

CITY OF CAMDEN



DEPARTMENT OF FINANCE BUREAU OF GRANTS MANAGEMENT

PROCEDURAL & OPERATIONAL MANUAL

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Revised Date:

**BUREAU OF GRANTS MANAGEMENT
PROCEDURAL & OPERATIONAL MANUAL**

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GRANTS MANAGEMENT ORGANIZATIONAL CHART

INTRODUCTION

The purpose of this manual is to provide a procedure to facilitate the flow of grant information and accountability through a system of checks and balances that will allow for the best utilization of resources to meet the needs of the community.

The Bureau of Grants Management has established a procedure for tracking grants from the Notice of Funding Availability (NOFA) to the close-out of the implemented project or activity. Internally, this system requires all Departments, Divisions, Bureau's, etc. to submit to the Bureau of Grants Management all applications for funding in advance of their submission to the respective funding source. Applications will be reviewed for completeness and appropriateness, relative to the regulations from the funding source. Request for Proposals (RFP's) from subrecipients will also be required to be submitted to the Bureau of Grants Management in advance of public notification.

Additionally, the Bureau will be responsible for monitoring all grants awarded to the City and will require the timely submission of status, monthly, quarterly and annual reports, as required by the grantor. Relative to fiscal monitoring, all invoices, advice, requisitions and vouchers must be submitted for review to the Bureau of Grants Management prior to disbursement for payment. Additionally, all request for reimbursement from the grantor must be submitted to the Bureau of Grants Management for review prior to release to the funder.

The Bureau of Grants Management is available to provide training and technical assistance internally, as well as, to non-profits, developers and emerging organizations to encourage the development and implementation of projects that promote the goals of the City of Camden.

MISSION STATEMENT

The Bureau of Grants Management provides training and technical assistance internally, as well as, to non-profits, developers and emerging organizations to encourage the development and implementation of projects that promote the goals of the City of Camden.

FUNCTIONS

The Bureau of Grants Management (BGM) responsibilities include, but are not limited to:

1. In conjunction with the Division of Planning, establish an Annual comprehensive Grants Development Plan, identifying and prioritizing the city's needs and priorities.
2. Set grants development and management policies and procedures.
3. Disseminate information on grant opportunities throughout the city.
4. Monitor legislation and appropriations that impact grant programs.
5. Provide technical assistance.
6. Review proposals to ensure technical merit and budgetary accuracy, as well as, compliance with city policies and grantor regulations.
7. Coordinate details of proposal submissions with other offices/units of the municipal government.
8. Obtain approvals from top city officials.
9. Receive official notification of awards and review terms and conditions.
10. Coordinate all financial and business details of funded projects, including billing, purchasing audits, and agreements with subrecipients.
11. Monitor project budgets to ensure that all projected funds are expended in accordance with grantors policies and regulations.
12. Supervise completion and submission of progress and financial reports on funded projects.
13. Evaluate the progress and impact of funded projects.
14. Maintain records on funded projects.

FUNCTIONS (Continued)

15. Close out completed projects.
16. Provide in-service training to city staff in all phases of grants development and management.

MANAGING THE PROPOSAL PROCESS

NON-ENTITLEMENT GRANT APPLICATION PROCESS

The BGM, in conjunction with the initiating department, is fully responsible for assisting in the facilitation of the Application Process:

STEP 1 – BGM will notify departments of grant application opportunities (NOFA's) or the department is apprised through another means and notifies BGM of its intention to apply for a grant.

NOTE: If a "CASH MATCH" is required for application, prior approval of an appropriation must be given by the Business Administrator and Finance Director before application can be submitted to a funding source.

STEP 2 – Department writes application for grant and submits to BGM for review and approval before submission to grantor agency.

STEP 3 – The BGM reviews applications for content, relative to pertinent regulations, budgetary commitment and forwards to the Business Administrator with recommendations for approval.

STEP 4 – BA approves application and initiates Request for Council Action.

STEP 5 – City Council authorizes the submission of the application for grant funds

STEP 6 – Respective department forwards application to grantor agency.

ENTITLEMENT GRANT AWARD PROCESS

- STEP 1 – The City Departments and Agencies are awarded funding through the City’s Annual Consolidated Plan. The Departments are notified through e-mail by the Bureau of Grants Management of their funding. The Mayor notifies all Agencies of their award by letter.
- STEP 2 – Pre-Award meetings are scheduled with Grants Management, recipient department and/or awarded agency to discuss program and financial administration.
- STEP 3 – The Bureau of Grants Management prepares a Request for Council Action for a Contract Resolution. The contract data agreement (Schedule A), the budget (Schedule B), and a requisition encumbering the grant award must accompany the resolution for submission to the BA’s office for final approval.
- STEP 4 – BGM forwards the Request for Council Action to the Department of Finance for review, approval and placement on the City Council Agenda.
- STEP 5 – City Council approves the resolution to award the grant.

GRANT BUDGET INSERTION PROCESS (Creates the Spending Authority & Appropriation)

- STEP 1 – A determination is made between the Finance Director, Bureau of Grants Management and the Department whether the following is necessary:
- 1) Insertion into temporary budget as a “temporary emergency appropriation”;
 - 2) Insertion into the permanent budget;
 - 3) Chapter 159 Resolution – an amendment to the permanent budget if a budget had been previously adopted.
- STEP 2 – Based on determined option, department prepares Request for Council Action and forwards to BGM for approval. The request should include a grant summary form and award letter and/or approved application from the funder.
- STEP 3 – BGM and the Finance Director approve the Request for Council Action and forwards it to the Business Administrator.
- STEP 4 – The Business Administrator gives final review and approvals and places the Request on the Council Agenda.
- STEP 5 – City Council approves resolution.
- STEP 6 – Finance posts funds to the MCS program and creates budget appropriation.

PURCHASE REQUISITIONS INVOLVING GRANTS

STEP 1 – Department prepares purchase requisition obtaining budget appropriation code from Finance Department. NOTE: All pertinent supporting documentation must be attached.

A Subrecipient Agreement, Vendor Purchase or Contract is determined by the dollar value of the requisition request. If this is a subrecipient agreement or contract, this requisition will be processed at the same time that a contract resolution is requested by council.

STEP 2 – Requisitions less than \$1,000.00 are sent to the Finance Department's Grant Person, with all the necessary grant attachments.

STEP 3 – Finance pre-audits requisition for grant compliance with BGM's assistance and sign-off.

STEP 4 – Finance forwards requisition to Purchasing for processing and assigning of Purchase Order number.

STEP 5 – Purchasing returns to Finance for final processing.

STEP 1A – If a requisition is greater than \$1,000.00 but less than \$12,300 and is a Vendor Purchase the requisition is sent from the Department to the Finance Grant Person, with all documentation and quote requirements.

STEP 2A – Finance Grant Person pre-audits requisition for grant compliance with BGM assistance and sign-off.

STEP 3A – The Purchasing Review Committee reviews request for appropriateness and is forwarded to Purchasing for further processing.

STEP 4A – Purchasing assigns a purchase order number and forwards to Finance.

STEP 5A – Finance Department then processes the purchase order.

If request is a Subrecipient or Vendor Contract the following procedure is utilized:

PURCHASE REQUISITIONS INVOLVING GRANTS (continued)

- STEP 1B – Department develops Scope of Services and other documentation and forwards to Law Department for preparation of specifications, with assistance from BGM.
- STEP 2B – Purchasing receives the completed package from the Law Department and processes the contract request by assigning a purchase order number to the requisition and forwards it to Finance for further processing.
- STEP 3B – Finance processes the purchase order and encumbers the funds. The Certification of Availability of Funds is attached and returned to Purchasing.
- STEP 4B – Purchasing prepares Request for Council Action (contract resolution) and ends the completed package to the Bureau of Grants Management for forwarding to the Assistant Business Administrator's Office for approvals.
- STEP 5B – BA's Office reviews, gives final approval and places request on Council Agenda.
- STEP 6B – City Council approves Resolution awarding the contract.
- STEP 7B – In conjunction with the Bureau of Grants Management the Law Department prepares the contract.
- STEP 8B – Once an executed contract is received by the Law Department, Vendor/Subrecipient is given formal "Notice to Proceed" from the Bureau of Grants Management.

NOTE: Successful Vendor/Subrecipient must provide Affirmative Action Documentation prior to City Council approval of the contract.

THE GRANT REPORTING PROCESS

Timelines for programmatic and fiscal reporting will be developed according to the funding sources regulatory requirements and adhere to the following process.

- STEP 1 – The Department administering the grant will collect the programmatic and financial data relative to the project and complete the required grantor reporting forms.
- STEP 2 – This documentation will then be forwarded to the Bureau of Grants Management for review and compilation in accordance with the Grantor Agency’s required reporting format. NOTE: reports will not be filed if programmatic, financial records do not match Finance Department’s records. Reconciliation will be done by the Department’s Grant Administrator and audited by BGM.
- STEP 3 – The report is then forwarded to the Director of Finance for review and sign-off and returned to BGM.
- STEP 4 – BGM returns the authorized report to the administering department. The administering department submits the report to the Grantor.

ON-LINE GRANT PROCEDURES

All City Departments, Divisions, and Bureaus must notify the Bureau of Grants Management of all on-line applications for funding in advance of their submission to the respective funding source.

All grants acquired on-line must adhere to the same guidelines identified in the Managing the Proposal Process, Grant Award Process, Grant Budget Insertion, Purchase Requisitions Involving Grants and Grant Reporting Process sections of this Procedural Manual.

The reporting security code will be shared by our Finance Department for fiscal reporting purposes.