

GRANT PROCESSES and REQUIREMENTS

Process/Step	Responsible Party		Accounting
	Department	Accounting	
Pre-Application <i>Request Board of Aldermen approval (resolution) to submit application when required by Grant Agency</i>	X		Copy to Accounting to review <u>prior</u> to placing on agenda
Application: Narrative	X		Copy to Accounting to review <u>prior</u> to submission
Application: Budget	X		Copy to Accounting to review <u>prior</u> to submission
Award Letter	X		Copy to Accounting (to establish grant budget)
Public Hearing (When required by grant)	X		
Resolution* To accept award	X		If a grant agency does not require a separate resolution accepting the award the acceptance can be combined with the Ordinance and be presented to the Board as one agenda item. (ie: Bulletproof Vest Program)
Ordinance* To establish fund and/or budget (accept grant)		X	
Budget Amendments/Revisions Budget Revision submitted to Grant Agency Budget Amendment - Board of Aldermen	X	X	Copy to Accounting to Post
Reimbursement Requests**	X		<i>Reimbursement requests are to be submitted to Accounting for review. Accounting will coordinate Director of Finance signature as needed prior to submission to grant agency.</i>
Quarterly/Semiannual Progress Reporting	X		Copy to Accounting to Post
Quarterly/Semiannual Financial Reporting	X		Some grants require submission by Finance as identified by the grant agency. <u>ALL</u> grants financial reporting require Accounting review prior to submission. This will be determined upon award notification
Close Out Reporting* (See financial reporting above)	X		Copy to Accounting <i>Financial close out and/or final reporting is to be reviewed by Accounting prior to submission</i>
Notification of Close Out from Grant Agency			Copy to Accounting to close grant fund as needed
Ordinance Amendment To record actual amounts & close fund		X	

* These items should be coordinated and appear on the same agenda whenever possible

** Accounting generally prepares/submits reimbursement requests for Police and Fire based on grant requirements