

City of Chandler Financial Policies

Grant Management

Updated 2/8/2024 Resolution No. 5768

The purpose of the Grant Management Policy is to ensure grant oversight to support creativity and innovation that aligns with the city's strategic initiatives. The department will identify potential grants that are consistent with the city's strategic and departmental goals, and work with the Grant Program Manager to review grant opportunities with the City Manager's Office for strategic alignment prior to pursuing any grant. Grants should enhance and expand current or future programs. The policy sets standards for the consistent acquisition and administration of grants and applies to all grants provided to or facilitated by city departments (i.e. federal, state or county government, private foundations, non-profits, and local tribal communities). Grant support is encouraged unless the prospective grant conflicts with the City's strategic or department goals, generates more cost than benefit, or restricts the mission of the city.

Grant Identification, Evaluation and Application

Once potential grants have been identified and prior to the submittal of a grant application to an agency or acceptance of funds from an organization, the department should give consideration as to whether the grant is consistent with the City's Strategic Framework (by working through the Grants Program Manager) and Department Goals (by working through the Department Director), and a funding evaluation should be completed to determine the effect on city resources or operations and the need for one-time and/or ongoing funding. Factors to consider are:

- a. Available funding for required grant matches (i.e., the city's portion of project costs or in-kind costs)
- b. Current and future year(s) budget implications (i.e., added positions, equipment)
- c. Capacity and experience of the Department and staff to effectively administer and implement all aspects of the grant.

Grant Approval, Administration, and Operational Oversight

To ensure transparent management of grants, grants valued with City resource commitments that exceed \$30,000, or any amount if required by law or the grant agreement, require City Council approval prior to acceptance of funds or upon submittal if the award signifies acceptance. Grants do not require City Council approval if governed by another authority (i.e., Public Housing Authority Commission, Industrial Development Authority). Grants that require a rapid response may be approved by the City Manager or designee, prior to Council approval to prevent forfeiting the grant. The City Council item should include the grant's purpose, term, and amount, as well as current and future year budget or operational implications, during and after the grant is completed. The City Manager or designee is authorized to approve and execute documents related

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to grants with a gross value of \$30,000 or less, unless the grant agreement specifically requires City Council approval.

If an approved grant requires an ongoing General Fund commitment from the city, it will be incorporated into the forecast to ensure expenditures can be supported when the grant expires. If the position funding is only for the life of the grant, the expenditures shall be budgeted from one-time funding.

The City of Chandler's City Code and Administrative Regulations related to procurement shall be utilized for the purchase of materials, services, and construction with grant funds, in conjunction with any procurement requirements stipulated in the grant requirements.

The city's Grant Committee shall be made up of the Grants Program Manager, Financial Services Assistant Director, Accounting representative, Budget representative, and the Department Grant Liaison(s), and will provide grant management guidance and oversight to ensure adherence to the city's Grant Management Policy and update the Grant Procedures manual when needed. The Grants Program Manager will provide overall leadership and coordination of the decentralized grant management activities citywide. The Grant Committee will serve as a central source for cross-departmental communications regarding the pursuit of grants and effective application of administrative procedures.

Department Directors shall ensure compliance with all grant requirements through ongoing administrative and operational support (i.e., trained staff resources, financial and/or program reporting, subcontractor monitoring of activities and/or performance, pass-thru monitoring, audit compliance by grantor and/or by external auditors, record retention, and any additional requirements detailed in the Grant award documentation such as federal circulars related to federal grants).