

City of Bell
POLICY FOR GRANTS MANAGEMENT

Purpose

The purpose of this policy is to specify the circumstances when grant funding is appropriate and to clarify roles and responsibilities in internal grants management.

Policy

1. City departments shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting a grant, the City shall thoroughly analyze the implications of grant acceptance vis-à-vis the ongoing financial and operational implications that may be required.
2. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
3. The term of grant-funded employment positions shall be clearly identified and disclosed to the City Council for prior to approval. If the expiration of a grant requires the application of General Fund revenues for continued funding, this stipulation also must be disclosed.
4. Grant funding will be considered as a leverage of City funding sources. Inconsistent, one-time or fluctuating grant sources should not be used to fund ongoing programs.
5. Grants shall be accounted for in separate accounting funds.
6. The awarded City department assumes the lead role in grant management in collaboration with the Finance Department.

Department Responsibilities

City Department seeking and managing grant funding is responsible for:

- Preparation of grant application materials;
- Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
- Obtaining appropriate approvals for submission of grant, if necessary;
- Obtaining City Council approval for acceptance of grant;
- Understanding the operational and budgetary impact the grant has upon the City organization;
- Accumulating the appropriate accounting detail and supporting documentation;
- Preparation of reports required by the grantor;
- Providing the Finance Department with the following:
 - i. Grant Award Letter;
 - ii. Grant Contract;
 - iii. City Council minutes of action;
 - iv. Notice of Grant Award Form;
 - v. An administrative manual (this includes audit guidelines and programs, accounting procedures and administrative guides). This will enable the Accounting and Budget Departments to maintain grant files which are accurate and current.
- Providing copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process.

The Finance Department is responsible for:

- Assisting departments with any problems or questions regarding the grant submission process;
- Scheduling audit of grant programs when requested by Grantee Agency. City Staff will aid in the auditing process providing available source documents as requested by auditing agency;
- Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method(s) of accounting for the grant in the financial system.