

<b>Subject: Grant Award Administration</b>	<b>Number: 1-1</b>
	<b>Date Issued: December 1, 1998</b> <b>Date Revised: November 19, 2013</b>
<b>Responsible Department: Finance</b>	<b>Approved:</b> <i>(Signature on File)</i>

## Policy

The City, through each department/division, shall actively pursue grant resource opportunities, maintain an active grant portfolio, utilize grant funds to supplement and enhance the long-term goals and objectives of the City.

Departments/divisions receiving federal, state and/or local grant funding shall monitor and account for these funds in compliance with the *Office of Management and Budget Circular A-133* pertaining to the Single Audit Act Amendments of 2003.

## Definitions

For the purpose of this policy, the following definitions apply:

“Grant” is the award of resources from a public or private source for developing, enhancing, or continuing a program, service or facility.

“Grant Agreement” is a written contractual agreement, originated by the Grantor upon the grant application approval, which contains all required conditions, specifications and regulations applicable to the receipt of funds from a specified grant.

“Grant Application” is the document submitted to the Grantor requesting funds. The document’s format is specified by the Grantor and contains a narrative and financial description of the program, project or service for which funds are being requested.

“Grantee” is the City of Fresno or a consortium of agencies, if a joint grant.

“Grantor” is the agency from whom the grant is originated from.

“Matching Funds” is the amount of money or in-kind services required by the grantor.

“Single Audit Report” is a report prepared by the Financial Grants Administrator and is audited by the City’s external auditors documenting the results of its organization-wide examination conducted under the Single Audit Act of 1984 and subsequent amendments in accordance with OMB Circular A-133.

“Subaward” is a formal binding legal agreement between the City of Fresno (COF) and a non-COF entity in which the award terms and conditions COF has accepted from the funding agency are “flowed down” to the subrecipient, who must also agree to comply with

them (e.g., audit requirements, restrictions on rebudgeting, project change approvals, conflict of interest, clean air and water, etc.) as dictated in the award.

“Subrecipients” (subcontractor or subawardee) is a third-party organization that receives funding from the City of Fresno to collaborate in carrying out an externally funded program.

## Procedures

1. Departments/divisions are to assess grant opportunities for compatibility with its mission and values, administration feasibility, program logistics, implementation capabilities, cost versus benefits, and ability to comply with the grant’s requirements.
2. Departments/divisions shall appoint a financial contact person/Financial Grant Manager who shall be responsible for monitoring and accounting for federal, state and/or local grant funding. Responsibilities could include, but are not limited to: the initial notification and coordination with other departments/divisions who may participate in some phase of the Grant Application; preparation of the Council Staff Report and Resolution presenting the Grant Application’s background, discussion, analysis, financial impact of matching funds, and recommendation to the City Council; submission of the application documents to the Grantor; project implementation; preparation of the required reports per the Grant Award/Agreement and these policies; monitoring expenditures; preparation of billing and reimbursement requests; monthly/quarterly reporting on Status reports; and the preparation of the Final Close-Out Report.
3. Upon notification of acceptance of a grant award the department/division shall send a completed Notification of Grant Award (Exhibit 1, **Part A**) to the Finance Department, Attn: Citywide Financial Grant Administrator. After the fully executed (signed by all parties) award documentation is received, the financial contact person/Financial Grant Manager in the department/division shall submit a copy of the grant award agreement with the ‘Terms and Conditions’ along with the ‘Assurances’ and a completed Notification of Grant Award (Exhibit 1, **Part B**) to the Finance Department, Attn: Citywide Financial Grant Administrator.
4. The department shall establish a file for each awarded grant. The file shall include:
  - a. Grant application, signed agreement/contract, and Notification of Grant Award form *Part A & B*.
  - b. Budget of estimated costs to be incurred.
  - c. Copies of all contract agreement amendments.
  - d. A copy of all accounting source documents (request for payment, purchase order, partial payment request, interdepartmental billing/transfer, non-capital improvement project time sheets) for expenditures by the funded program along with supporting documentation (invoices, contracts).
  - e. Periodic progress reports if required by the grantor.
  - f. Revenue and expense documentation.
  - g. Copy of all program assessments and audits.
5. Departments/divisions are responsible for managing and monitoring each grant project, program, subaward, function, or activity supported by the award. Departments shall monitor subawards to ensure subrecipients have met all audit requirements.

6. The Grant Writer/Project Manager is responsible for meeting with Purchasing, if necessary, during the Grant Application process, to ensure that related grant purchases follow the City's Procurement Guidelines and that any grant requirements are addressed and incorporated in the purchasing bid, Request for Proposal and/or contract
7. The Grant Writer/Project Manager is accountable for ensuring that the cash match and in-kind services are clearly identified and applied during the application process to enable proper documentation throughout the grant implementation and closeout process, including identification in the City's adopted budget.
8. Departments/divisions shall maintain effective control and accountability for all grant funds, property and assets, and shall adequately safeguard such assets to ensure they are used solely for authorized purposes.
9. All fixed assets purchased with grant funds must be recorded in the PeopleSoft Fixed Asset Module. The Property Monitor in Finance will setup the asset in the software module. The departments/divisions are responsible to complete the Grant tab and maintain all appropriate information on the fixed asset based upon the grant agency's requirements.
10. Departments/divisions shall submit reimbursement requests to the granting agency on a timely basis (preferably within 90 days or less of incurring costs), according to the reimbursement frequency as required in the Grant Agreement. A copy of the reimbursement request shall be kept in the department's file.
11. Departments/divisions shall post all grant revenue to the proper general ledger account codes in PeopleSoft as well as keeping a copy of the check or wire transfer authorization in the department's grant file.
12. For electronic transfer payments, the department contact person shall notify (via email) the Finance Department's Treasury Division of expected grant revenue and supply proper account codes for posting to the general ledger.
13. Most grant agreements require periodic and/or final audit reviews for award compliance. The department/division is responsible for maintaining the necessary data to comply with required audits. Any department/division receiving notification of a program assessment or financial audit will notify the Citywide Financial Grant Administrator of the specified date and time. The Citywide Financial Grant Administrator will participate in audit reviews as necessary.
14. Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of *at least* three years from the date of submission of the final expenditure report.
15. Annually the department/division will be responsible for supplying accurate and timely financial information to the Citywide Financial Grant Administrator for the City's Single Audit Report and Comprehensive Annual Financial Report (CAFR) documents.



## NOTIFICATION OF GRANT AWARD

(To be completed by department after NOTIFICATION of a grant award has been received and forwarded to the Finance Department, Attn: Financial Grant Administrator)

<b>Department</b>	
<b>Contact Person</b>	
<b>Project Name</b>	
<b>Granting Agency / Pass-through Agency</b>	
<b>Grant/Award# (If known)</b>	



## NOTIFICATION OF GRANT AWARD

(To be completed by department after acceptance of a grant award and forwarded to the Finance Department, Attn: Financial Grant Administrator along with a signed copy of the award, Terms and Conditions, and Assurances).

<b>Grant/Award#</b>			
<b>Grant Begin Date</b>		<b>Grant End Date</b>	

<i><b>Accounting Information</b></i>		<i><b>Funding Sources</b></i>			
Fund		Federal	\$		%
Org		State	\$		%
Project #		Local	\$		%
Revenue		Total	\$		%

<b>Other Information</b>	