

**DRAFT**

**2018**

**Grants Administrative Policy  
and Procedures Manual**



**Office of the City Manager**

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## **CITY OF HALLANDALE BEACH GRANTS ADMINISTRATIVE POLICY AND PROCEDURES MANUAL**

The purpose of this Administrative Policy and Procedures Manual is to familiarize staff with the Grants Office and its operation; and to establish internal controls and guidelines for the research, application, acceptance, and financial administration of grants. It is a supplement to the City Charter and Ordinances contained herewith. It is not intended to change, alter, or supersede Florida State Statutes, or any other City's policies or procedures.

The Hallandale Beach Community Redevelopment Agency (HBCRA) shall follow the general policies, rules and procedures of the City of Hallandale Beach unless otherwise noted within the Agency's By-Laws.

It is also recognized that no document can be created which will cover absolutely all circumstances for all times. Therefore, this document is considered a flexible guide to operational efficiency. Deviations made from the strict interpretation of this policy should be backed up by sound professional judgment and responsible integrity.

From time to time parts of this policy will be amended or rescinded, as dictated by the efficiency needs of the City.

Effective Date: TBD

Jeremy Earle  
Assistant City Manager

Roger M. Carlton  
City Manager

## **CITY OF HALLANDALE BEACH GRANTS ADMINISTRATIVE POLICY AND PROCEDURES MANUAL**

**BACKGROUND:** The Grants Office was established to centralize Citywide grant operations in order to maintain a system for grant oversight and coordination and to limit the City's exposure to liability and loss of funding through the establishment of internal controls and guidelines.

**ACTION:** The City, through all departments, must actively pursue grant opportunities, maintain an active and diverse grant portfolio, and utilize grant funds to supplement and enhance the overall City budget and meet priority City objectives. Grant application, approval and administration must be coordinated with and through the Grants Office.

**MISSION:** To manage the City's grant resources with diligence, transparency and integrity and in accordance with local, state and federal regulations and guidelines.

**GOALS and OBJECTIVES:** The goals and objectives of the Grants Office are focused on providing services that assist staff in their acquisition of external funding to further the City's initiatives and enhance programs and services, as well as, providing a role in monitoring of each award to comply with funding agencies' guidelines, rules and regulations.

**POSITIONS and DUTIES:** This is a City-wide Administrative Policy and Procedures Manual that affects all persons and departments that research, apply for, and/or manage grants. The Grants Manager is responsible for updating this policy as necessary. All Directors, Managers, and Supervisors have the primary responsibility for the implementation and execution of the Grants Administrative Policy in their respective areas.

**POLICY:** Grants Administrative Policy and Procedures Manual

**GENERAL:** This policy is created to establish standardized, formal procedures for the research, application, acceptance, and administration of grants City-wide.

**DESIRED OUTCOME:** Centralization of grant operations to manage the City's grant resources with diligence, transparency and integrity, and in accordance with local, state and federal regulations and guidelines.

**RECORDS/GOVERNING LAWS & REGULATIONS:**

- Code of Federal Regulations Title 2, Subtitle A, Chapter II, Part 200
  - Title 2 – Grants and Agreements
  - Subtitle A – Office of Management and Budget Guidance for Grants and Agreements
  - Chapter II – Office of Management and Budget Guidance
  - Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Florida Single Audit Act, Florida Statutes 215.97
- State of Florida Rules of the Auditor General, Chapter 10.550, Local Governmental Entity Audits

**DEFINITIONS:** Definitions are contained herein as Appendix C. The Grants Office is referred to as GO throughout this document.

**POLICY:** This Administrative Policy and Procedures Manual is presented in three categories entitled 1) Roles & Responsibilities, 2) Pre-Award Management, and 3) Post-Award Management.

**1.0 ROLES & RESPONSIBILITIES**

**1.1 City Departments**

The City, through each department, actively pursues grant opportunities, maintains an active grant portfolio, and utilizes grant funds to supplement and enhance the long-term goals and objectives of the City. Responsibility for determining the appropriateness of the grant, preparing required documentation for application submittal and managing of programmatic or day-to-day functions rest within the department that applied for the grant. The application, acceptance, and administration of grants must be coordinated with and through the GO as stipulated in this Policy.

The Director of each department is accountable for grants within his or her department. In cases where more than one department is responsible for a grant, a lead department is designated for accountability. Each Director must assign a Grants

Liaison as the Point of Contact for the Department. A list of Liaisons will be updated and distributed on a quarterly basis.

## **1.2 Grants Office (GO)**

The GO provides grant oversight to ensure that necessary grant functions are appropriately organized, coordinated, controlled and evaluated. The GO is responsible for developing, implementing, distributing, and revising this Policy and Procedures Manual; coordinating and tracking grant applications, awards, reports, and closeouts; providing grant accounting services; serving as the centralized location for all financial grant master files; assisting departments with interpretation and application of City, County, State, Federal or other grant policies; and offering training and technical assistance services.

## **1.3 Signatory Process**

a) **Applications** –Per City Charter, the City Manager is the only officer of the City – other than the Mayor – authorized to execute agreements on behalf of the City. As such, The City Manager shall sign and execute grant applications.

**Grant Agreements** – Per City Charter, the City Manager is the only officer of the City – other than the Mayor – authorized to execute agreements on behalf of the City. As such, The City Manager shall sign and execute grant agreements.

## **2.0 PRE-AWARD**

### **2.1 Grant Seeking and Identification**

The GO actively researches and reviews grant opportunities, and produces a quarterly Grant Funding Matrix to alert Departments of grant opportunities for the upcoming quarter. While this is a service offered through the GO, Departments are encouraged to use the following resources for their own grant-seeking efforts.

eCivis – A grant research engine that the City subscribes to. This system is available to Department Grant Liaisons upon request.

Grants.gov – Grants.gov is a governmental resource to locate and apply for federal grants. This site publishes funding opportunity announcements as they become available.

For tracking and approval purposes, Department Directors or Liaisons must notify the GO when a grant opportunity has been identified and will be pursued.

### **2.2 Funding Opportunity Notice**

Departments are responsible for thoroughly reviewing funding notices for alignment with City priorities and initiatives. When reviewing, the following must be taken into consideration:

- Implementation feasibility
- Administration capacity
- Availability of matching funds
- Planning, design and other project costs
- Operations, maintenance and future financial obligations
- If the terms of the grant can be achieved within the grant period

## 2.3 Grant Applications

It is the Department's responsibility to prepare the grant application within the required timeframe to meet the application's deadline. Enough time should be allocated to plan, research, coordinate, write and edit the application, and present the submission of the application to the City Commission if required.

### a) **Approvals**

All departments must obtain written approval from the City Manager's Office prior to preparation of an application.

b) **Grant Application Authorization Request** – Submission of a Grant Application Authorization Request (*see Exhibit C*) to the GO is the first step in the grant application process. Departments must submit this form for each grant application. This form is used to recommend the preparation of an application for a specific grant opportunity, to request authorization from the City Manager's Office to prepare an application, to request technical assistance including grant writing, and to coordinate with the GO for tracking and reporting of applications in process.

c) **Matching** - The Department Director is responsible for the identification of specific sources of cash match and specific in-kind services. The Budget Department must provide concurrence (through the Grant Application Authorization Request Form) as to source and availability of cash match. Availability of in-kind services shall be documented by participating departments.

d) **Agenda Item** – *This step applies to applications requiring that the submittal be officially authorized by the City Commission (by Resolution) and/or, requiring cash-match in excess of \$50,000 is required. Refer to Appendix A for application approval chart.*

***For any other grant applications not requiring a match in excess of \$50,000 or Commission authorization to apply, the Department may proceed with submittal upon approval from the City Manager's Office (Signed Grant Application Authorization Request).***

The Department Director is responsible for coordinating, preparing and presenting the agenda item to the City Commission. The agenda item must follow the approved format and must include the following information specific to the grant: the scope of the grant and relationship to City priority objectives; grant funding period; the funding methodology including cash or match, including source and availability, and; a recommendation to authorize the City Manager to submit the

application and execute the appropriate documents, including the grant Agreement upon grant award.

Should the grant due date preclude staff's ability to obtain City Commission approval prior to submittal of the application, the City Manager may authorize the filing of the application with the agenda item presented at the next available City Commission meeting. The GO is responsible for coordinating this approval.

- e) **Application Submittal** – Upon approval by the City Commission and/or the City Manager, the Department Director is responsible for submitting the grant application package to the grantor. For submittal of Federal grant applications, please consult with the GO as the Grants.gov system is used for this purpose and only the City's login information is to be used.

### 3.0 POST-AWARD

#### 3.1 Award Acceptance

All grant awards and corresponding contracts must be officially accepted by the City Commission and/or by the City Manager as appropriate.

- a) **Acceptance Methods & Execution:** - Upon grant award, the awarded Department must immediately notify the GO and coordinate the execution of contract documents as follows:

**Under \$50,000 – Present to City Manager for Acceptance – Refer to Appendix A for award approval chart.**

1. Route for review by appropriate City Staff and City Attorney's Office and for execution by the City Manager. Please note that review from the Grants Office and Budget Department must be included.
2. Attach original agreement(s) and if applicable, a copy of the resolution approving the award and execution of grant documents.

**Over \$50,000 – Present to City Commission for Acceptance -This step does not apply if the application was previously authorized by the City Commission. Refer to Appendix A for award approvals chart.**

1. The Department Director is responsible for coordinating, preparing and presenting the agenda item to the City Commission for the official acceptance of the Grant Award and authorization for the City Manager to execute the Grant Agreement and related documents as appropriate.
2. For execution, follow steps 1 and 2 above.

- b) **Delivery of Executed Agreement** - Once the Grant Agreement is executed by the City, the Department Director or designee is responsible for delivering the document to the Granting Agency, in the form specified by grantor.



- c) **Receipt of Executed Agreement** - The fully executed original agreement (executed by the City and Granting Agency) is received by the grantee Department. The original agreement must be submitted to the City Clerk's Office and a complete copy to the GO.
- d) **Post-Award Meeting** – Upon receipt of a fully executed agreement, the GO is responsible for scheduling a Post-Award Meeting. Attendees include the Project Manager, Grants Manager and other staff as appropriate. The purpose of this meeting is to review grant compliance requirements and to establish responsibilities.

### **3.2 New Grant Setup**

All grants awarded to the City must be entered in the MUNIS system. Upon receipt of a fully executed agreement, the GO must:

- a) **Create Grant Audit File** – The GO is responsible for initiation of the grant audit file and grant setup in Project Master and Grants Master modules of the MUNIS system. The audit file serves as the official file for Single Audit purposes.
- b) **Conduct Post-Award Meeting** – The GO must conduct a post-award meeting with the managing Department to review compliance, reporting, inventory, and audit requirements; responsibilities; deliverables; deadlines; accounting and appropriations; and closeout. A Grant Profile and Compliance Requirements Form must be acknowledged by the managing Department and the GO.
- c) **Setup Project and Request Accounts** – The GO must create a project code for stand alone grants. In case a Capital Improvement Project (CIP) is involved, the CIP number becomes the lead number. Grant funding must be setup in the Grants Fund, except for grants supporting projects in enterprise funds or grants awarded to the CRA.
- d) **Request Grant Budget** - The GO, as authorized by the current Budget Ordinance, must prepare a Grant Appropriation Request Form and submit to the Budget Department. This form serves as the official request for a budget amendment to be entered into the MUNIS system to establish budgets and to request the creation of grant accounts.

### **3.3 Compliance Monitoring & Reporting**

The GO is responsible for compliance and oversight of all grant awards. This includes keeping track of reporting deadlines, compliance requirements, and review, reconciliation, and approval of all grant related financial reporting.

Project Managers are tasked with the preparation of all reports including programmatic and reimbursement reports and any other reports as may be required.

- a) **Reporting Timelines and Compliance Requirements** – The GO must establish a reporting timeline for each grant agreement upon execution of award. The timeline must include all reporting deadlines and compliance requirements for the life of the grant and must be provided to and discussed with the Project Manager at a Post Award Meeting.
- b) **Grants Calendar** – The GO will maintain a Grants Calendar with all applicable deadlines for each grant and send courtesy reminders to Project Managers one week prior to a deadline.
- c) **Progress and Financial Reports** - Project Managers are responsible for the timely submittal of complete and accurate progress and financial reports and reimbursement requests. Financial reports and Reimbursement requests must be submitted to the GO for review and approval before submittal. Progress reports may be submitted to the Granting agency directly and without prior review by the GO.

### 3.4 Grant Accounting

The Grants Office is responsible for grant accounting and financial oversight. An effective accounting process facilitates the auditing of federal and state grant transactions; the preparation of the annual Schedule of Expenditures of Federal Awards and Financial Assistance (SEFA); and accurate recording of grant-related expenditures and revenues.

- a) **Grant Expenditures** – Only grant allowable expenditures should be recorded against a grant account. If grant eligible expenditures are recorded in other than grant accounts, the managing Department must request a journal entry to move the expenditures to the grant accounts. The Journal Entry is processed by the GO.
- b) **MUNIS Workflow** – All grant related transactions must be approved by the GO in MUNIS. The GO must request appropriate workflow from Innovation Technology (IT) Department through grant budget setup.
- c) **Grant Account Reconciliation** – The GO must reconcile accounts on a monthly basis and advise Project Managers of any necessary adjustments.
- d) **Grants Utilization Report** – The GO is responsible for preparing a Citywide grants quarterly utilization report for distribution to Departments on a quarterly basis.
- e) **Invoicing Granting Agencies** – City invoices will be produced upon request by a grantor. Invoice requests must be initiated by the GO. If an official invoice is not required, reimbursements must be requested in the form indicated by the grantor.
- f) **Electronic Draws** – Electronic draws must be approved and initiated by the GO **only** as to observe and maintain internal controls and separation of duties.

- g) **Deposit of Grant Revenue** – The GO will process grant payments received by wire. The managing department is responsible for the deposit of grant payments received by check. If a check is received, forward to the Cashier in the Finance Department and provide a copy of the check to the GO.

### **3.5 Procurement**

All procurements involving grant funds must follow applicable grantor requirements and standard City Purchasing Procedures as set forth in the City's Procurement SOP. It is the responsibility of the Administering Department to advise the Procurement Department of any special contractual/bid requirements of the grant agreement including Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Davis Bacon Prevailing Wage, Requests for Proposals (RFP) to be issued and any other requirements related to the expenditure of funds.

- a) **State and Federal Guidelines** – It is the responsibility of the Procurement Department to update its policies and procedures to ensure compliance with grant-related State and Federal guidelines including adherence to 2CFR 200, also known as the Super Circular.

### **3.6 Extensions and Revisions**

The Project Manager is responsible for initiating requests for changes in the scope, budget, or term of a grant agreement. Requests must be submitted to grantors in writing or as specified in the grant agreement. If City Commission approval is required, the Project Manager is responsible for preparing an agenda item and presenting to the Commission. A copy of all extension or contract revisions must be forwarded to the GO for upload to MUNIS.

### **3.7 Closeout**

Each grant has specific closeout procedures to which the City must adhere. Upon completion of the grant, the Project Manager is required to submit a copy of the final report to the GO for review and approval.

The GO shall then update the grant status to "Closed" in the MUNIS system and disable all pertinent expense accounts. This prevents spending funds outside of the period of availability and disallowed costs.

### **3.8 Annual Audit**

Federal and State grants are subject to an annual audit by the City's external auditors as mandated by the Single Audit Act. The audit tests for accurate reporting and allowability of expenditures, compliance with the grant agreement and internal controls. The Grants Office in collaboration with the Finance Department will lead the Single Audit.

Information for the annual audit is presented in the form of a Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and supporting documentation as requested by the external auditors. The results of this audit are extremely important as findings can affect potential future funding. Findings require response to funding agencies and increase the number of monitoring site visits.

The following represents a series of actions taken to comply with the annual audit requirements.

- a) **Preparing, Reviewing and Submitting the SEFA** – The GO is responsible for the preparation of the SEFA. After the end of the fiscal year, the SEFA is prepared based on expense reports generated by the City's accounting system. The schedule is then forwarded to the City's external auditors along with any other additional information required to conduct the Audit.
- b) **Distributing Audit Reports** – After completion of the audit by the City's external auditors, a report summarizing the audit's results is provided to the City (Under the Compliance Section of the Comprehensive Annual Financial Report). This report is then distributed to Federal and State granting agencies per the terms of federal and state grant agreements. The GO is responsible for maintaining and updating an Audit Report Distribution List and for distributing such report to granting agencies.
- c) **Preparing, Reviewing and Submitting the Data Collection Form** – The external auditors are responsible for preparing the Data Collection Form and submitting it, in draft form, to the Grants Manager for review. After review, the Data Collection Form is finalized by the external auditors and forwarded to the Finance Director for electronic submittal to the Federal Clearinghouse.

### **3.9 Financial Monitoring Site Visits & Desk Reviews**

Upon notification from a granting agency of an upcoming monitoring site visit or desk review, the Grants Manager must be notified immediately. The Grants Manager must attend all entrance and exit conferences held with granting agencies. Copies of all monitoring reports should be forwarded to the Grants Manager for inclusion in the audit file.

### **3.10 Records Retention and File Maintenance**

Grant program and financial records shall be maintained for a minimum of three years (or longer as may be mandated in the Grant Agreement) from the date of "close out" as designated by the grantor entity. Paper copies must be maintained for one year. After that, electronic copies will be available in the MUNIS system as part of the Grants Master Module.

Grant audit files must maintain a structure that includes the following:

1. Award documents including grant agreement, resolution(s), amendments,

- extensions and any other grantor correspondence.
2. Financial documents including internal forms, reconciliation reports, and reimbursement reports.
  3. Reports including financial and progress reports.

### **3.11 Inventory of Grant Funded Equipment & Non-Cash Awards**

Grant-funded equipment must be tracked regardless of price and capitalization threshold. If the City is awarded a non-cash grant where the granting agency provides equipment rather than funds to purchase the equipment, the Fixed Asset Accountant must be contacted immediately by the Project Manager. The Fixed Asset Accountant must ensure that equipment is tracked and assets are accounted for.

Additionally, Departments are required to keep an inventory (outside of the fixed asset system) for the life of the grant, and for as long as is required by the grant agreement. Inventory must include the following information:

1. Description of Property
2. Serial Number or other Identification Number
3. Vendor & Invoice Number
4. Acquisition Date
5. Cost
6. Purchase Order Number
7. Location of Property
8. Use and Condition of Property
9. If disposed of, Disposition Date and Amount of Disposition

## **APPENDIX**

- A. Approvals Chart – Applications and Contracts
- B. Definitions
- C. Grant Application Authorization Request
- D. Weblinks

## **PROCESS MAP**

# Appendix A

## APPROVALS FOR GRANT AWARDS AND APPLICATIONS

AWARDS BASED ON CONTRACT AMOUNT				
AMOUNT	ACM	CM	ATTNY	COMM.
Under \$50K	✓	✓	✓	n/a
\$50K and over	✓	✓	✓	✓*

*\*Commission approval is not necessary if the application and award was previously authorized by Resolution.*

APPLICATIONS BASED ON MATCH AMOUNT				
MATCH	ACM	CM	ATTNY	COMM.
\$50K and over	✓	✓	✓*	✓
Under \$50K	✓	✓	n/a	n/a
No Match	✓	✓	n/a	n/a

*\*Legal review is part of agenda item review.*

## DEFINITIONS

**Administrative Policy** – this permanent policy as authorized by the City Manager. This policy may be revised and applies to all departments of the City.

**Allowable Cost** – An allowable cost is an expense that can be charged directly to the sponsored agreement and is not specifically excluded by government regulations or by the grant agreement.

**Disallowed Costs** – Disallowed costs are costs that are not reimbursable by the sponsoring agency.

**DUNS** – Data Universal Number System – A nine-digit number assigned and maintained by Dun & Bradstreet to identify unique business establishments. DUNS numbers are assigned worldwide and include US, Canadian and international organizations. The Grants Manager will provide you with this number upon request.

**Electronic Grants** – The administration of a grant using the electronic media which may not result in official hard-copy documents.

**Fiscal Year** – the period of 12 months to which the annual budget applies. The City's fiscal year begins October 1 and ends September 30.

**Florida Single Audit Act 215.97** – Act establishing uniform state audit requirements for state financial assistance provided by state agencies to non-state agencies.

**Fully Executed Agreement** – Fully executed agreement is an agreement that has been signed by all parties involved.

**Grant:** To give or to agree to give a sum of money or contribution by an organization for a specified purpose(s) to an eligible recipient. Grants may be awarded in the form of cash, services, equipment, and technical assistance among others.

**Grant Agreement** – a written contractual agreement, originated by the Grantor upon grant application approval, which contains all required conditions, specifications and regulations applicable to the receipt of funds from a specified grant.

**Grant Application** – the document submitted to the Grantor requesting funds. The document's format is specified by the Grantor and contains a narrative and financial description of the program, project or service for which funds are being requested.

**Grant Award** – The grant award is the approval of a grant request as detailed in the official award document that specifies the amount of funding or other type of assistance, project period, and any special requirements or restrictions.

**Grantee** – The entity or organization that receives grant funding.

**Granting Agency** – Granting agency is the external organization funding a particular project.

**Grants Manager/Grants Office** – The individual/Office that is responsible for the oversight and compliance of grants City-wide.

**In-Kind Services:** In-kind grant contributions can be non-cash, goods, services or labor of staff assigned to a task. The values of these contributions can be determined by assessing a monetary value.

**Matching** – Matching is defined as the sharing of costs of a sponsored agreement.

**MUNIS Accounting System** – the City's financial and accounting software.

**Point of Contact** – An individual who is designated as the person responsible for coordinating communication among the various parties associated with grants, i.e. granting agencies, auditors, program managers, sub-recipients and other interested parties.

**Project Code** – Code assigned to a grant project in the City's accounting system to keep track of expenditures and revenues.

**Project Manager** – The person assigned to manage a grant. The Project Manager is responsible for providing the programmatic (operational) information and for conducting all internal program monitoring and preparation of all reimbursement reports, quarterly state and federal reports, or other reports as may be required.

**SEFA** – Schedule of Expenditures of Federal Awards and State Financial Assistance.



# Appendix C



## GRANT APPLICATION AUTHORIZATION REQUEST

Lead Departments applying for a grant must complete this form and submit to the Grants Office for processing. Upon approval of this form, the Department may proceed with the application process. Funding for grant writing services must be identified in Section 7 below. **Instructions:** 1) Fill out items 1-7 completely. 2) Sign form (Lead Department only). 3) Submit Form to Grants Office. 4) Grants Office routes for approvals and returns fully approved form to Lead Department. 5) Lead Department proceeds with Application.

<b>1. DEPARTMENT (Grant Applicant/Contact Person)</b> Name: _____ Title: _____ Phone No: _____	<b>2. GRANT INFORMATION</b> Grant Title: _____ Funding Agency: _____ App. Due Date: _____ New/Competitive <input type="checkbox"/> Allocation/Formula <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/>
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<b>3. FINANCIAL DATA</b>	
Grant Request: _____	Grant provides funding for operating/administrative costs? Yes <input type="checkbox"/> No <input type="checkbox"/>
MANDATORY Match: _____	Amount of Future Financial Obligations/Commitments: _____
In-Kind Contribution Required: _____	Amount of Future Operating Funds Required: _____
<i>Under separate attachment, please clearly describe the approach being proposed to address matching funds, in-kind services, operational and/or any other general requirement or obligation that the subject grant carries including plan for financial sustainability after expiration.</i>	

<b>4. BUDGET INFORMATION FOR CASH MATCHING REQUIREMENTS</b>
Is match available in the adopted budget?
Yes <input type="checkbox"/> Amount Appropriated: \$ _____ Account Number: _____ No <input type="checkbox"/> Budget Year Needed _____

<b>5. PURPOSE OF GRANT AND DESCRIPTION OF PROJECT</b>
_____
_____

<b>6. COMMISSION APPROVAL</b>
Is Commission approval a requirement for the application submittal process: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Meeting Date: _____

<b>7. REQUEST FOR GRANT WRITING SERVICES</b>			
Full Writing Services (Lead Time: 4 weeks)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Review Services (Lead Time 2 weeks)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grants Program Writing Funds are requested for the submittal of this proposal	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
If program funds are not available, funding for grant writing services is available from departmental budget	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Account Number: _____			

### REQUIRED SIGNATURES AND APPROVALS

Department Director (Lead Department)	Date	ACM (Overseeing Department)	Date
Department Director (Collaborating Department)	Date	ACM (Overseeing Department)	Date
Budget Director	Date	ACM (Overseeing Grants Office)	Date

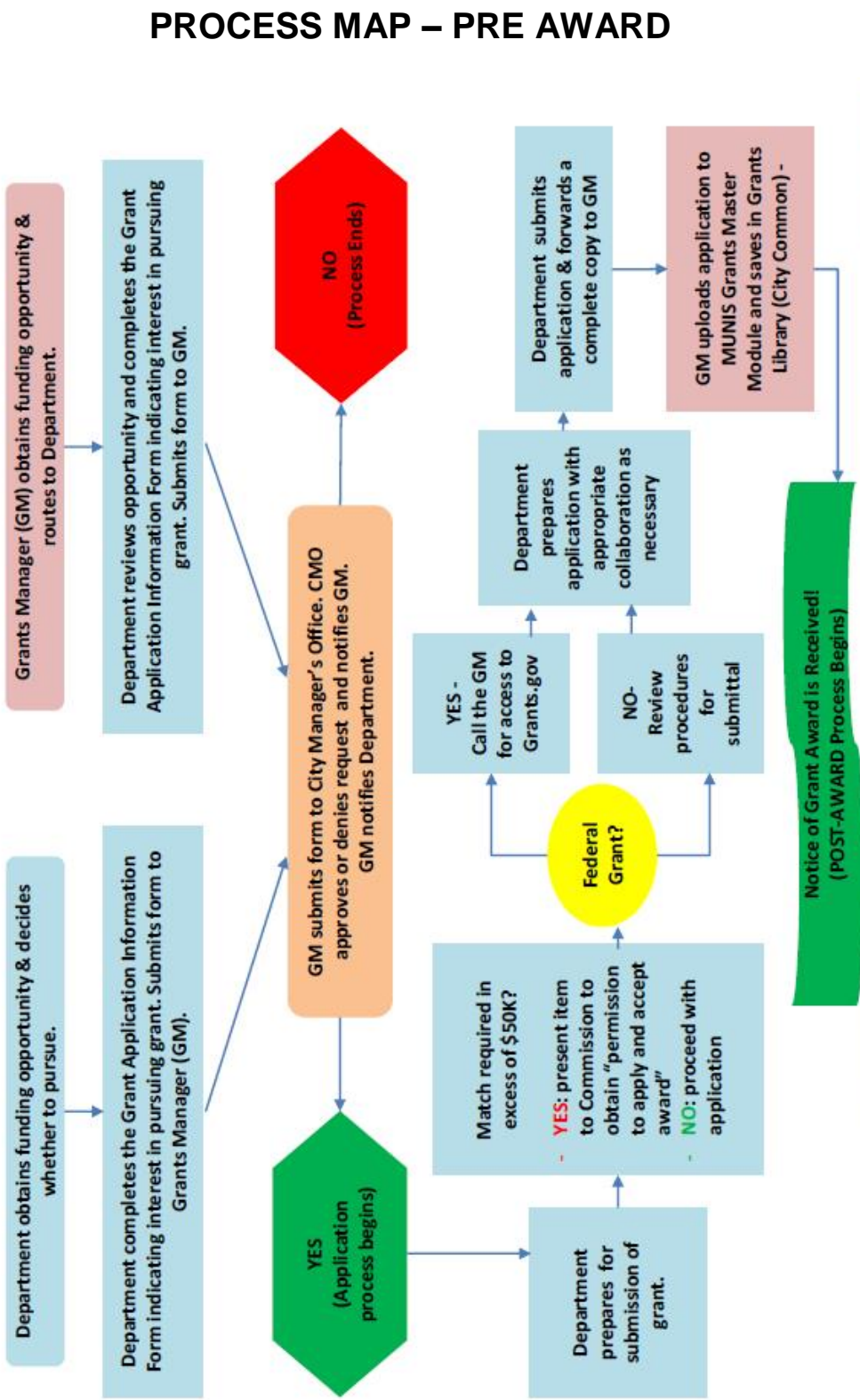
I APPROVE THE SUBMISSION OF THIS GRANT APPLICATION ON BEHALF OF THE CITY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I APPROVE GRANT WRITING SERVICES FOR THE PREPARATION OF THIS GRANT APPLICATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FUNDING SOURCE FOR GRANT WRITING SERVICES	GRANTS PROGRAM <input type="checkbox"/>	DEPARTMENT <input type="checkbox"/>
City Manager or Designee _____	Date _____	

**WEBLINKS TO PERTINENT GRANT GUIDANCE  
AND REGULATIONS**

1. 2 CFR, Part 200  
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for  
Federal Awards  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
2. Florida Single Audit Act, Florida Statute 215.97  
<https://apps.fldfs.com/fsaa/statutes.aspx>



**CITY OF HALLANDALE BEACH  
GRANTS WORKFLOW CHART  
PRE-AWARD PROCESS**

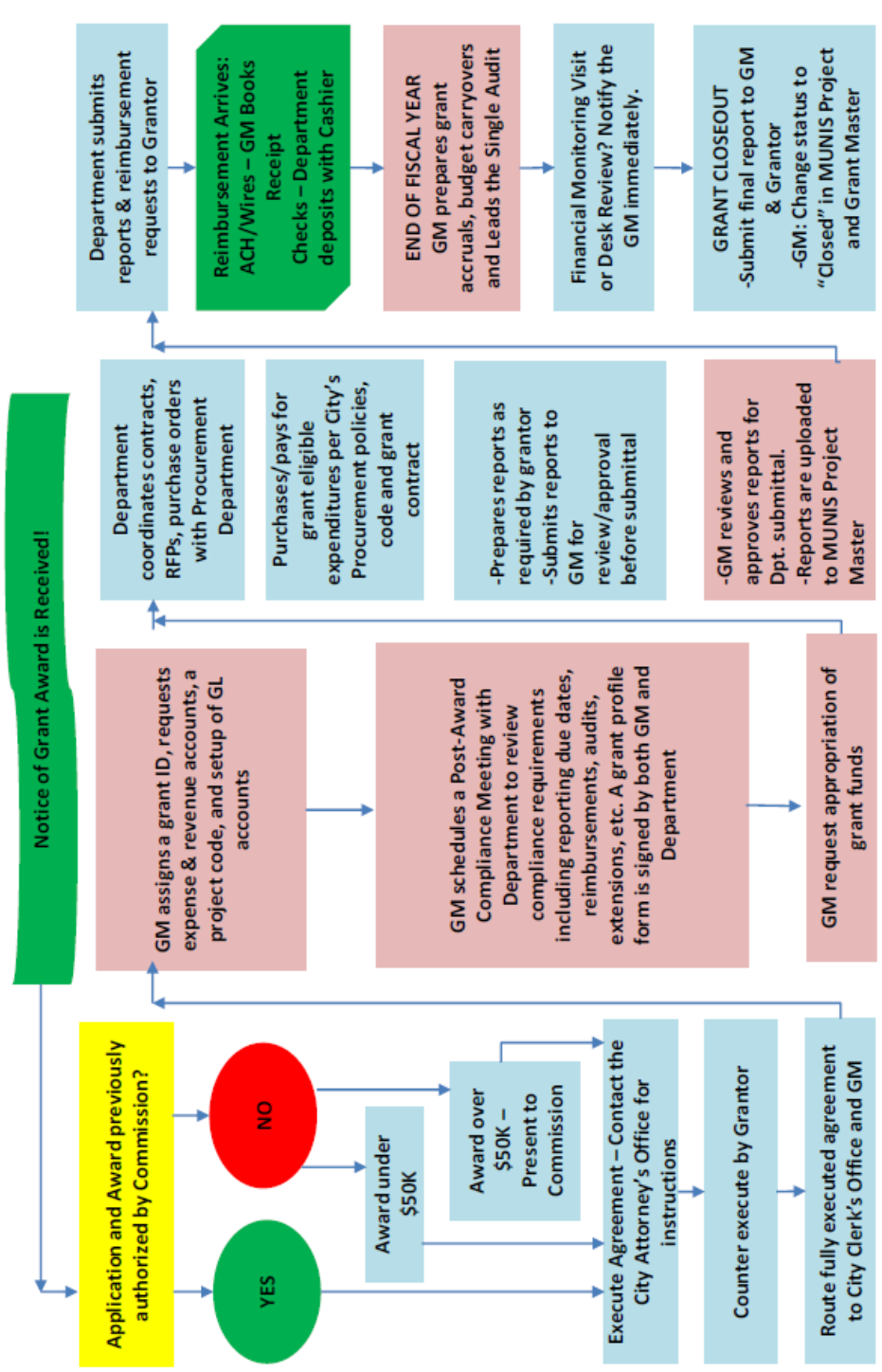


05.2018

LEGEND – GM: Grants Manager, Salmon: City Manager's Office, Blue: Department, Pink: Grants Office



**CITY OF HALLANDALE BEACH  
GRANTS WORKFLOW CHART  
POST-AWARD PROCESS**



LEGEND – GM: Grants Manager, Salmon: City Manager's Office, Blue: Department, Pink: Grants Office

05-2018