

Town of Waterford - Grant Management Policy

Introduction

The purpose of this Grant Management policy is to implement and maintain meaningful grant oversight and coordination for the Town thereby increasing the opportunity for grant-related revenue, limiting the Town's exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants. This Policy does not apply to Highway Department grants awarded to the Town by VTrans.

Policy Statement

To ensure consistency and accountability in securing and managing grant funds, the Selectboard must approve applying for a grant. The Selectboard shall appoint an individual to be the Project Manager for the grant. The Project Manager's role is to oversee the grant application and acceptance, monitor project progress and expense, complete periodic programmatic and financial reporting, apply for interim reimbursements, and complete post-award closeout requirements.

DUNS Number and SAM Account

Dun & Bradstreet (D&B) issues a DUNS Number, a unique nine-digit identification number that is required to apply for US federal government contracts or grants. The Town Clerk has the responsibility for managing the DUNS numbers for the Town.

The System for Award Management (SAM) combines the federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into a single system. The Town Clerk has the sole responsibility of establishing and maintaining the Town's SAM account.

Definitions

Award: Financial assistance that provides support or stimulation to accomplish a public project or purpose.

Cash Match: Actual cash spent by the Town for project-related costs. Accounting records should be verifiable and trace back to source documentation.

Direct Cost: Costs that can be specifically identified with a particular cost objective or project component; charged directly as a part of the cost of the program.

Drawdown: A process whereby a request is made to receive federal funds, either as reimbursement for expenses incurred or in advanced in anticipation of expenditure of funds.

Grant: A financial award given by the federal, state, or a private entity, usually with a defined scope of activities or programmatic objectives. Grants are not expected to be repaid by the recipient.

Grant Agreements: Written agreements entered by the awarding agency and the Town. Grant Agreements are Contracts between the parties.

Grantor: Primary awarding agency (e.g. federal or state government).

Grantee: The direct recipient of a grant award who is legally bound by the grantor's award or contract.

Indirect Cost: Costs that are incurred by a grantee organization for common or joint objectives and which therefore cannot be identified specifically with a particular project or program.

In-kind Match: In-kind match does not involve a monetary transaction. 'In-kind' is the value of something received or provided, which is beneficial to the program, but for which no cash exchanges hands. In-kind contributions related to a particular grant program must be allowable under the grant program, verifiable from grantee records, necessary and reasonable, allowable under cost principles, and not included as a contribution under any other grant award.

Match: The grant recipient's share of the project cost. Under Federal grants, match is restricted to the same use of funds as allowed for the Federal funds. Match must be directly related to the project goals and objectives and must be documented in the same manner as grant-funded activities. See cash match and in-kind match.

Program Manager: The individual designated by the Selectboard to manage all of the day-to-day activities under a specific grant award. The Program Manager is responsible for the timely completion of all grant requirements.

Project Period: The total time for which support of a funded project has been programmatically approved.

Reimbursable Grant: A reimbursable grant provides funding to grant recipients after expenses have been incurred. The grantee must follow a certain procedure to obtain the reimbursement for project expenses. Reimbursements are provided on a set payment schedule after the organization has submitted sufficient documents to verify expenses.

Sub-recipient: The legal entity to which a sub-award is made and which is accountable to the recipient for the use of the funds provided. Sub-recipient and sub-awardee are interchangeable terms.

Sub-award: An award of financial assistance, generally a monetary award, made to a sub-recipient because of a Federal award made to a direct grant recipient or contractor to a sub-recipient or sub-contractor respectively.

Sub-grant: An award of financial assistance made under a grant by a direct grantee to an eligible sub-grantee. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance which is excluded from the definition of grant in this part.

Supplanting: Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses. "Supplant" means to "replace" or "take the place of." "Supplement" means to "build upon" or "add to."

Grant Application

The individual considering a request to the Town to apply for a grant is responsible for pre-application assessment, in which the factors listed below shall be evaluated:

Financial

- Total anticipated project cost
- Match requirements and sources
- Costs that will be incurred due to implementing the grant program that will not be recouped in the grant award.
- Income considerations
- Staffing requirements

Programmatic

- Alignment with Town's priorities or plans.
- Provision or expansion of services to address critical needs.
- Town's capacity to administer the programmatic and administrative aspects of the grant.

The pre-application assessment shall be done by the Selectboard in advance of grant submission due dates to avoid last-minute delays or problems that could cause the grant deadline to be missed.

Application Submission Procedure

Approval to submit a grant application shall be obtained from the Selectboard.

Award Notification, Review, and Acceptance

Grant Agreements are legal contracts. It is the Program Manager's responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all the terms and conditions prescribed by the grantor. Failure to do so increases the Town's exposure to legal liability and compromises current and future grant funding.

Post-Award (Grant Execution and Reporting)

Use and Receipt of Grant Funds

- No grant funds shall be disbursed until a Selectboard agenda item has been approved.
- Significant modifications to the budget associated with a grant-funded project that in such a way that alters the grant amount or moves funds from one budget line item to another must be documented by the Project Manager and reviewed with the Selectboard.
- Grant funds awarded to the Town shall not be used to supplant an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
- All income resulting from a grant-funded project or program shall be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other document generated by the granting entity.
- All procurement activity associated with grant-funded projects or programs shall follow the procedures outlined in Town's Purchasing Policy.
- All grant and any related matching fund revenues and expenditures shall be recorded in the grant fund source and project files.
- The grant Project Manager is responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

Grant Oversight and Monitoring

Implementation Plan

The grant Project Manager must develop an implementation plan that shall have the following elements:

- Project overview
- Project goals and objectives
- Identification of activities and dates
- Identification of roles and associated responsibilities
- Anticipated expenditure schedule
- Evaluation matrix that identifies the measurable objectives, the metrics used to measure them, the anticipated completion date, and fields to enter the actual completion date and outcome measures.

The Project Manager should provide periodic updates to the Selectboard on project status.

Programmatic Reporting and Reimbursement

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

Grant Reporting Procedure

The Grant Project Manager must prepare and submit timely and accurate progress and programmatic reports as required by the grant agreement.

File Management Procedure

The Town Clerk shall maintain a copy of all grant proposals, applications, award letters, memoranda of understanding, contracts, and programmatic and financial reports.

Files associated with a grant should include the following four sections:

Application or Proposal - application guidance, a copy of the application and research including statistical information used in preparation of and support of the grant, etc.

Award Documents - Award letter, Town agenda item, grant agreement, grant amendments, modifications, extensions, cancellations and terminations and anything else related to the award.

Receipts and Expenditures – Contracts, purchase orders, invoices, reimbursement requests, etc.

Programmatic Reports - Reports to granting entity to the Selectboard, etc.

File Retention Procedure

File retention will follow the Town’s record retention policy.

Grant Closeout

Upon completion of the grant term of each grant award, the Grant Program Manager shall inform the Selectboard.

Adopted by the Selectboard on April 12, 2021.






