

To: City Council
CC: Mark Relph, City Manager
From: Tiffany Hooten, Finance Director
Date: March 23, 2020
Re: Grant Policy

Introduction

The purpose of the memorandum is to discuss the new City of Littleton grant policy, which supplements the Principles of Sound Financial Management – Policy 5 (Grants), and which will be effective on April 1, 2020. The policy helps ensure all outside sources are appropriate and directly related to programs supported by council and that all funded programs are administered as required by the grantor as well as city policies. The policy applies to any department of the City of Littleton regarding the application, acceptance, and administration of grant or other funds from any federal, state, county, local, and private foundation and/or corporate grants (sponsorships and donations).

Council Approval and Matching Funds

The policy establishes that grant applications should seek council approval prior to submission of the grant application when any of the following criteria are met:

- The potential for local grant match is \$50,000 or more
- The grant requires a match which cannot be funded through existing appropriations
- The grant increases staffing levels
- Council approval is a requirement of the application

Other Highlights

These include the following:

- Defining roles and responsibilities of the grant project manager within the recipient department vs. the grant administrator
- Establishing grant file maintenance requirements and a records retention schedule
- Compliance policies for federal funds following the Federal Office of Management and Budget (OMB) 2 CFR 200 Uniform Grant Guidance and all relevant OMB Circulars
- Developing and providing an annual training for grants management and compliance for relevant city staff

The policies contained herein are intended to steward public trust through adherence to ethical standards and best practices associated with grant-related activities.