

POLICY NUMBER:

APM- 8 - 78

DATE:

February 18, 2003

ISSUED BY:

Joe Arriola

City Manager



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION

Created
All Sections
All Sections

DATE OF REVISION

11/01/78
04/05/01
02/18/03

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SUBJECT: GRANTS AND GRANT ADMINISTRATION

PURPOSE: To establish guidelines and general procedures that clarify responsibilities for submitting grant applications, accepting grants, and administering approved grants.

Effective this date, this Administrative Policy supersedes all previous directives on this subject.

THE POLICY WILL BE AS FOLLOWS:

It is the policy of the City of Miami to apply for grants that will enhance services for City residents and businesses, to manage grants effectively and efficiently, and to ensure that all grant reimbursements are requested and received.

I. APPLICATION

- A. Under the authority of Resolution 76-919, the City Manager or designee may apply for federal, state, local or other grants on behalf of the City.
- B. The Office of Grants Administration (OGA) is the designated office that City Departments contact for assistance in project planning, proposal writing, application assembly, and monitoring financial and budgetary compliance with grantor agency guidelines.
- C. The Grants Administrator will be the designated official in charge of the Office of Grants Administration.
- D. All grant applications shall be submitted to OGA for review, and will subsequently be forwarded to the City Manager for approval, and final signature.
- E. OGA is responsible for promoting and coordinating grant proposal submissions except for those programs administered by the Department of Community Development.
- F. The City Commission accepts approved grants via an ordinance that appropriates the money to a designated Special Revenue Fund .
- G. In the case of construction projects, grant funds awarded are appropriated to the Department's account within the Capital Improvement Program.

- H. The Budget Director will review each grant ordinance to assess the budgetary impact prior to City Commission acceptance of a grant.

II. LANGUAGE

- A. All grant ordinance titles must clearly identify the name of the granting agency, pass-through entity, grant contract number, CFDA number, CSFA number, and other required information .
- B. The ordinance language must indicate the purpose for which the grant funds will be used and specifically state whether the funds are designated for the Special Revenue Fund or a Capital Improvement Project.
- C. When local match is required, the ordinance shall specify the source by title and account code .

III. IMPLEMENTATION

- A. City Departments are responsible for implementing and managing grants within their jurisdiction.
- B. All Department heads (including the Chiefs of Fire-Rescue and Police) -- or their designees-- are responsible for seeking timely and accurate reimbursement or other payments from the funding source(s) of each grant within their jurisdiction.
- C. Grant awards are implemented through project codes established by the Finance Department and subsequently recorded by the Office of Grants Administration.
- D. Department heads shall designate a grant project manager for each grant project who will be responsible for day-to-day operations and for submitting reports to the Office of Grants Administration, the Finance, and Management and Budget Departments, and the funding agency.
- E. Departments with their own Budget and/or Finance sections, shall follow their existing procedures provided that these internal procedures are not inconsistent with this policy.
- F. Project managers must coordinate with the Finance, Budget and Office of Grants Administration on all Grants protocol prior to award. Upon award, grant project managers shall meet with the Office of Grants Administration to coordinate the initiation of the appropriate records and files with Finance, and Management and Budget Departments. For Capital Improvement Program (CIP) projects, grant project managers must also meet with CIP staff.
- G. To carry out the responsibilities stated above, each department head shall appoint one individual as grant liaison to oversee all grants received by that department. Additionally, there will be a designated project manager for each grant project who is responsible for day-to-day operations and for submitting reports as required by the funding agency.

- H. Grant project managers must confirm that the Departments of Finance and of Management and Budget have the required account information, the approved grant budget, and the enabling ordinance.
- I. Grant project managers are responsible for preparing all requests for funds in compliance with the grant contract and will send duplicate reimbursement or draw down requests, accounting records, and copies of any financial reports required by the grantor.
- J. Each department administering an awarded grant must ensure that each support department has a copy of the grantor agency rules and regulations which relate to the particular function handled by the support department.

IV. COST RECOVERY

- A. The City shall recover all allowable indirect or finance & administration costs. A formula for distributing the recovered rate shall be established at a later date by Administrative Policy.

V. RECORDS

A. Pre-award:

- 1. Departments will receive a form to track the grant process from proposal creation to closing herein after called the "Grant Tracking Form."

B. Post-award:

- 1. The Finance Department maintains central financial records for all grant programs.
- 2. The Finance Department notifies the grantee when funds are received and then deposits the funds in the appropriate accounts.
- 3. The Office of Grants Administration keeps a database of all proposal submissions and outcomes.

VI. MONITORING

- A. The Office of Grants Administration will receive monthly project activity reports from the grant project manager and verify activity with Finance and Budget Departments through the use of the "Grant Tracking Form."
- B. The grant project manager ensures that programmatic and financial reporting requirements and deadlines are observed.

VII. AUDITS

- A. The Internal Audit Department is responsible for making random audits on ongoing grant programs to determine compliance with provisions of City Code, Charter, Policies and Procedures; State Statutes; Federal Public Law 104-156, and the Single Audit Act Amendments of 1996. Additionally, the City Manager may request a special internal audit of any grant awarded to the City of Miami or by the City of Miami to a sub grantee.