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TOWN OF RICHMOND GRANT MANAGEMENT AND PROCUREMENT POLICY

PURPOSE:

The purpose of this grant writing policy is to allow the Selectboard to make sound decisions regarding grants that are applied for either for the Town or through the Town, and to plan for future expenses related to the items and services that pertain to the grant.

The Town of Richmond shall adhere to all applicable Town Accounts Payable and Personnel policies in addition to Federal rules embodied in the Uniform Grant Guidance at 2 CFR 200 (UGG).

POLICY REQUIREMENTS:

Prior to applying for a grant, the interested individual(s) must provide the Selectboard with the need for the grant, and the present and future costs associated with the grant. If the Selectboard votes to pursue the grant, the Town Manager must appoint a Grant Program Manager (GPM) to be responsible for the management of the grant. A large portion of grant funding comes from the Federal government and often includes reimbursement for indirect costs. The Federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge these costs to Federally funded projects. Individual non-Federal awards may also include special terms and conditions that must be met before costs can be charged or reimbursed, which must also be considered before allocating certain costs to the award.

The GPM/designee who is responsible for administering, expending, and/or monitoring grant funded programs shall be well versed with the categories of costs that are generally allowable and disallowed.

All costs expended using Federal funds must meet the following general criteria laid forth in the UGG at 2 CFR 200, Subpart E.

- Be necessary and reasonable for the proper and efficient performance and administration of the grant program.
- Be allocable to Federal award(s) under the provisions of the Federal circular.
- Be authorized and not prohibited under the State or local laws or regulations.
- Conform to any limitations or exclusions set forth in the principles, Federal laws, terms and conditions of Federal award, or other governing regulations as to types of amounts or cost items.
- Be consistent with policies, regulations and procedures that apply uniformly to both Federal awards and other activities of the Town.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost and also be charged to a Federal award as an indirect cost.
- Except as otherwise provided for in the Federal circular, be determined in accordance with generally accepted accounting principles.
- Be not included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period.
- Be net of all applicable credits.
- Be adequately documented.

RESPONSIBILITIES OF THE GPM:

The individual designated to be the GPM is responsible for following the Town's Accounts Payable and Personnel policies, including but not limited to creating, encumbering, and processing purchasing documents, and gathering documentation for labor and equipment use. The GPM/designee shall be familiar with the general cost principals embodied in the Federal UGG and summarized above, and the cost principles applicable to the specific program funds they expend. They will keep copies of all pertinent invoices, expenses, and cancelled checks and label pertinent documents used on the report submitted for reimbursement.

The GPM shall provide the Finance Director with a copy of the grant documents for purposes of the Town's audit and filing the Sub Recipient report with the state.

Date:


Bard Hill


David Sander


Stephen Ackerman


Roger Brown

Christy Witters