



Administrative Regulations

Number AR24-2
Issue 3

Subject: Grant Assistance Program Procedures.

I. PURPOSE

This regulation establishes the procedures for developing and processing grant assistance applications to county, state, federal, and non-public agencies.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. PROCEDURES

A. Identifying Grant Assistance Sources

The Intergovernmental Relations Division (IGR) is available to assist departments in identifying potential funding sources for project proposals. The Division can assist departments particularly by researching grant publications, contacting governmental agencies, and when appropriate requesting assistance in searching for funds from the City's representation services in Washington, D.C. Requests for a grant search should be made directly to IGR outlining the program idea and other information that may help in the search.

When a department does know of a source of funds, either independently, or through IGR assistance, the applicant department is responsible for collecting information necessary to apply for available grant assistance, including application guidelines, program operating regulations, schedules, and submission requirements.

B. Obtain General Approval by City Manager

No staff time or other resources are to be expended for preparing an application until general approval of the proposed program is given by the City Manager. Information should be submitted to the City Manager as prescribed in Attachment A (Grant Application Approval Form). Copies of this form should also be distributed to all City department heads for their information and comment.

C. Prepare Required Application

After the City Manager has given approval, the department will prepare the required application materials. Preparation of the grant application should involve consultation with the following City departments:

Financial Management

For resource allocation review, as well as insuring those indirect administrative costs are included in the application document.

Personnel & Employee Relations /Affirmative Action

For analysis of equal opportunity and civil rights compliance requirements connected with the grant.

City Attorney

For a review of legal requirements, identification of possible conflicts between federal or state agency regulations and the City Charter, preparation of City Council resolution, and other certifications required in the application.

Planning & Building

For a determination of the need for an environmental impact statement or any other environmental review.

In addition to the above, the applicant department is responsible for satisfying clearinghouse notification or other special grant requirements during application preparation and product operation.

D. Obtain City Manager/City Council Approval for Submission of Grant Application

After the application has been prepared, the department head shall transmit the application to the City Manager for his approval. The referral to the City Manager shall be accompanied by a letter addressed to City Council which (1) describes the purpose of the application; (2) requests the City Council to approve the application; and (3) requests the City Council to authorize the City Manager to execute a grant contract following the grant award. After the City Manager's approval, the documents will be transmitted to the City Council for approval and authorization. Councilmanic action will normally be by minute order, unless the granting agency requires authorization by resolution, in which case the department head will request the City Attorney to prepare an appropriate resolution for inclusion with the other documents.

After Councilmanic approval, the grant application shall be submitted to the City Attorney for approval as to form before the application and related documents are forwarded to the grant agency.

E. Grant Award

Upon notification of the grant award, the department head shall file Attachment B (Grant Award Notice) with the Director of Financial Management, the Intergovernmental Relations Officer, the City Attorney and the City Manager.

Departmental staff shall be responsible for processing any grant contract or sub-contract received from the grant agency to ensure that the following actions are taken:

Review and approval by the City Attorney

Execution by the City Manager

Preparation of a brief letter notifying the City Council of the grant award.

Filing of document(s) with City Clerk.

Filing of document(s) with funding agency.

If the City Manager concludes that the terms and conditions of the grant contract differ substantially from the application previously authorized by City Council, he may, at his discretion, require the department head to prepare a letter, requesting the City Council for supplemental authorization of the grant contract.

F. Administration of Project

After approval of the grant application and contract by the funding agency, the applicant department will have primary responsibility for project administration.

Consequently, department staff will maintain required liaison with the funding agency, coordinate the activities of other departments necessary for successful project performance, and prepare and forward all reports required by the funding agency. The applicant department will contact Financial Management's Grants Accounting for assistance in setting up the necessary financial records in support of the project. These records will be maintained or coordinated by Financial Management. Financial Management will also be responsible for reviewing all required financial reports before they are forwarded to the funding agency.

G. Grant Closure

After project completion, the administering department in conjunction with the Financial Management Department will take measures necessary for grant closure including preparation of final reports, payment requisitions, return of government property, and audit requests. Following project completion, project files shall be retained and stored by the administering department and Financial Management shall retain all financial data for future audits and references as may be required by law.

H. Endorsement of Outside Agency Grant Applications

Occasionally, departments are asked by representatives of outside agencies to endorse grant applications being submitted by those agencies. A summary of the proposed application should be distributed to all departments and the City Manager for comment prior to making any endorsements. This summary should provide:

A brief project description:

The proposed funding source and project cost:

A description of the benefits the proposed program would bring to the City of Long Beach.

Discretion should be used in determining whether a particular application should be endorsed by the City Council rather than a single department head or the City Manager.