



## Grant Process Step-by-Step Guide

### 1. *Before Completing a Grant Application:*

- a. Consult with your department's City Attorney liaison
- b. Complete the Grant Proposal Overview document available on the "Forms" page of the Intranet under "Grants"
  - i. If the grant requires a local cash or in-kind match, make sure the funds or the source of the in-kind match is currently available and that the source(s) for the match(s) is/are clearly described in the Grant Proposal Overview. Include supporting documentation, if needed.
  - ii. If you are collaborating with another department to provide the cash or in-kind match, written authorization/confirmation from that department must be included in the grant packet confirming they will provide the cash or in-kind local match, along with the specific source.
- c. Complete the Grant Routing Sheet document available on the "Forms" page of the Intranet under "Grants"
  - i. A completed Grant Proposal Overview must be attached before routing is initiated.

\* The **Grant Proposal Overview Form** and the **Grant Routing Form** are required for all grants, new or recurring \*

### 2. *Before Applying to the Awarding Agency:*

- a. Prepare initial documentation package for review to include (either hard copy or electronic): all documents related to the grant, including, but not limited to instructions, attachments, exhibits, grant documents, primary grant (if sub awardee).
- b. If you are completing an on-line grant application, be sure to "preserve" the information so that it can be included in the Granicus (agenda software) item.
- c. Email the complete grant packet (Grant Proposal Overview, Grant Routing Form, and any supplemental information/attachments) to the following for approval:
  - ✓ **City Attorney** (your department's City Attorney liaison)
  - ✓ **Budget Division** (Budget Manager and your department's budget liaison)
  - ✓ **Human Resources** (Director of Human Resources)
  - ✓ **Finance** (Director of Finance; Deputy Director of Finance and the Grant Accountant)
  - ✓ **Risk Management** (Risk Manager)



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### 2. *Before Applying to the Awarding Agency: (Cont'd)*

Written approval can be provided through email. For efficiency, a single email containing all of the necessary documentation should be sent out simultaneously to the respective departments for approval. See attached "Sample A"

### 3. *After the grant is awarded:*

- a. After the grant award has been received, and if there are no changes to the application or condition(s), the grant may now be placed in Granicus for City Council acceptance and appropriation of funds. \* If there are any changes to any component of the grant, consult with your department's City Attorney liaison for advice on whether to re-route the grant for a second approval or continue with the placement of the grant on the Council agenda.\*
- b. Grant-related items go before City Council only when the grant has been awarded and a grant award letter is in hand and can be attached to the agenda item. City Council approval is not needed for grant applications.
- c. Reference "Quick Tips for Submitting Grants - City Council Agenda" and Sample Agenda Item(s) document available on the "Forms" page of the Intranet under "Grants" to write the Agenda Item in Granicus
- d. Work with your department's City Attorney liaison to redact sensitive information, i.e. employee names(s) and salary(ies), etc. from any attachments

### 4. *City Council Approval*

- a. Read the "Quick Tips – Who to Contact" document available on the "Forms" page of the Intranet under "Grants"
- b. All grant awards must be approved by City Council before any funds awarded can be expended. 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.
- c. 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. Confer with your City Attorney prior to that meeting to coordinate.



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### ***Important Notes:***

- The submitting department is responsible for following-up on all grant-related items, whether items distributed for review via e-mail or submitted in Granicus for Council acceptance and appropriation and for ensuring that their grant application contains no errors or inconsistent information such as numerical, dates/fiscal years, etc. Double-check all calculations and ensure they tie to the figure(s) represented in the agenda item.
- Retain all application and grant award information and submit as an attachment to the Grant Proposal 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.
- 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.”
- The acceptance and expenditure of federal funds imposes special reporting obligations and procurement procedures on the City. 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).
- If there are no other participating departments, it is assumed that the department will use all funds and that department will meet all matching requirements. 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 the Grant Proposal Overview.
- Human Resources must sign-off on the grant, whether it is a new grant or a recurring grant, if: (1) the grant requests certification of compliance with any laws related to employment, including, but not limited to, non-discrimination policies; (2) the grant will be used to fund a position; or (3) an existing position will be used to satisfy a grant matching requirement. It is important to communicate to grant-funded employees that their position is grant funded and there should be no expectation that the City of Hampton will absorb the cost of the position(s) if the grant should end.
- Risk Management review is required 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.