

# City of Topeka Policy

## Grant Management

### GRANT MANAGEMENT POLICY

**Purpose:** To establish a policy on grant application and awards process and procedures on behalf of the City of Topeka.

**Applicability:** To all city employees.

**Effective Date:** March 1, 2006

#### 1. PURPOSE

A grant is the award of funds by a Federal or State agency or by a private entity for the sole purposes of accomplishing a specific project, which is deemed to have merit by the grantor. The activities of the grant will be carried out in accordance with the approved proposal and ensuing grant agreement. Generally the grant will detail how the funds are to be expended as well as what period of time the grant award covers.

#### 2. GUIDELINES

##### A. Grant Coordinator

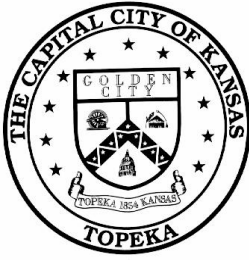
The Grant Coordinator will coordinate all City grants with all departments and divisions. The coordinator will write, review and prepare related proposals, reports and educational materials and will coordinate their distribution. The Coordinator will also monitor awarded projects and work with the Financial Services Department and the Grant Manager to prepare budget projections, financial statements, reports and complex analyses, as necessary. Responsibilities also include assisting the Financial Services Department to ensure that Grant Managers maintain accurate and adequate documentation and comply with grant requirements, including reporting requirements.

##### B. Grant Manager

The Grant Manager is the individual responsible for the administration of the project as stated in the grant proposal. The Grant Manager should be listed on the grant application as the primary contact when there are co-grantees.

##### C. Grant Team

The Grant Team will be responsible for the identification of grant funds that would benefit the City of Topeka. In addition, the Grant Team will assist those seeking grant funds with the drafting of grant proposals and in performing the role of intermediary with granting agencies.



## City of Topeka Policy

### Grant Management

#### D. Grant Summary Form

The Grant Manager forwards the Grant Summary Form to the appropriate Department Head for review and approval. This form allows the Department Head to be notified of the proposed grant application prior to its submission. Once approval is received, the Grant Manager can proceed with the application process. The Grant Summary Form shall accompany the grant application and the Administrative Action Form to the designated divisions listed at the bottom of the form.

#### E. Administrative Action Form

The Administrative Action Form is completed once the grant application is complete and ready for signature and submission to the grantor. The instructions for the Administrative Action Form should be followed for process and implementation.

**Note: Only the City Manager can sign grant applications.**

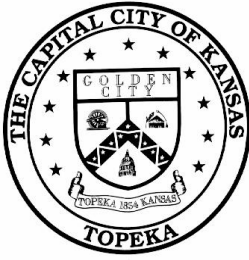
### 3. Procedures

#### A. Solicitation of Grant Funds

The minimum dollar amount for all solicitation of grant funds from both Federal/State government agencies and private agencies is established at \$1,500.00. Amounts under this minimum will be considered only if there are no administrative tasks (e.g. financial/project reporting, maintaining receipts, vouchers, etc.) imposed on the City of Topeka by the grantor.

#### B. Grant Applications

1. All departments and divisions may make application for any grants that contribute to the overall mission and goals of the City of Topeka. All grant applications must have the approval of the appropriate Department Head. Prior to submitting any grant application to a granting entity, the Grant Manager must complete the Grant Summary Form and then complete the Administrative Action Form to be circulated for administrative review and for signature of the Mayor. All grants may be forwarded to other Grant Manager(s) for review before submitting to the grantor. The Grant Manager should allow two weeks for the review process, if possible.
2. Grant Managers shall report accurate and factual data on all applications that are consistent with the City of Topeka's reports and records. Grant Managers shall contact the responsible departments or divisions responsible for the accuracy of detailed information and financial and



# City of Topeka Policy

## Grant Management

statistical data prior to submitting the grant. e.g. the Comprehensive Annual Financial Report (CAFR).

C. The City Manager must sign all grant applications

The City Manager is the only authorized person to sign contacts, agreements, and grants on behalf of the City. If the grant is to be submitted electronically then the City Manager shall be listed as the authorizing agent or person. The **City of Topeka** is the Grantee, not the specific department or division.

**Note:** even if a grant does not require the City Manager's signature, the Grant Manger must complete the Administrative Action Form and Grant Summary Form and follow the same process.

D. Matching, Shared and/or Extended Funds

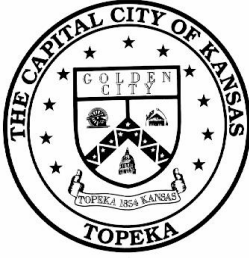
1. If the Grant Manager seeks a grant that requires the City to match, share, or extend funding of a program, the Grant Manager must obtain administrative approval. The Grant Manager shall notify the Grant Coordinator who will schedule a meeting with the Grant Manager, the Department and/or Division head(s), Budget & Finance Director, City Manager and any other necessary parties to discuss the fiscal requirements. Only the Administration has the authority to authorize the matching, sharing, and/or extension of fiscal requirements of City funds.
2. If the governing body approved the project or program through the Budget, Capital Improvements Program, or the Consolidated Plan process, then the project or program is considered to have administrative approval.

E. Notification of Grants Award

The Grant Manager will notify the Grant Coordinator and corresponding departments of whether the grant has been awarded or denied by finalizing the *Grant Summary Form – lower section Award Notification*.

F. Grant Accounting Procedures

The Grant Manager will notify the Administrative & Financial Services Department (“Financial Services”) by completing the *Grant Summary Form* and providing a copy of the form, together with the grant application, including the proposed grant budget. Once notification is received of the awarding of a grant, the Grant Manager will complete the Financial Checklist and contact Financial Services, which will establish a project number for the grant, and set up the appropriate budget, income, and expenditure accounts in the City's accounting



# City of Topeka Policy

## Grant Management

system. Financial Services will then forward a memo to the Grant Manager indicating the project and account numbers and names.

### G. Receipt of Grant Funds:

1. Granting agencies should be notified to send all funds and financial data inquiries to the attention of Financial Services. The Grant Manager shall notify Financial Services of the expected amount and receipt date of all funds, together with the applicable grant project number.

2. All methods of payment should be made payable to the *“City of Topeka”* and not to City Departments or employees.

#### a. Checks

Financial Services will deposit the funds in the appropriate account. Financial Services will retain a copy of the check in the grant records.

#### b. Wire Transfers or Electronic Transmissions (Preferred Methods)

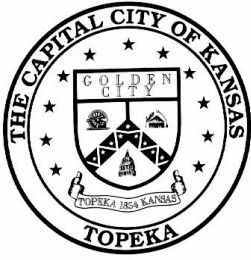
The Grant Manager shall notify the City Treasurer of those grants for which funds will be forwarded via wire transfer or electronic transmissions. The City Treasurer will provide the grantor with appropriate data to effect such wire transfers or electronic transmissions. The Grant Manager shall provide Financial Services with the appropriate project number for the grant receiving the funds. Financial Services will retain a copy of the wire transfers or electronic transmissions data in the grant records.

### H. Expenditures:

Requests for goods and services should be itemized on a requisition and forwarded to Contracts and Procurement Division for the assignment of a purchase order number, or goods and services may be purchased on a p-card. Payment of expenditures and wages shall be consistent with current City accounts payable and payroll processes and procedures, using the assigned project number. Copies of purchase orders, p-card reports and other accounting records will be retained by the Grant Manager to include in the grant records.

### I. Records Retention:

All grant financial records, supporting documentation and all other records pertinent to the grant shall be retained by the City of Topeka for a period of five (5) years following the submission of the final report to the grantor, or for such longer period of time as may be required in the grant. A copy of the grant



# City of Topeka Policy

## Grant Management

agreement and the final report to the grantor shall be filed with the City Clerk's Office.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO GRANT MANAGEMENT.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006