

Memo

To: Mayor and Council
From: Trisha Greathouse, Assistant Director of Finance/Administration
Date: August 9, 2016
Subject: Grant Administration Policy and Procedures Manual



Town of Bluffton
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Recommendation: Town Council adopts the Resolution to include the Grant Administration Policy and Procedures Manual (attached) with the Financial Policies of the Town.

Background: The Grant Administration Policy and Procedures Manual is intended to present a uniform method of acquiring, maintaining and recording the Town of Bluffton's grant awards. Policies incorporated are intended to apply to Federal and State grants and to be in compliance with the Code of Federal Regulations (CFR): Title 2, Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Governmental Accounting Standards.

Objective: In addition to providing a point of reference to Town of Bluffton officials and others relative to grant administration, the objectives of this manual are as follows:

- Assist in providing accurate, current and a complete disclosure of funded programs and financial results of federal and state grants;
- Ensures that grant sources are applicable and appropriate to the Town's Strategic Planning Goals;
- Grants are properly budgeted and their expenditures are tracked by approved budget categories;
- Grant transactions are properly identified by recording grant revenues and expenditures in the Town's accounting system;
- Awarded federal and state grants are properly monitored and in accordance with the provisions of the Federal Office of Management and Budget Circulars and other federal and state laws;
- Ensures the preparation and timely submitting of financial and progress reports; and
- The proper administration, monitoring and close out of all grant activities are adhered to.

On an annual basis, the procedures in this manual will be evaluated and modified by the Town Manager or his designee, if necessary to ensure their continued performance in providing accurate grant administration processes.

Attachment: Grant Administration Policy and Procedures Manual

A RESOLUTION

ADOPTING CERTAIN POLICY AND PROCEDURES IN CONNECTION WITH GRANT ADMINISTRATION TO BE INCLUDED WITH THE EXISTING FINANCIAL POLICIES OF THE TOWN;

BE IT RESOLVED BY THE TOWN OF BLUFFTON, SOUTH CAROLINA, AS FOLLOWS:

WHEREAS, The Town of Bluffton has occasion to be awarded Federal and State Grants to fund a portion of its capital and operating needs.

WHEREAS, It has been recommended that the Town adopt written policy and procedures in order to insure the Town's compliance with the Code of Federal Regulations (CFR): Title 2, Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and Governmental Accounting Standards related to such obligations.

WHEREAS, The Policy and Procedures will assist in providing accurate, current and complete disclosure of funded programs and financial results of federal and state grants within the existing budgetary, accounting and reporting framework of the Town.

NOW, THEREFORE BE IT RESOLVED, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall formally adopt the Grant Administration Policy and Procedures in substantially the forms attached hereto as Attachment A with related exhibits and incorporated herein by reference are hereby adopted and approved.
2. The Town believes it is in the best interest of the Town to adopt such written policy and procedures. On an annual basis the procedures will be evaluated and modified by the Town Manager or his designee, if necessary to ensure their continued performance standards.
3. This Resolution shall be in full force and effect from and after its adoption as provided by law.

SIGNED, SEALED AND DELIVERED AS OF THIS 9TH DAY OF AUGUST, 2016.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Sandra Lunceford, Town Clerk
Town of Bluffton, South Carolina



Town of Bluffton

GRANT ADMINISTRATION POLICY AND PROCEDURES

The Town of Bluffton's financial policies are governed by South Carolina state law, the Town's ordinances, and generally accepted accounting standards. The overall goal of the Town's financial management policies is to establish and maintain effective management of its financial resources and provide a basis for decision-making that promotes financial stability.

Prepared by: Finance Department

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GRANT ADMINISTRATION PROCEDURES

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GRANT ADMINISTRATION POLICY and PROCEDURES

GRANT ADMINISTRATION POLICY

SECTION 1.0 SCOPE

This Grants Administration Policies and Procedures Manual will apply to all federal and state grants awarded to the Town of Bluffton. Federal and state grants will be managed in compliance with the Code of Federal Regulations (CRF): Title 2, Subtitle A, Chapter II, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Procedures are developed for the following six main operational categories:

- Grant Opportunities and Budgeting;
- Grant Application/Offer;
- Grant Award;
- Grant Monitoring and Reporting;
- Grant Accounting and Auditing;
- Noncompliance Procedures; and
- Closeout

SECTION 2.0 PURPOSE

The purpose of these policies and procedures is to assist in providing accurate, current, and complete disclosure of funded programs and financial results of federal and state grants within the existing budgetary accounting and reporting framework of the Town of Bluffton.

These policies provide guidelines to ensure the following:

- 2.1 Federal and state grants are properly authorized by the Town Manager or designee;
- 2.2 Grants have been properly budgeted by the Finance Department;
- 2.3 Transactions involving federal and state grants are in accordance with the provisions of the Federal Office of Management and Budget Circulars and other federal and state laws;
- 2.4 Grant transactions are properly identified by recording grant revenues and expenditures in the Town's accounting system, including program income and match, and properly reported on financial reports to maintain accounting and reporting controls;
- 2.5 Grant expenditures are tracked by approved budget categories;
- 2.6 Preparation and timely submitting of financial and progress reports;
- 2.7 Financial and programmatic requirements are monitored for compliance;

- 2.8 Official accounting records required by grant agreements are maintained to the extent possible in a centralized location;
- 2.9 All documents pertaining to a grant are kept and stored for the established time periods in which records retention is required;
- 2.10 Compliancy with Federal cash management regulations;
- 2.11 Program income and indirect costs are properly administrated;
- 2.12 Grant closeout; and
- 2.13 Any other pertinent grant-related financial activities.

SECTION 3.0 GOVERNING LAWS and REGULATIONS

Federal

- Single Audit Act of 1984 as Amended in 1996
- CFR – Chapter II, Subtitle 2, Chapter II, Section 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*)
- *Government Auditing Standards* issued by the Comptroller General of the United States

State

- State of South Carolina Code of Laws

SECTION 4.0 DELEGATION OF AUTHORITY

Signatory Authority

The delegation of and signatory authority is exclusively given to the Town Manager or their designee. Under no circumstances shall a grant application be submitted or signed for by an unauthorized staff member or agent of the Town without designation being given by the Town Manager.

Administrative Authority

The official recipient of a grant is the Town of Bluffton with all activity and coordination to be maintained and administrated by the Town staff. All grants awarded to the Town of Bluffton must be included in combined Town reports under federal and state reporting guidelines.

GRANT ADMINISTRATION PROCEDURES

SECTION 5.0 ROLES AND RESPONSIBILITIES

All Monitoring, Financial, Reporting and Accounting Responsibilities

The Program Manager, as delegated by the originating department, is responsible for the day to day activities of the grant. The Program Manager functions as the liaison between the Grantor and the Town, submitting all required reporting and reimbursable procurements, as required by the Grantor, ensuring the activities conducted under the grant adhere and comply with the contract and its requirements. The Program Manager will ensure the Grant Administrator receives all documents that are submitted to the Grantor.

The Town's Program Manager and Grant Administrator both share the responsibility of the programmatic monitoring of all grant activities and assuring compliance with federal and state regulations. The interaction of each and their responsibilities are determined prior to the execution of any contract.

The Grant Administrator oversees, monitors, tracks the implementation of activities, maintains a monitoring schedule and the statuses involved, and performs internal controls of all grants.

The Town's Finance Department is responsible for all official financial records of the Town; and in that capacity, the Finance Department is responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements.

SECTION 6.0 GRANT OPPORTUNITIES and BUDGETING

Identifying an available grant or opportunity prior to or during the acquisition planning stage is the responsibility of the originating department. These activities include:

- Locating grant sources;
- Researching the grant application;
- Determining the appropriateness of the grant to the Town's Strategic Planning Goals; and
- Considering the Town's ability to comply with the grant requirements.

Once a grant opportunity has been identified, it is critical that an analysis of the grant and its impact be performed to ensure the grant is in line with the Town's established strategic planning goals. A cost benefit analysis shall be performed by the department to determine the feasibility, usefulness, and their ability to administrate the grant. The establishment of funding opportunities and their availability will be a coordinated effort between the originating department and the Finance department. Detailed assessments to take into consideration during the analysis shall include:

- Direct and indirect costs
- Number of affected employees and the hours involved
- Funding and resource availability
- Cost sharing or matching

- Funding restrictions
- Recurring fund availability
- Time period
- Administrative tasks involved
- Towns past experience and current relationship with the Grantor
- Grantors involvement and their approving requirements of a project

After a positive determination has been made by both the originating department and the Finance department, the potential grant will be incorporated into the upcoming fiscal years budgeting process for the identified project. All known grants will be properly budgeted through the Finance Department's budgeting process.

SECTION 7.0 GRANT APPLICATIONS / OFFER

This section includes all functions associated with obtaining a grant when a pre-application or an application of any format is required.

A Town department that plans to apply for a grant should notify the Grant Administrator as soon as possible. Since it is a complex process and requires the coordination of several potential executive agencies, it must be thoroughly understood by all Town departments that the process of gathering and exchanging any related and detailed information is essential in recognizing all the time frames and deadlines are met. When there are many grants-in-aid opportunities available to the Town at any given time, Town administrators should properly review and either approve or decline an application in a timely, orderly and coordinated manner. This section applies to all applications whether they are hard-copy, electronic, or prepared by third-party administrators.

All applications shall be subject to review by the Finance department. Under no circumstances shall a grant application be submitted or signed for by an unauthorized staff member or agent of the Town. This delegation of authority is exclusively given to the Town Manager or their designee.

7.1 Procedures:

- 7.1.1 The appropriate Town department will coordinate with the Grant Administrator by informing the Grant Administrator of the department's intent to apply for any specific grant;
- 7.1.2 The proposed Department Director appoints a Program Manager to assume the responsibilities of developing the application, managing, administering and monitoring any sub-grantee;
- 7.1.3 The appropriate Town department shall conform a "Packet" or file that includes the following documents:
 - Completed Grant Application Request and Summary Form (located in appendix);
 - Completed Cost Benefit Analysis Form (located in appendix);
 - Draft of the grant application;

- All documents being submitted with the grant application;
- Approved budgeting documentation;
 - Copy of project sheet (CIP)
 - Copy of budget detail (Non-CIP)
- Any supporting documentation that is pertinent to the project.

7.1.4 The Program Manager, with other appropriate personnel, will conduct a thorough review of the draft application and its contents. Once completed, the “Grant Application Request and Summary Form” shall be initialed, signed and certified by both the Department Director and the Program Manager. The “Packet” will then be submitted to the Grants Administrator for routing, executive approval and processing.

7.1.5 The Grant Administrator will review the entire contents of the “Packet” for the following applicable items:

- Ensure the appropriate contacts and addresses are listed;
- Completeness and accuracy of the data;
- Ensures all the required documentation is included with the application;
- Verify accounting and budget appropriations; and
- Availability of funding sources and matching funds.

7.1.6 Once reviewed, and if acceptable, the Town Manager (or designee) will approve the Grant Application Request and Summary Form and sign the application;

7.1.7 Upon approval and application being signed by the Town Manager (or designee), the Grant Administrator will return the signed application to the department and retain the completed “packet” or master file within the Finance department for the remainder of the grants life. The department shall then send the application and all appropriate documentation to the grantor;

7.1.8 If the application is “electronic” in nature, the initiating department will include a statement within the Grant Application Request and Summary Form requesting the grant application be submitted through an electronic submission and delegation of electronic signature authority by the Town Manager (or designee) be conducted.;

******* It should be noted that due to the programming of certain electronic systems, only the computer from which the registration, pre-application or application is actually submitted will permit access or approval of pertinent information. If possible, Town staff will print a hard-copy of the electronic application. A copy will be maintained as the original record in the Finance office, with a copy to the Program Manager for his/her file.***

7.2 Previously Unknown / Newly Discovered Grants Procedures

Should there be a previously unknown or newly discovered grant found after the planning and budgeting process has occurred, an expedited method of these procedures may occur in order to accommodate a fast approaching application deadline. Priority to the application will be given so that missing a deadline will be minimized. However, in no circumstances should this procedure be utilized to bypass the normal procedures outlined in this manual.

Under no circumstances shall an expedited grant application be submitted without the application being submitted through the grants approval process first. Under no circumstances shall an expedited grant be signed for by an unauthorized staff member or agent of the Town. This delegation of authority is exclusively given to the Town Manager or their designee.

Submittal of an application prior to the dedication of budgeted funds will be considered but only on a case by case basis. If the matching amount required within the grant was not originally budgeted, and it increases the current fiscal year's budgeted amount, then a budget amendment will need to be completed and approved by the Town Council should an award be made and prior to the execution of a contract.

SECTION 8.0 GRANT AWARD

This grant award section includes the initial execution of a contract and the accounting procedures required when a grant is awarded. Most of these functions will be processed by the Finance Department for establishing a master file and assigning any revenue and/or expenditure accounts.

8.1 Procedures

- 8.1.1 The grant is awarded by the funding agency and all documentation (award notice, contract, etc.) is sent to the Town.
- 8.1.2 Award acceptance, notices and contracts, as a result of an agencies award, shall be submitted to the Grant Administrator to ensure proper execution by the Town Manager (or designee) is completed.
- 8.1.3 Prior to executing a contract, confirmation shall be made to ensure that any matching requirements of \$100,000 or more has been approved by the Town Council within the current fiscal year's budget.
- 8.1.4 After documentation of budget approval has been obtained, the Grant Administrator shall process the contract and obtain the Town Managers (or designees) signature and send to the funding agency. Originals of the fully executed contract and associated documents will be sent to the Town Clerk and copies of the executed contract and grant award documents will be maintained in a master file monitored by the Grant Administrator. Additional copies will be sent to the Program Manager (initiating department) for their files and records.
- 8.1.5 Upon receipt of the fully executed grant agreement, the Grant Administrator, in conjunction with the Assistant Director of Finance, shall identify the internal control procedures necessary to monitor the risk based assessments associated with grant activities and the compliance requirements of federal and state laws and regulations. The factors to be considered include:
 - Activities Allowed or Unallowed;
 - Allowable Cost / Cost Principles;
 - Cash Management;

- Prevailing Wage / Davis Bacon Act;
- Eligibility;
- Equipment and Real Property Management;
- Matching, Level of Effort, Earmarking;
- Period of Availability of Federal Funds;
- Procurement and Suspension & Debarment;
- Program Income;
- Real Property Acquisition and Relocation Assistance;
- Reporting;
- Sub Recipient Monitoring; and
- Special Tests and Provisions

8.1.6 All compliance requirements, funding information, reporting requirements, schedules and general information will then be compiled and entered into a Grant Tracking Form by the Grant Administrator. The Grant Tracking Form is then initiated and placed within the grants master file to be maintained and monitored throughout the life of each grant.

SECTION 9.0 GRANT MONITORING and REPORTING

The grant monitoring and reporting section relates to the functions dealing with the supported activities to assure compliance with the applicable agency's guidelines; that performance goals are achieved; and the reporting requirements are being submitted in an orderly and timely manner.

9.1 Program Manager Responsibilities

The Program Manager is responsible for monitoring and managing the day-to-day operations of the grant and its supported activities. These tasks include, but are not limited to:

- 9.1.1 The Program Manager will be responsible to prepare and provide complete, detailed and accurate data relating to the project as required by the granting agency. This includes both programmatic and narrative reports and/or any time sheets that may be applicable when personnel are funded by a grant.
- 9.1.2 The Program Manager will use mechanisms to ensure that all reports are submitted prior to any deadlines established by the granting agency (monthly, quarterly, annually, etc.).
- 9.1.3 The Program Manager shall monitor the grant to ensure that any need for a revision to a grant is identified and approved internally, prior to requests being submitted to the granting agency.
- 9.1.4 The Program Manager shall ensure participation has been conducted when special activities (i.e.; public information, programs, promotions, education campaigns, etc.) are required and to be expected or observed by the Town.

- 9.1.5 The Program Manager shall provide all documentation to the granting agency, as required or requested, as assurance to warrant that the grant requirements have been complied with and adhered to.

9.2 Grant Administrator Responsibilities

The Grant Administrator is responsible for reducing the risk of noncompliance by tracking the activities allowed and monitoring for activities that are unallowed within the compliance guidelines of the grant. These tasks include, but are not limited to:

- 9.2.1 Reviews all information submitted by the Program Manager for accuracy and completeness prior to any submittals to the granting agency.
- 9.2.2 Maintains a master file to assure transparency and accuracy in the overall functions of the grant.
- 9.2.3 Perform an internal audit and report any findings or discrepancies between the activities conducted and the requirements of the granting agency.

SECTION 10.0 GRANT ACCOUNTING and AUDITING

In order to facilitate accurate accounting and auditing of federal and state grant transactions, the originating department, Program Manager and the Grants Administrator, in conjunction with the Finance Department, will strive to ensure the following:

- 1) An effective tracking system is initiated by routing all approved grants and their documentation to the Grant Administrator in one centralized location.
- 2) Appropriate budgetary and accounting controls are in place to separately identify grant transactions as prepared by the user department.
- 3) Appropriate administrative controls are in place to ensure that costs claimed are in compliance with appropriate grant requirements.
- 4) Reimbursement request will only be signed by the Finance Director.
- 5) Grant funds will be received and recorded by the Towns Finance department.

10.1 Program Manager Responsibilities

The Program Manager is responsible for the financial accuracy of payment requests and reimbursements as it pertains to the activities of the grant. These tasks include, but are not limited to:

- 10.1.1 Coordinates the procurement of goods and/or services needed to carry out the requirements of the grant using the standards and compliance measures required by the various granting agency and the Town's Purchasing and Policy Procedures.

10.1.2 Assures that grant funds are expended within the required time frame and prior to their due dates.

10.1.3 Submits all requests for reimbursement to the granting agency and assures that the requests are accurate, complete and include the required supporting documentation.

10.2 Grant Administrator Responsibilities

The Grants Administrator is responsible for reviewing all information and documentation prior to any submittals being sent to the granting agency. These tasks include, but are not limited to:

10.2.1 Maintains records keeping within the master file, assuring that advanced funds are expended within the required time frame.

10.2.2 Review all requests for reimbursement from the funding agency and assure that the requests are accurate, complete and include the required supporting documentation prior to their submittal.

10.2.3 Review costs claimed to ensure accurate compliance with the provisions of the grant.

10.3 Procedures for Monthly Reimbursement Requests

10.3.1 In accordance with the grant requirements and prior to the reimbursable timeline, established by the granting agency, the Program Manager shall submit the unsigned drawdown request to the Grant Administrator, along with all of the pertinent information and documentation associated with the reimbursement. Documentation shall include, but not be limited to:

- A detailed breakdown of the allowed reimbursable expenses;
- All quotes, bids and proposals justifying competitive solicitations were conducted;
- Award memos;
- Executed and referenced contracts;
- Time sheets of personnel; and
- An itemized list of invoices from vendors for goods delivered and/or services completed.

10.3.2 The Grant Administrator will thoroughly review all documentation submitted and perform the following tasks:

- Reconciliation of a vendor invoice to any check actually paid to the vendor within the Town's financial software;
- Comparison of the items being requested for reimbursement to the allowable items identified within the grant requirements;
- Accuracy and completeness of the documentation being sent to the granting agency.

Should there be any findings or discrepancies needing clarification, revisions or additional information, the Grant Administrator will request from the Program Manager that the findings or discrepancies be reviewed, clarified and/or corrected.

10.3.3 After a resolution has been completed with the findings or discrepancies, and the Grant Administrator determines that the documentation and drawdown request is compliant with the granting agency's requirements, the drawdown request will be forwarded to the Finance Director for recommendation of approval and signature. No reimbursement requests shall be submitted to a granting agency without approval and signature of the Finance Director.

10.3.4 Once approved and signed by the Finance Director, the reimbursement request will be forwarded to the Program Manager for expediting to the granting agency.

10.4 Procedures for Quarterly Reimbursement Requests

Quarterly reimbursements are prepared using procedures similar to the monthly procedures using information from the prior three months.

10.5 Procedures for Annual Reimbursement Requests

Annual reimbursements are prepared using procedures similar to the monthly procedures and capturing the activities during the granting agency's calendar year.

SECTION 11.0 GRANT CLOSE OUT PROCEDURES

The Program Manager, with the assistance of the Grant Administrator, is responsible for assembling a "project completion package." This package will contain the following:

1. The final federal or state grant report prepared by the Program Manager reviewed by the Grant Administrator and signed by the Finance Director.
2. All granting agency's auditing reports from visits occurring during the life of the entire grant.

SECTION 12.0 GRANT NON COMPLIANCE PROCEDURES

The Grant Administrator will notify the Program Manager in writing upon noncompliance with the Grant Administration Policies and Procedures. The notification of non-compliance will be copied to the Town Manager, Director of Finance and the Department Director.

SECTION 13.0 GRANT AMENDMENTS

This section includes all functions associated to an amendment being initiated by either the granting agency and/or the Town during the life of the grant contract.

13.1 Procedures

13.1.1 The Program Manager will notify the Grant Administrator immediately of any grant contract being amended.

13.1.2 The Program Manager will submit to the Grant Administrator the following documentation. At a minimum, this shall include:

- Cover memo (signed by both the Program Manager and Department Director) describing and justifying the requested amendment;
- Copy of the amendment; and
- All documentation related to the amendment.

13.1.3 The Grant Administrator will review for accuracy and completeness prior to the amendment being executed or submitted to the granting agency.

13.1.4 The Grant Administrator will obtain the necessary approval and signature of the Town Manager (or designee) in order to initiate and execute the amendment.

13.1.5 The Program Administrator will submit the fully executed amendment and any other required documents to the granting agency.

13.1.6 A copy of the fully executed amendment and all associated documentation will be given to the Grants Administrator to be filed within the grants master file.

SECTION 14.0 GRANT FILE RETENTION

Upon final close out of the Grant, the master file and all documents pertaining to the grant shall be physically stored and kept by the Finance department for a records retention time of three (3) years following a complete audit by the Town's CPA.

SECTION 15.0 APPENDIXES

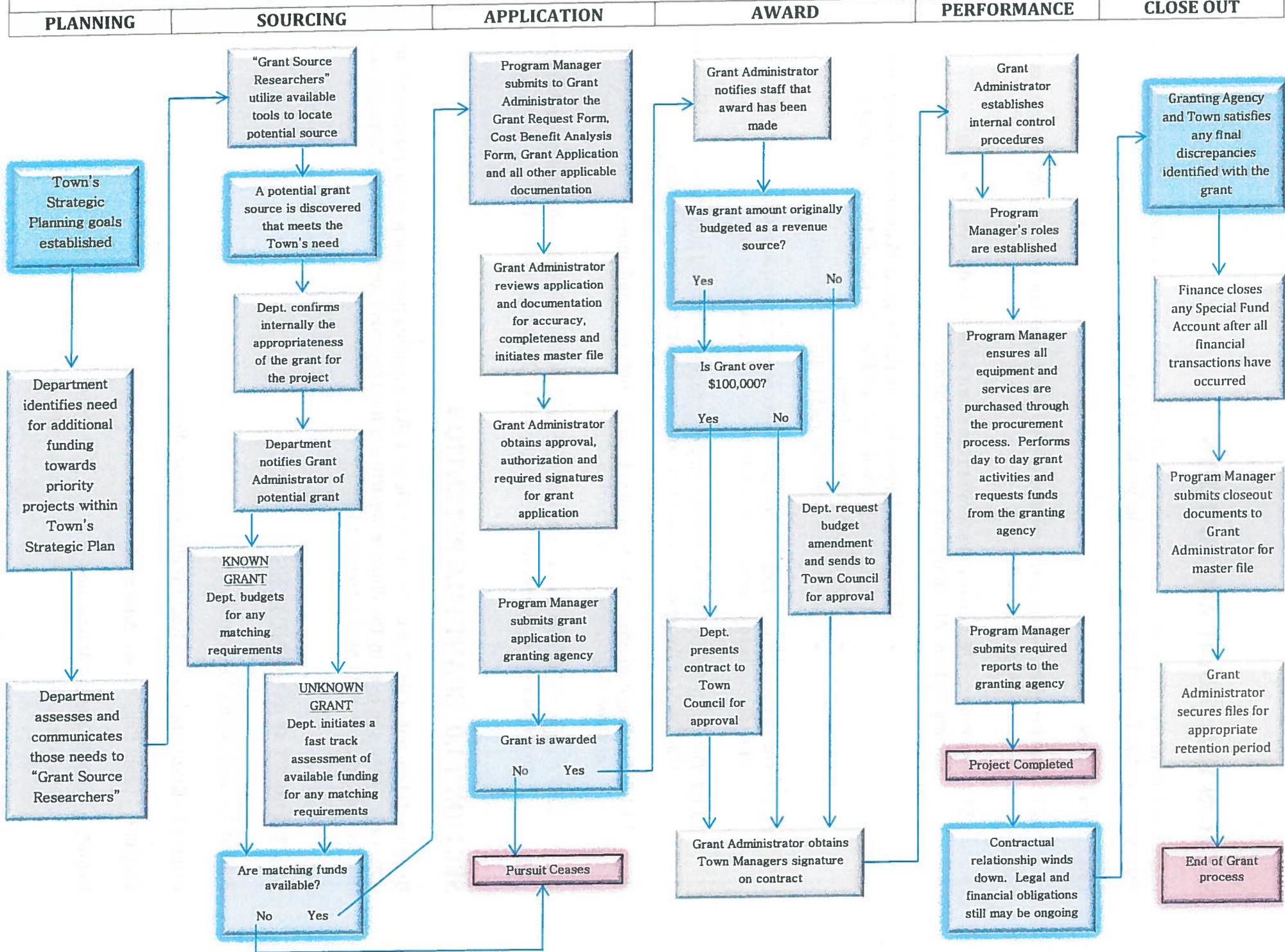
Exhibit A – Grant Workflow Process

Exhibit B - Grant Application Request and Summary Form

Exhibit C – Grant Cost Benefit Analysis Form

Exhibit D – Grant Tracking Worksheet

The GRANT APPLICATION, INITIATION and PERFORMANCE WORKFLOW PROCESS (Exhibit A)



Grant Application Request and Summary Form (Exhibit B)

General Information (to be completed by initiating Department or Project Manager)

Requesting Department	_____		
Strategic Planning Goal grant will be applied to	_____		
Is this a current Capital Improvements Project?	Yes	No	Project Name: _____
Has this grant been budgeted as a revenue source for this project?	Yes	No	_____
Project Manager	_____		
Grant Program Name / CFDA # (if applicable)	_____		
Grantor	_____		
Pass-through Agency (if applicable)	_____		
Application Due Date	_____		
Is the Grantor requesting an electronic submittal of application?	Yes	No	_____
Grant Length / Period of Availability	_____		
Source of Funding	Federal	State	Other
Funding Restrictions	_____		
Available grant amount	_____		
Total amount applying for	_____		
Required Match or Cost Sharing	Yes	No	_____
Match Ratio (if applicable)	_____		
Are Prevailing Wages a Requirement? (i.e., Davis Bacon Act)	Yes	No	_____
Number of days project must be completed within	_____		
Funds must be expended within	1 yr	2 yr	3 yr 4 yr
Reporting Frequency	Monthly	Quarterly	Other
Disbursement Schedule	Monthly	Quarterly	Other
Is a C.A.F.R. required to be submitted with application?	Yes	No	_____
Account Coding:	Org #	_____	
	Object #	_____	
	Project #	_____	

Department Certification (to be completed by Project Manager and Department Director)

	Proj Mngr Initials	Dept. Director Initials
I certify that I have read and understand the eligible activities allowable under this grant	_____	_____
I certify that I have read and understand the ineligible activities not allowed under this grant	_____	_____
I certify that the identified project falls within the expected outcomes of the grant	_____	_____
I request the attached application and required documentation be submitted for consideration and award to the Grantor		

Project Manager

Director Signature

Executive Approval (to be obtained by Grants Administrator)

Director of Finance

Date

Town Manager (or designee)

Date

GRANT COST / BENEFIT ANALYSIS FORM (Exhibit C)

Grant Name		
Total Grant Time / Period	From:	To:
Reporting Requirements	Monthly	Quarterly
Total # of Reporting Periods		
RFP Requirements	Monthly	Quarterly
Total # of RFP's to be Submitted		
Grantors approval of change orders required	Yes	No
Anticipated # of days for response from Grantor		
Town Employees to be Utilized in the Administration this Grant		
1	4	
2	5	
3	6	
Administrative Tasks to be Performed	Affected # of Employees	Estimated Hours
Research Tasks		
Preparation / Grant Writing		
Application Process		
Training / Familiarization		
Contractual Process		
Procurement Tasks		
Budget Analysis		
Project Monitoring Tasks		
Grant Monitoring Tasks		
Gathering Reporting Data		
Data Entry		
Submitting Reports		
Gathering Financial Reports		
Submitting RFP's		
Grant Closure Procedures		
Total Estimated Hours		
Avg. Hourly Wage of All Affected Employees		\$ -
Subtotal of Employee Expense to Administrate Grant		\$ -
Hard Costs Incurred		
3rd Party Administrators (if applicable)		\$ -
Travel Costs (not including employees hours)		\$ -
Office Supplies		\$ -
Printing		\$ -
Other Town Resources		\$ -
Subtotal of Hard Costs to Administrate Grant		\$ -
Grand Total to Administrate Grant		\$ -
Grant Award Amount		\$ -
Project Value		\$ -

Grant Tracking Form (Exhibit D)

Pre-Application

Application

Award Acceptance

Amendment

General Information

Grant Name _____

Grant # / CFDA # _____

Grantor _____

Grantor Contact _____

Grantee/Department _____

Internal Grant Contact _____

Pass-through Agency, if applicable _____

Purpose/ Description of Grant _____

Period of Grant _____

Account coding - Fund.Dept.Program. _____

Reporting Requirements

Monthly or Quarterly _____

Due Dates _____

Add'l Reports Required _____

How are Invoices Sent _____

Documents Needed to Prepare Reports _____

Additional Information _____

Significant Special Conditions _____

Copy of CAFR Required? If so, mailing address _____

Funding Information

Fiscal Year _____			
Type of Funding:	Federal	State	Other
Grant Amount	\$	\$	\$
Required Match	\$	\$	\$
Total	\$	\$	\$

Fiscal Year _____			
Type of Funding:	Federal	State	Other
Grant Amount	\$	\$	\$
Required Match	\$	\$	\$
Total	\$	\$	\$

Compliance Requirements

**Applicable per
Compliance
Matrix? (Y/N)**

**Deemed
Material to
Grant?
(Y/N)**

**If applicable to matrix and deemed
immaterial, explain why**

**Copy of internal
control procedures
for each applicable
and material
compliance
requirement in file?**

A	Activities Allowed or Unallowed				
B	Allowable Cost/ Cost Principles				
C	Cash Management				
D	Davis-Bacon Act				
E	Eligibility				
F	Equipment and Real Property Management				
G	Matching, Level of Effort, Earmarking				
H	Period of Availability of Federal Funds				
I	Procurement and Suspension & Debarment				
J	Program Income				
K	Real Property Acq & Reloc Assist.				
L	Reporting				
M	Subrecipient Monitoring				
N	Special Tests and Provisions				