

**CITY OF FLORENCE
RESOLUTION NO. 36, SERIES 2010**

A RESOLUTION ESTABLISHING A GRANT POLICY

WHEREAS; It is the City's desire to accept grants that enhance and improve the City for its citizens; and

WHEREAS; It is the City's desire to accept grants that are thoroughly considered and evaluated for their benefits and impact on the finance and operations of the City; and

WHEREAS; It is the City's desire to efficiently and effectively manage the grant process to secure and retain appropriate information and documentation for all transactions;

WHEREAS; Creation of this policy is a way for the City of Florence to provide evidence of oversight on grants.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Florence, as follows:

Section 1. Grant Policy:

Staff will evaluate proposals based on their full impact on the City, especially long-term commitments and requirements. Complete analysis will be performed prior to acceptance, including:

- Scope of the grant including description of the grant project and benefits.
- Identify local match, potential risks and other commitments.
- Sources and uses of funds for the grant project.
- Sources and uses of funds for the on-going commitment after completion of the grant.
- Impact of grant project on staffing (regular staff, limited duration employees, contract employees) both during the grant phase and after completion.
- Impact of the grant project on other City efforts that could be deferred, rejected or canceled if the grant is accepted.
- Council approval required for all grants

Section 2: Grant Process:

- Department prepares preliminary grant analysis of the scope, source and use, risks and impact.
- Finance reviews preliminary grant analysis – sources and uses, risk management issues, long-term financial impact, reporting requirements and impact on staff levels.

- City Manager reviews preliminary grant analysis – benefits to the community, consistency with long range plans and commitments, compatibility with Council goals and philosophy, and general impact on the City.
- Department Director and City Manager proposed grants to City Council for consideration and acceptance.

Section 3: Grant Procedure:

- Prepare Grant Summary Fill-in Form for inclusion in the Council packet.
- Signed original Grant agreements are filed in City Records Office.
- During the grant period all working documents are retained by the Department.
- Grant reimbursements are prepared by the Department; original documents submitted to accounting for review. Documentation will be retained in accounting as source documents as the City's permanent record.
 - Department should retain copies for their files.
 - Accounting sends reimbursement request to funding agency with a City Invoice.
- Accounting records Grant receivable and Grant revenue when the invoice is generated.
- Accounting will notify department if payment is not received as specified in the agreement.

Section 4. This Resolution shall become effective immediately upon its adoption.

APPROVED BY THE FLORENCE CITY COUNCIL this 15th day of November, 2010.

APPROVED BY:



Phil Brubaker, Mayor

ATTEST:



Pat Heinze, City Recorder