HAMPTON VA

GRANT PROCESSING
GENERAL **INFORMATION**

The City of Hampton's grant overview process is a collaborative effort of several departments, i.e. City Attorney's Office, City Manager's Office and Budget Division, City Council' Office, Finance Department, Human Resources and Risk Management. The oversight provided by these departments of their respective areas helps to ensure that the proper protocols are adhered to in accordance with grant and City requirements. Each department is responsible for seeking out grants related to their operations.

The accompanying information is provided as a resource. Departments are strongly encouraged to refer to the respective "Sample - Agenda Items" when submitting grant-related agenda items in Granicus. This will ensure consistency in language and format.

*Please refer to the "**Quick Tips**" for additional assistance as needed.*

- <u>Availability of Grant Funds</u>: <u>All</u> grant awards must be approved by City Council **before** any funds awarded can be made available for spending. This also applies to the electronic draw down of funds. Grant funds should not be drawn down until City Council has formally accepted and appropriated the Grant award.

- <u>City Council Meeting Attendance</u>: Grants are generally approved by City Council via the "Consent" agenda, but may be removed from the Consent agenda or otherwise placed if City Council has questions or desires to discuss a grant before voting. It may be necessary for you or a representative from your department who is familiar with the grant to attend the City Council meeting during which a vote will take place on your grant. Touch base with your City Attorney prior to that meeting to coordinate.

- <u>Federal Funds</u>: The acceptance and expenditure of federal funds imposes on the City special reporting obligations and procurement procedures. A grant may be federally funded even if it is not directly awarded by a federal agency. The "Grant Identification No." can generally be found in the Catalog of Federal Domestic Assistance (if not otherwise in the application materials).

- <u>Forms</u>: The most current instructions and forms necessary for grant processing are available on the "Forms" page of the Intranet under "Budget."

- **Human Resource Review:** Consult Human Resources. If a grant (1) requests certification of compliance with any laws related to employment, including, but not limited to, non-discrimination policies, Human Resource Review is required; (2) will be used to fund a position; or (3) an existing position will be used to satisfy a grant matching requirement, Human Resource review is required.

- **Other Participating Departments:** If only one department is identified, it is assumed that all funds will be used by that department and all matching requirements will be met by that department. If grant funds will be used by more than one department; or more than one department's participation is necessary (financially or in-kind) to satisfy a match, those other departments (and the manner of participation) must be identified and explained in Overview.

- **Primary or Sub Awardee:** If you are applying for a grant directly from the granting agency, you are a "Primary Grant Awardee." If you are applying for a grant from an agency that received its funding from another grant, you are a "Sub Awardee."

- **Retention of Documents:** All application and grant award informaton MUST be retained by the submitting department and submitted, as an attachment to the Grant Overview Form. This includes, but is not limited to, the instructions, the application, attachments, and exhibits. Information accessed online only may need to be printed or otherwise retained to facilitate routing and review.

- **Risk Management Review:** Consult Risk Management. If a grant includes in-kind contributions by the City or will involve the presence of non-City employees on City property, or the use of City assets, Risk Management review is required.