorization of the City Council, City Manager has authority to approve and sign grant applications for City operating departments at the time of application submission. In addition, the City Manager shall be the final arbiter of which department will submit the application when internal competition for a grant application cannot otherwise be resolved or to obtain approval to submit multiple applications to a grantor.

### **CONFLICT OF INTEREST**

Grant audit findings due to conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest can be just as damaging to the City's reputation and credibility as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the City.

No officer or employee of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which he or she is working. Potential or expected conflicts of interest shall be disclosed to the City Manager and/or City Council for assessment.

The Department Head for each particular grant funded project shall ensure that in the use of project funds, officials or employees of the City and non-governmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

- Using his or her official position for private gain
- Giving preferential treatment to any person or organization
- Losing complete independence or impartiality
- Making an official decision outside official channels
- Adversely affecting public confidence in the grant funded program in particular and the City in general.

### **LETTER OF SUPPORT REQUESTS FROM EXTERNAL ORGANIZATIONS**

External organizations frequently seek support from the City for grant applications they intend to submit to grantors. Requests for such support are often made to department staff or directors whom are unaware of whether other City departments are competing for the same grant opportunity. Additionally, there may be other reasons why it would not be in the city's interests to provide a letter of support. Requests for such letters of support

should be forwarded to the City Manager for response.

### **COUNCIL APPROVAL TO ACCEPT AWARD PROCEDURE**

The purpose of this policy is to ensure that acceptance of each award granted to the City is formally authorized by the City Council.

The Department applying for a grant award must prepare a Council agenda item and fiscal impact statement and submit it to the City Manager for the Council's approval before any application submitted and before funds from the granting entity are appropriated or expended. The agenda items must be accompanied by the award letter, grant agreement and any other required documentation.

Once the City Council has approved the grant award, the Mayor, or his or her designee shall be authorized to sign the grant. Once duly executed, the department head is responsible for submitting the grant award acceptance to the grantor by the grant award acknowledgement date.

The department must provide an original of the fully executed grant agreement to the Assistant to the City Manager and a copy to the Accounting Department when the fully executed grant award is returned to the City by the grantor.

### **APPLICATION SUBMISSION**

Each grant application submitted by or on behalf of the City should be aligned with an established City priority, meets the city's expectations of document quality, has matching funds available if required by the grantor, and that the means for continuation of the project or program when the grant period ends has been given realistic consideration and is in receipt of final approval by the City Manager and City Council.

The department submitting the grant application is responsible for ensuring that pre-application assessment factors noted above have been evaluated and completed prior to submissions.

### **USE AND RECEIPT OF GRANT FUNDS**

Grant funds must be properly used and received by the City of Barre. Violations can result in a range of penalties, including suspension of future fund from the grantor, return of all funds associated with the award, including those already expended, and civil and/or criminal penalties.

Any procurement activity associated with grant funded projects or programs shall follow the Barre City Procurement Policy.

Grant project managers are ultimately responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

## **GRANT REPORTING**

Grants awarded to the City may require that progress, programmatic and financial reports be submitted to the grantor. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Late or inaccurate reports may negatively impact current or future funding.

Copies of all financial status, programmatic report and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the City Manager and the City Clerk/Treasurer for content and quality review. Upon satisfaction with the report, the Department Head will place a copy of the report in the master file with the Administrative Assistant to the Manager and with the Accounting Department for auditing purposes.

## **FILE MANAGEMENT, ACCESS AND RETENTION**

Submittal (application guidance and a copy of the application)

- Research (statistical and other information used in preparation of and support of the grant)
- Award (award letter, council agenda item, grant agreement, grant amendments, modifications, extensions, cancellations and termination and anything else related to the award)
- Finance (account set up, purchase orders, invoices)
- Reports (reports to granting entity and evaluation components)

The City of Barre maintains records for at least five years following the closure of its most recent audit report. If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues which rise from it, or until the end of the regular five-year period, whichever is later.