

RESOLUTION NO. 4160

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DENISON, TEXAS, ADOPTING A GRANT MANAGEMENT POLICY FOR ALL FEDERALLY FUNDED PROJECTS AND PURCHASES FOR THE CITY OF DENISON, TEXAS; PROVIDING A SAVINGS AND REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Denison, Texas is a Home Rule City operating under the provisions of the State of Texas; and

WHEREAS, the City Council of the City of Denison, Texas (“City Council”) recognizes the need for a federal grant program Management policy (“Management Policy”) to provide for a management system of quality and integrity, provide for the fair and equitable treatment of all persons or firms involved in purchasing by the City, and to ensure the supplies and services are procured efficiently, effectively and at the most favorable prices for the City, and promote competition in contracting; and

WHEREAS, the City Council desires to adopt a Management Policy that outlines procedures to reflect and conform to applicable state and local laws and federal laws and standards identified in 2 CFR 200.318-327; and

WHEREAS, the City Council has reviewed the Management Policy attached hereto as **Exhibit “A”** and incorporated herein, and has determined it appropriate to adopt the management policy as set forth; and

WHEREAS, upon consideration, the City Council finds and determines it to be in the best interests of the City to adopt **Exhibit “A”** as the City’s Management Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DENISON, TEXAS:

Section 1. That the foregoing recitals are hereby adopted and incorporated into this Resolution.

Section 2. That the City Council has reviewed the attached Grant Management Plan set forth in **Exhibit “A”** and hereby adopts the attached as the City’s Management Policy

Section 3. The Management Policy shall apply to all management of all procurement actions of the City funded with federal funds. When both federal and non-federal funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate management requirements can be applied, if necessary.

Section 4. The City Manager, or their designee, shall be responsible for implementing and enforcing the Management Policy.

Section 5. The Management Policy shall apply to all departments, divisions and entities of the City of Denison engaged in the management of procurement of goods, services and construction.

Section 6. All provisions of any resolution in conflict with this Resolution are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending action for violation of the repealed resolution, nor shall the repeal prevent an action from being commenced for any violation if occurring prior to the repeal of the resolution. Any remaining portions of said resolutions shall remain in full force and effect.

Section 7. The Management Policy may be amended from time to time by resolution of the City Council.

Section 8. That this Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED this 5th day of August 2024.



ROBERT CRAWLEY, Mayor

ATTEST:



Christine Wallentine, City Clerk



EXHIBIT A
CITY OF DENISON GRANT MANAGEMENT POLICY



City of Denison, Texas Grant Management Plan

FEBRUARY 2024

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PURPOSE: This Plan articulates the City of Denison's guidelines and procedures for grant management and reporting following a grant award. Each funding agency will provide specific post-award procedures; however, the processes outlined in this manual apply to all grant awards unless a specific funding agency dictates otherwise.

GOALS: The City's goal in grant management is to effectively track and manage grant funds, ensuring accurate accounting and facilitating necessary actions for their closure.

HISTORY: The City of Denison has successfully managed and closed out dozens of local, state, and federal grant contracts, including grants from the DOJ, HUD, NPS, TxDOT, and others.

RESPONSIBILITIES: Denison Finance Department is responsible for ensuring accurate and complete accounting of all grant funds. In collaboration with the Grants Coordinator, each individual Department that is the recipient of a grant award is responsible for ensuring that the project or program that is receiving grant funds is administered and completed following all grant rules and regulations and that the project is completed on time and on budget. In the event of the City contracting with a grant management Consultant, that person/persons will be responsible in management of accounting and reporting.

POLICY 1

GRANT DEVELOPMENT AND SUBMISSION

1.1 *Grant Submission Responsibility*

1.1.1 Each Department is responsible for collaborating with the Grants Coordinator to develop and submit grant applications in accordance with the grant agency's submission requirements.

1.1.2 If a grant application is written internally, without involving the Grants Coordinator, it is necessary to provide a complete copy of the grant application to the Grants Coordinator.

1.2 *Grant Submission Elements*

The following have been identified as key elements to review during the grant application process:

1.2.1 Local Match: Examine carefully the local match requirements. City Finance staff can assist with identifying matching funds but it is the responsibility of each Project Lead to ensure the local match requirement can be met.

1.2.2 Performance Period: Ensure the proposed project or program can be completed within the performance period stated in the grant guidelines.

1.2.3 Prior Grant Awards: Identify any prior grant awards from the funding agency and ensure that all prior awards are in compliance with reporting and management.

1.3 *Grant Awards*

It is the responsibility of the Grants Coordinator and Project Lead to monitor pending applications and notify the Finance Officer and City Manager Office when a grant has been awarded.

1.3.1 Funded proposals move to the next phase in the grant management process.

POLICY 2

AWARD NOTICE

2.1 Notification of Grant Award

2.1.1 Immediately upon grant award notice, the Grants Coordinator is responsible for providing a copy of the award letter, email, or grant agreement to the City Manager Office and Finance Officer.

2.1.2 Notification of the grant award to the City Council is the responsibility of the Grants Coordinator, under the direction of the City Manager Office.

2.2 Executing the Grant Agreement

2.2.1 Upon grant award notice, the Finance Officer, Grants Coordinator, and Project Lead will meet to review "next steps" articulated by the funding agency.

2.2.2 In general, the Finance Department will assume responsibility for all finance and accounting-related activities required by the funding agency and the Project Lead will assume responsibility for all project management-related activities.

2.2.3 A preliminary task list will be developed by the Grants Coordinator with names assigned to each task and a timeframe for completing each task. The primary purpose of this task list is to ensure that all parties are completing the necessary tasks to successfully execute the grant agreement.

POLICY 3

PROJECT PERFORMANCE

3.1 Project Documenting

The Grants Coordinator is responsible for developing a Project-specific binder with tabs to provide an overall reference of every document, form and correspondence (including electronic mail) related directly to the Project. Key items will include:

3.1.1 The grant solicitation, grant guidelines, and grant application.

3.1.2 Award Notice. The Notice will provide execution conditions and any additional requirements for grant eligibility or reimbursements. The Notice may contain legal compliances to be signed by the Project Lead or responsible party.

3.1.3 Executed Grant Agreement.

3.1.4 Post-award correspondence between funding agency, the City and any subcontractors, consultants, and related partners.

3.1.5 Grant Management Reporting Guidelines. Each funding agency will have specific guidelines. This is in addition to the grant agreement information and may include formatting information for reports and timelines.

POLICY 4

REPORTING REQUIREMENTS

4.1 Reporting Requirements

Depending on whether the grant is a federal or state grant, reporting requirements may vary.

- Federal Grants:
 - Activate System for Award Management (SAM.GOV) to receive reimbursements account with an expiration date of at least 90 days in the future. A hard copy of The SAM Verification Form will be filed.
 - Fill out Federal Grant Direct Deposit Form 1199A for reimbursement and funding.
 - NEPA completion, if applicable
- State Grants:
 - Requirements will vary depending on the Sponsor Agency for the particular grant. Referencing Guidelines, Award Letter and Executed Grant Agreement should provide itemized requirements.

4.2 Executed Contracts

Copies of all contracts pertaining to Grant Award should be kept on file.

- Original Signed Grant Agreement and/or amendment(s).
- Budget modification documents.
- List of funding sources for the Project.
- All subcontractor, consultant and related partner contracts.
- Contracts between the Funding Agency and member agencies as related to the Grant Agreement.

4.3 List of Contacts

It will be useful to have a list of persons to contact for assistance throughout the grant management award process. They may include but are not limited to the following:

- Grant Agency Program Officer
- Grant Agency Fiscal Officer
- City of Denison Project Manager/Lead
- City of Denison Grants Coordinator
- City of Denison Finance Officer
- City of Denison Support Staff related to project
- Engineers, Consultants, Contractors assisting in the facilitation of the project completion.

4.4 Quarterly Reporting or Incremental Reports

4.4.1 Progress Reports

- Complete forms or required format documents for reporting the progress and/or completion of the approved scope of work tasks.
- Collect deliverables to document completed items.

POLICY 5

REIMBURSEMENT REQUESTS OR ADVANCE OF FUNDS

5.1 Grant Expenses

The Finance Officer, Grants Coordinator, and Project Lead are jointly responsible for ensuring that all grant expenditures are in compliance with applicable laws, regulations and grant requirements, and that grant deliverables will be completed as required.

5.5 Submitting an Advance of Funds/Reimbursement Request

The process for submitting an Advance of Funds or Request for Reimbursement must include the following:

5.5.1 The Grants Coordinator will identify the required Advance of Funds or Request for Reimbursement forms provided by the funding agency and will complete the forms to the extent possible. Information may be necessary from the Project Lead. The Grants Coordinator will:

5.5.1.1 Complete spreadsheet and/or reimbursement forms to itemize approved expenses paid during the reporting period.

5.5.1.2 Organize paid invoices (City warrants) and related receipts (itemized sub-contractor or materials) to correspond to the spreadsheets.

5.5.1.3 Document the payment for specific grant-related tasks and materials.

5.5.2 The Project Lead is responsible for providing necessary back-up documentation.

5.5.3 The Grants Coordinator develops a "packet" that is proposed to be submitted which will include the required forms and all back-up documentation. *The Finance Officer is responsible for reviewing the entire Advance or Reimbursement "packet" prepared by the Grants Coordinator and initialing at the bottom of each page signifying review and accuracy.*

5.5.4 The Finance Officer is responsible for reviewing the original budget documents provided in the grant application and reviewing the grant agreement budget to ensure that the grant funds are being requested for approved items. The Grants Coordinator will proceed by signing the forms and obtaining the appropriate signatures and submitting the Advance or Reimbursement request to the funding agency.

5.5.5 Upon receipt of the grant funds, the City's normal internal control process for receipt and depositing of funds will be followed.

5.5.6 The City will maintain all grant funds in separate accounts to ensure complete transparency and accountability of grant funds.

POLICY 6

PROCUREMENT COORDINATION

6.1 Federal Procurement Policies and Procedures

The Project Lead will confirm Federal Procurement Procedures for the grant funding agency and ensure that all subcontractors and materials are procured according to the policies, designed to ensure a competitive and fair hiring process. The Grants Coordinator will retain all documentation (RFPs, Proposals received, proposal evaluations and contracts).

6.2 Local Procurement Policies and Procedures

Reference the City's Procurement Policies and Procedures and amendments for additional guidance.

POLICY 7

AUDITS

7.1 Audit Requirements

The Finance Officer is responsible for ensuring the City is complying with all audit requirements (Single Audit, annual, etc.).

7.2 Audit Participation

In the case of a project audit by a grant funding agency, the Finance Officer, Grants Coordinator, and Project lead will jointly participate in the audit and provide documents and answer questions as required.

7.3 Documentation

Documents and records to be readily available upon request at any time include:

7.3.1 Internal Controls

- Audit Reports of the agency's internal control structure and/or financial Statements within the last two years.
- Prior audit reports on grant or loan funded program/project.
- List of bond-funded grants received from the state.
- List of other funding sources for each program/project.
- Written Internal Procedures:
 - Receipts, and deposits
 - Disbursements
 - State reimbursement requests
 - Grant expenditure tracking
 - Guidelines, policy, and procedures on Project structure and/or financial statements.

7.3.2 Contracts

- All subcontractor and consultant contracts or partner documents, if applicable.
- Contracts between the agency and member agencies as related to the grant funded program/project.

7.3.3 Invoices

- Invoices from vendors and subcontractors for expenditures submitted to the State for payments under the grant.
- Documentation linking subcontractor invoices to reimbursement, requests and related grant budget line items.
- Reimbursement requests submitted to the funding agency for the grant.

7.3.4 Cash Documents

- Receipts showing payments received from the State.
- Deposit slips (or bank statements) showing deposit of the payments received from the State.
- Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the grant.
- Bank statements showing the deposit of the receipts.

7.3.5 Accounting Records

- Ledgers showing entries for receipts and cash disbursements.
- Ledgers showing receipts and cash disbursement entries of other funding sources.
- Bridging documents that tie the general ledger to requests for grant reimbursement.

7.3.6 Administration Costs

- Supporting documents showing the calculation of administration costs.
- Personnel costs.
- List of all contractors and agency staff who worked on the grant program/project.
- Payroll records, including timesheets for contractor staff and the agency personnel who provided services charged to the program.

7.3.7 Project Files

- All supporting documentation is maintained in the project files.
- All grant-related correspondence.

POLICY 8
CLOSEOUT ACTIVITIES

8.1 Notices

Before the grant project is completed, the Grants Coordinator will track notices indicating that the end of the grant is near and that current and projected expenses should be assessed.

8.2 Expense Adjustments

During the final six months of the grant period, the Grants Coordinator will determine if the expended funds equal the awarded budget and determine if any changes in spending are required to ensure that project needs are met.

8.3 Extension Requests

If there are funds not spent by the end of the grant award period, the Grants Coordinator is responsible for requesting an extension.

8.4 Requirements

The Grants Coordinator and Project Lead will prepare closeout requirements and confirm that all the information required to close out the grant is being adhered to and finalized.

8.5 Documentation

The Grants Coordinator will maintain a completed notebook with all Grant documentation, expenditures, deliverables, agreements, invoices, and other reports and documentation relating to the completion of the Project.

8.5.1 Procedures

- Final performance report provided.
- Request for final payment.
- Any outstanding expenses and liens are cleared.
- Unspent funds are refunded, reports revised and adjustments are made.
- There is a final review whereas any outstanding account balances, and any excess funds will be returned within a reasonable period.

8.5.2 Reporting Requirements

- Grant Reimbursement.
- Proof of payment for every transaction, regardless if required. This can consist of cancelled checks or copies of paid invoices.
- Progress Reports as instructed in Reporting Requirements. This may consist of quarterly progress reports; yearly reports; or no reports.
- Any post-performance reports.
- Disposition of Funds through government agencies.

8.5.3 Deliverables

- Operation and Maintenance of Project.
- Project Monitoring Plan Requirements.
- Project Completion Reports.
- Post-Performance Reports.
- Additional documents specifically required in the grant agreement and/or reporting guidelines, such as photos, manuals, designs, etc.

Policy 9
RECORDS RETENTION

9.1 Responsible Party

The Finance Officer is responsible for grant record retention.

9.2 Transfer of Documentation

The project binder created by the Grants Coordinator will be transferred to the Finance Officer upon the project being closed out by the funding agency.

9.3 Audit References

The project binder will be used as the main source of information for any audit.

9.4 Record Timeline

All records must be maintained for a minimum of three following closeout, unless otherwise directed by the funding agency.