

GRANT MANAGEMENT POLICY

Town of Georgia

Adopted [Date]

This policy shall supersede and replace all previously adopted policies pertaining to municipal grant management which may have been in effect prior to the effective date of this policy as noted below.

If any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

PURPOSE: The purpose of this Grant Management Policy is to provide guidance and establish procedures for managing grants effectively. Any grants awarded to boards, committees or departments are ultimately the responsibility of the *Town of Georgia*.

REQUESTS FOR PROPOSAL: No board, committee, employee or individual shall apply for a grant on behalf of the Town of Georgia without first obtaining approval from the Selectboard. All grant requests shall be submitted in writing to the Town Administrator. The written request to the Selectboard should include benefits, compliance requirements and the necessity for any matching funds. The Selectboard shall be given adequate time for review prior to the application deadline. The Selectboard shall review and either approve or deny the request based on the board's discretion and in the best interest of the Town of Georgia.

GRANT SUBMISSION: Once the final grant application is written, it must be approved by the Selectboard. A copy of the final signed grant application, including budget, should be given to the Town Administrator and/or Town Treasurer.

GRANT AGREEMENT: The Town Administrator and/or Town Treasurer shall receive the grant agreement for review. The Selectboard must sign or designate a signer for the grant agreement. Documents submitted shall state exactly how much was awarded and exactly what the grant funds will be spent on.

GRANT MANAGEMENT: The Board, Committee or Department who applied for the grant shall submit a budget amendment form to the Town Treasurer and Town Administrator, which will create a new revenue account and a new expenditure account. All other purchasing procedures shall be followed. All aspects of the project will be handled in accordance with standards within this policy, as well as the Town of Georgia's Purchasing Policy; VLCT's *Contracting for Municipal Projects* Manual; VTrans Specifications for Contractor Services; and any other applicable Federal or State requirements.

FISCAL: Receipts and payments, including any repayments, will be coordinated between the Town Administrator and the Town Treasurer to ensure that proper financial accountability is maintained. An accurate overview of all grants and their status shall always be available to the Selectboard.

RETENTION OF RECORDS: The Town Administrator, in conjunction with the Town Treasurer, will create a record of each grant sufficient to comply with the Federal Office of Management and Budgeting (OMB) OMB A-133 Rules for Audits (200.501 Subpart F-Audit Requirements), including an accounting of all grant expenses and their repayment. These files will be maintained for the requisite period of time determined by the Granter and/ or Auditors.

PROCUREMENT: Procurement of goods and services for grant projects will follow the Town of Georgia's Purchasing Policy.

CONTRACTING: The Town Administrator, in conjunction with the Town Treasurer, will manage the contract development for any subcontracts resulting from a grant. The Contractor will provide proof of insurance to the requisite level of coverage and the subcontract shall involve the pertinent state and/or federal standard contract provisions. Contracts of a substantial amount shall also be reviewed by the (VLCT) Underwriting Department, and/or Legal Counsel prior to signing to ensure the best interests of the Town are adequately protected. Bonding of a Contractor may also be required.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Georgia, Vermont, this [] day of [] and is effective as of this date until amended or repealed.

SIGNATURES.

Chair: _____

Selectboard Members:
