

Town of Saratoga Grant & Loan Application

Policy & Procedure

1.0 Purpose

This policy establishes guidelines for grant and loan applications submitted on behalf of the Town of Saratoga for any purpose.

2.0 Revision History

Date	Rev. No.	Change	Ref Section

3.0 Policy

The policy of the Town of Saratoga is to ensure the following:

- 3.1 That all guidelines in grant or loan applications on behalf of the Town of Saratoga are in compliance with Federal, State and local rules and laws.
- 3.2 That the Town of Saratoga maintains transparency in funding requests for projects.
- 3.3 That all grant or loan applications are discussed in an open meeting PRIOR to the submission of any application.

4.0 Procedures

- 4.1 ALL grant and/or loan applications to be made on behalf of the Town of Saratoga or using the Town of Saratoga as a pass through agent will require a general resolution to come before the Council at a regular or special meeting BEFORE any applications are submitted
 - 4.1.1 A standard resolution or grant/loan program provided formatted resolution are acceptable with the appropriate information
- 4.2 The resolution must state:
 - 4.2.1 The program which is being applied to including but not limited to:
 - 4.2.1.1 Joint Powers Act
 - 4.2.1.2 Mineral Royalties Grant
 - 4.2.1.3 Capital Construction Loan Program, etc.
 - 4.2.2 The application is on behalf of “the Governing Body of the Town of Saratoga, Carbon County, Wyoming”
 - 4.2.3 The purpose including but not limited to:
 - 4.2.3.1 Replacement of water and sewer lines
 - 4.2.3.2 Street Repairs
 - 4.2.3.3 Patrol Vehicles, etc.

- 4.2.4 Documentation of criteria required for the program, including but not limited to:
 - 4.2.4.1 Project budget
 - 4.2.4.2 Project timeline
 - 4.2.4.3 Funding sources identified
 - 4.2.4.4 Matching fund sources identified and committed
- 4.2.5 Repayment source identified for loans, including but not limited to:
 - 4.2.5.1 Reserves
 - 4.2.5.2 Water and/or sewer user fees
 - 4.2.5.3 Sales Tax, Property Tax, etc.
- 4.2.6 The total amount of grant or loan funds being requested
- 4.2.7 The name of the project, i.e.:
 - 4.2.7.1 Spring Avenue Water Line Replacement
- 4.2.8 Specific assignment of staff or elected officials authorized to act on behalf of the Governing Body in matters pertaining to the application
- 4.2.9 Other information specific to the program includes but is not limited to:
 - 4.2.9.1 Date of the scheduled meeting where the application is to be heard
- 4.3 The application must state:
 - 4.3.1 The Town of Saratoga as the applicant.
 - 4.3.2 A contact person who is able to answer questions regarding the application and is familiar with the project
 - 4.3.3 The amount of funding request
 - 4.3.4 The source of matching and other funding identified and committed.
 - 4.3.5 The estimated total project cost
 - 4.3.6 The estimated project timeline
 - 4.3.7 Any other information as specifically required or requested by the grant or loan program
- 4.4 Upon approval of a grant or loan:
 - 4.4.1 The Agreement will be signed by the Mayor or his designated Mayor Pro Tem and returned to the required entity (generally the Attorney General) for review and final approval signatures
 - 4.4.2 All provisions of the Agreement will be noted and followed throughout the grant or loan period as required
 - 4.4.3 All documents related to the grant or loan are to be kept in original form at Town Hall
 - 4.4.3.1 Each grant or loan will be designated a file folder
 - 4.4.3.1.1 Projects that combine funding sources may be kept in one file with designated tabs for grant and loan documentation
 - 4.4.4 Advertisements are coordinated with Town Hall and the appropriate department
 - 4.4.4.1 All costs are charged accordingly to a line item in the department's budget

- 4.4.4.1.1 If no budget for the advertising has been previously established, a Budget Amendment will be initiated for Council approval
 - 4.4.5 The Council will approve and engineer or architect contract as the project requires, after review by the Attorney and discussion at a public meeting
 - 4.4.6 Bid openings will be coordinated with the appropriate department and Town Hall as necessary
 - 4.4.6.1 Official bid recommendations will be presented to the Council at an opening meeting for discussion and approval
- 4.5 Grant or loan management is a function of the Clerk & Treasurer
 - 4.5.1 All pay requests for contractors working on a project will be submitted to the Clerk & Treasurer not less than monthly unless work is stopped for an extended period of time
 - 4.5.2 The Clerk & Treasurer will review all invoices and pay requests for accuracy and code according to the project definitions for costs that are grant, loan or local match funded
 - 4.5.3 All pay requests with invoices will be entered into the program provided reimbursement request form, or acceptable form if one is not provided
 - 4.5.3.1 Draft Requests will be signed by the Mayor or Mayor Pro Tem and attested by the Clerk or Assistant Clerk
 - 4.5.3.2 Once signed, draft requests will be submitted to appropriate entity for reimbursement/payment
 - 4.5.3.3 NO PAYMENTS to contractors will be released until grant, loan and/or local match monies are received
 - 4.5.4 Project files will be kept in the vault at Town Hall according to the most current and applicable record retention schedule
 - 4.5.4.1 The Clerk will organize the project files in such a manner that documents can be found simply and efficiently