



Grant Policy and Procedures Manual

City of Sarasota

Financial Administration Department

November 2, 2016

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Overview

Introduction

Grant funds received by the City of Sarasota (henceforth the City) support important programs and services that the City provides to the Community. These funds allow the City to extend pre-existing services, introduce new initiatives, gain technological advances, and subsidize programmatic staffing. Grant funds are dispersed throughout the City and impact a variety of efforts, including homeland security, economic development, public safety, recreation, and infrastructure improvement and maintenance, among others. Because grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, the impact of grant funding upon the community is significant. So too should be the process that governs it. The City considers the term “grant” to include the following funding streams:

- Competitive (Discretionary) Grants
- Block Grants, Formula Grants, or Project Grants
- Entitlement Grants or Agency Allocations
- Continuation of any grant type
- Reimbursement Programs
- Foundation (Philanthropic or other) Grants
- Corporate Grants

The purpose of this Policy and Procedures Manual is to develop, implement, and maintain meaningful grant oversight and coordination for the City, thereby increasing grant-related revenue, limiting the City’s exposure to grant-related liability, and improving the efficiency and impact of programs and services funded through grants. The policies and procedures contained herein are intended to foster exceptional stewardship of the public trust through a rigorous adherence to ethical standards associated with grant-related activities. The policies and procedures aim to do the following:

- Promote the use of best practices
- Promote sound financial management
- Ensure that grant-related activity is consistent with the City’s strategic priorities
- Ensure the integrity of the City’s good standing among grant making entities
- Ensure the detection and mitigation of potential grant-related problems before they impact the City
- Promote efficiency and effectiveness in grant funded projects and programs
- Ensure accountability for financial and programmatic elements of grant administration/accountability

Conflicts of Interest

Conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest can be just as damaging to the City’s reputation and credibility as an actual conflict. The appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the City should be avoided.

Conflict of interest situations may cover a broad range of matters, and may involve ethical, legal, or other issues. Such situations, if unresolved, may be the cause of damage to the City. City officials and employees should be diligent in the identification of potential conflicts of interest when working in any capacity with any proposed or funded grant involving the City.

No officer or employee of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which he or she is working.

It shall be the responsibility of the Grants Project Manager for each particular grant funded project to ensure that in the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

- Using his or her official position for private gain
- Giving preferential treatment to any person or organization
- Losing complete independence or impartiality
- Making an official decision outside official channels
- Affecting adversely public confidence in the grant funded program in particular, and the City in general
- Or any other Conflict of Interest outlined per the specific grant agency

To strengthen Federal oversight, Mandatory Disclosures require organizations with a Federal award to disclose, “in a timely manner” and in writing to the Federal awarding agency or pass-through entity, “all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.” The guidance specifically adds that an organization’s failure to make required disclosures can result in a number of actions, including suspension and debarment.

Definitions

Conflict of Interest - An officer or employee of the City acting or appearing to act on behalf of someone other than the City; or in carrying out duties has or appears to have a self-interest from which a personal profit or gain is realized or that is actually or potentially adverse to the best interests of the City.

Official – Any person appointed or elected to an office, position, committee, or commission of the City of Sarasota, whether or not he or she receives compensation.

Roles and Responsibilities

The following shall govern responsible parties for activities surrounding the submittal, implementation, maintenance, reporting and other related duties for grant funded projects by or on behalf of the City of Sarasota. The full development of a project or programs requires the assistance and support from all affected parties.

1. City Commission

The City of Sarasota is governed by a "Commission - Manager" form of government. There are five City Commissioners, two are elected at-large and three are elected from single-member districts. All elections are nonpartisan. In April of each year the Commissioners select a Mayor and Vice-Mayor from among their members.

2. Financial Administration Department

a. Grants Coordinator

The Grants Coordinator is the primary person responsible for providing city-wide coordination and monitoring of grants. This individual is responsible for ensuring that the City's grants management and compliance program is current and effectively fulfills the compliance requirements of the City's administrative policies and external granting agencies. The Grants Coordinator is responsible for:

- Researching grant opportunities and notifying departments of such opportunities
- Acting as a liaison with funding agency personnel when necessary
- Assisting staff with proposal preparation as it concerns adhering to grant guidelines, policies, and deadlines
- Assisting departments with completing agenda items regarding applying for grants, accepting awards, and appropriating the grant budgets
- Tracking grant activity at all stages of the grant cycle
- Maintaining an updated City-wide grants database
- Reviewing agenda items related to grants prior to submission for Commission agenda
- Receiving a copy of the grant award and maintaining a grant file
- Maintaining Master files of "open" grants
- Maintaining Master files of "closed" grants in accordance with the retention requirements
- Maintaining grant procedures
- Developing and conducting grants administration training on grant management and compliance

b. Grants Accounting

- Ensuring that departments track and report programmatic and financial grant activity in a timely manner
- Providing the proper account codes to the recipient department, so as not to co-mingle funds
- Centralized review of grant report prior to submission
- Work directly with Grants Project Manager and Grants Coordinator to review compliance with Agreement reporting
- Work with the Grants Coordinator, Grants Project Manager, Department Head, Purchasing and Finance personnel in order to gather all information required to meet Grant Funding requirements, once awarded
- Work with Purchasing Department to ensure all Contracts, Professional Agreements, Invoicing from Vendors meet Grant specifications for reporting and reimbursement

- Review and Audit required Grant documentation necessary to meet Grant Funding requirements created by Department
- Record Grant submittals as outstanding receivable and record receipt of reimbursement once received, and notify all interested parties

3. Purchasing Department

The Purchasing Department will process purchase orders according to the grant agreement, state and federal laws and regulations, and City policy. Grants Project Managers are ultimately responsible to adhere to the stipulations from the approved award/contract to ensure that allowable expenditures are conducted.

4. City Attorney

Grant agreements are different from many other contracts in that there is little or no negotiation involved. In the vast majority of circumstances the City will either sign the agreement or decline the award. Despite the City's lack of bargaining power in this regard, it is nevertheless prudent to conduct a legal review of grant agreements to ensure that all of the terms of the agreement are legally enforceable. The City Attorney shall review the terms and conditions of the Grant Agreements.

5. City Departments

a. Department Directors

The Department Director is a manager with programmatic and fiscal responsibilities for a designated department. He or she is the individual who ensures adequate staff and infrastructure are provided for the appropriate performance of grant award management and supervises staff members identified as key members on grant awards. The Department Director is responsible for:

- Ensuring adequate management of programmatic and fiscal aspects of the grant awards
- Assigning staff to adequately manage the grant awards
- Managing general departmental-level support activities related to grants management
- Approving any proposed programmatic and fiscal changes to the grant
- Reviewing budget amendment requests if they affect commitments by the department
- Ensuring that the department has a retention schedule in place to protect the integrity of the grants records and data collected during the project
- Ensuring that cost sharing dollars are available
- Ensuring the budget is adequate relative to the project scope and its justification is appropriate

b. Grants Project Manager

The Grants Project Manager is the primary person responsible for the programmatic activities on a project/grant. Although some tasks may be delegated, the Grants Project Manager is the chief accountable person and bears responsibility for the overall administrative and fiscal conduct of the grant award for meeting the terms and conditions of the award and for representing the project to the granting agency.

The Grants Project Manager is responsible for:

- Preparing the grant proposal with the assistance of the Grants Coordinator, with an emphasis on the technical and budgetary components
- Forwarding all grant agreements to the Grants Coordinator for review prior to execution by the proper City officials
- With assistance from the Grants Coordinator, prepare the Commission agenda item and resolution (if required) requesting City Commission authorization for the Mayor to execute the grant agreement and related documents, if approval of the grant agreement has not been previously authorized
- Requesting that budget be established and approved prior to expenditures being made
- Monitoring the project budget and ensuring the appropriate charging of expenditures to the project grant award
- Modifying the project budget, if necessary, in line with the award budget provided by the granting agency
- Notifying the Department Director about changes in project scope and budget
- Appropriately managing the programmatic aspects of the project
- Monitoring expenditures to ensure grant funds are spent in accordance with the approved budget
- Approving all grant expenditures
- Ensuring that expenditures are entered in the financial management system by staff members using the assigned project number
- Working with the Grants Coordinator and Grants Accounting to ensure the completeness, accuracy, and timeliness of programmatic and financial reports submitted to the granting agency
- Ensuring the Financial Administration Department (Grants Coordinator and Grants Accounting) receives copies of any financial reports for review prior to submission to the granting agency
- Ensuring the Financial Administration Department receives copies of any reports or correspondence with the granting agency
- Ensuring that subcontractors have complied with the appropriate work in a timely manner and in accordance with technical, financial, and other requirements of the award
- Adhering to the terms of the grant agreement and policies and notifying the Grants Coordinator and Grants Accounting if changes are needed

Pre-Award Procedures

GRANT PLANNING & RESEARCH

To coordinate the City's grant activities effectively, the Financial Administration Department and Grants Coordinator must have knowledge of prioritized needs for the various departments that potentially can be met through grants. This knowledge will allow the Financial Administration Department and Grants Coordinator to coordinate common needs among departments, plan for submission of proposals to regular cyclical grant opportunities, and be pre-positioned to assist the departments in the submission of proposals to those opportunities when they arise. Such knowledge would allow the Financial Administration Department and Grants Coordinator to identify the potential for parallel or redundant submissions, as well as areas for potential collaboration among departments.

The Grants Coordinator will participate in meetings with budget staff and departments during the annual budget process to identify upcoming projects in an effort to identify future grant opportunities, as deemed reasonable. Careful consideration is placed on those proposals/applications to ensure that supplanting does not occur.

PRE-APPLICATION

All grant proposals/applications must be tracked by the Grants Coordinator. The Financial Administration Department and Grants Coordinator must be informed of outgoing grant applications at all times. This applies to all grant applications whether they are hard copy, electronic, or prepared by third party administrators.

The department preparing a grant application to be submitted on behalf of the City must prepare and submit a Grant Application Tracking Form (Appendix A) to the Grants Coordinator in the Financial Administration Department.

The form includes the following:

- Department applying for funding
- Funding Agency
- Announcement number
- Total anticipated project cost
- Match requirements and funding sources
- Staffing requirements (including salary and benefits and any increases for multi-year grants)
- Future financial obligation/commitments
- Brief description of the grant

The Grant Application Tracking form is used to register the application with the Finance Department and to add it to the list of pending applications.

APPLICATION

All Applications/Requests for grant funding are to be tracked by the Grants Coordinator and the Financial Administration Department. This applies to all types of applications and requests (hard copy, electronic, prepared by third party administrator, support letters and partnership letters).

All Applicants are strongly encouraged to submit a Grant Application Information Form in advance (Appendix A). It is imperative that communication relating to any proposed applications be relayed to the Grants Coordinator. This is to ensure that duplicate applications for the same grant are not performed as generally Grantors will not consider any proposal from a municipality if more than one proposal is submitted during the same funding cycle. The City shall not submit multiple grant applications for any one funding announcement or program during the same funding cycle unless explicitly allowed by the Grantor.

Grant applications involving multiple departments shall be coordinated by the Grants Coordinator. Each department that is involved with a grant shall be involved fiscally and programmatically and agree to the elements of the program that may affect their department after the funding has ended for the grant funding.

Each department is responsible for assisting in the preparation of the grant application and provide all required documentation for submittal to the Grants Coordinator. **Under no circumstances should work outlined in the grant application Scope of Services begin prior to the award of the Grant and executed Agreement(s) being completed. Doing so will negate reimbursement of each application element performed prior to the completion of this step. The Grants Coordinator will inform parties of this step being completed, and that work may begin under the Grant Agreement.**

APPLICATIONS INVOLVING INCREASING STAFFING LEVELS

A Grant application that involves funding to increase employee staffing levels requires the approval of the City Manager or Designee.

INTERNALLY COMPETING APPLICATIONS

Grantors generally will not consider any proposal from a jurisdiction if that jurisdiction has submitted more than one proposal during the same funding time period. Thus, it is imperative that the potential for multiple submissions to the same grant during the same funding round is discussed and resolved prior to the application submittal.

The City shall not submit multiple grant applications for any one funding announcement or program during the same funding round unless explicitly allowed by the grantor and authorized by the Grants Coordinator.

1. Upon identifying the potential for the submission of multiple grant applications to the same Grantor during the same funding cycle, the Grants Coordinator shall seek to determine whether the grantor permits multiple submissions. If the grantor allows multiple submissions the departments in question may continue the application process.
2. If the grantor does not allow multiple submissions, the Grants Coordinator shall meet with the departments in question and seek to determine whether a collaborative approach is feasible. If a collaborative approach is feasible, a joint application can then be pursued.
3. Should a collaborative approach prove infeasible, the Grants Coordinator shall convene and facilitate a meeting for the departments in question. The departments will work together to determine a solution that is in the best interest of the City. The City Manager or Designee will make the final determination.

Post-Award Procedures

Award Notification and Acceptance

Once the award notification has been received by the Grants Coordinator and the Financial Administration Department, a scanned copy will be sent to the corresponding department. The original document will be kept in the Financial Administration Department with the Grants Coordinator's Master File.

The recipient department (Grantor), Grants Coordinator, Grants Accounting and assigned Grants Project Manager are responsible for reviewing the proposed agreement/document to assure that all conditions required by the Grantor can be fulfilled. In the event that the funds awarded by the granting entity are reduced from those requested in the original grant application, the recipient department must ensure that the goals, objectives and evaluation components can still be accomplished and that adequate funding is available to accomplish the intent of the grant. If the review is affirmative, the recipient department will work with the Grants Coordinator regarding the Agenda Item and all supporting documentation to be placed on the City Commission Agenda. The City Commission will approve or deny; usually under a Consent 1 Agenda. The recipient department must request account codes from Grants Accounting (who will coordinate with the Financial Administration Department). Once the account codes are received, a Budget Amendment Memorandum will be prepared by the recipient department and submitted to the Financial Administration Department.

All award documents must be forwarded to the Grants Coordinator. Once the Agreement is accepted by the City Commission and properly executed, it is the department's responsibility to carry out the project and/or activities associated with a grant to their full extent, while adhering to all of the terms and conditions prescribed by the Grantor. Failure to do so increases the City's exposure to legal liability and compromises current and future grant funding.

The Grants Coordinator, in conjunction with the Grants Project Manager, will complete the Grant Finance Enrollment Form (Appendix B).

Post Award Management

Once the grant funding has been awarded, the work of project implementation begins. The department receiving the award must focus on the implementation, monitoring and evaluation of the grant funded program. Those charged with managing the program must work to ensure that they maintain high standards, achieve stated goals and objectives, meet agreed upon deadline, stay within budget, expend funds as required, comply with the granting entity's terms and conditions, maintain appropriate records, meet financial and programmatic reporting requirements, and communicate results. Oversight of this process is critical to ensuring that the interests and responsibilities of the City are met. Grants management entails the establishment of standard operating procedures and clear, regular communication by the department and Grants Project Manager with the Grants Coordinator regarding the status of the grant funded project and required communication with the granting entity.

Reporting

Grants awarded to the City typically require that progress and financial reports are submitted to the Grantor. Accurate and timely reporting are critical to maintaining a good relationship with the Grantor and late or inaccurate reports may negatively impact current and/or future funding opportunities.

Financial Reporting

Recipient departments, along with the Grants Coordinator and Grants Accounting, shall prepare accurate reports as required by the Grantor. Copies of all financial status and final reports prepared for submission to the grantor shall be provided, along with the associated funding account number, to Grants Accounting, for review before submission to the granting agency. Grants Accounting will review for accuracy, and make suggested corrections to the department. Once corrected, Grants Accounting will submit the official document(s) to the Grantor.

Programmatic Reporting

Recipient departments shall work with the Grants Coordinator and Grants Accounting to prepare accurate progress or other programmatic reports as required by the Grantor. Original documents of all progress and other programmatic reports prepared for submission to the Grantor shall be retained by the Grants Coordinator.

Requests for Reimbursement

All requests for reimbursement are to be prepared by Grants Accounting for review prior to sending to the grantor. All requests for reimbursement should be submitted to Grants Accounting at least 15 business days prior to the submission deadline.

Grants Accounting will reconcile the request to the general ledger to ensure that all eligible expenses are captured in the request for reimbursement. Grants Accounting will ensure that an invoice is reflected in the City's financial management system, via Accounts Receivable, so that the reimbursement is posted to the correct general ledger account when received.

If a grant reimbursement is received by a recipient department, it should be immediately forwarded to the Financial Administration Department for deposit with information including the purpose of the reimbursement and the name of the grant the reimbursement relates to.

Program Income

All program income resulting from a grant-funded project or program shall be managed and maintained as established in the award letter, grant agreement, contract, special conditions or other document generated by the granting entity.

If a department anticipates receiving program income it must be budgeted appropriately. For federal and state-funded grants, program income, if allowed, could result in an equivalent reduction in reimbursement from the grantor. Many corporate and foundation-funded grants encourage the generation of program income and do not reduce their reimbursements. In any case, an account for the receipt of program income must be established with approvals and control procedures prior to soliciting program income.

The Financial Administration Department will establish a revenue account to track program income on the general ledger.

Definitions

Program Income – gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, interest on loans made with award funds. Interest earned on advances of grant funds is not program income.

File Management

It is imperative that file management is consistent for all grants across all departments. Standardized file management protocols allow for a smooth transition during changes in personnel, instill confidence in granting entities during site visits, expedite reviews by the Financial Administration Department, and eases the audit process.

The Grants Coordinator will maintain the Master File, which includes the following (if applicable to the project and if required by the awarded Grant):

Funder/Legal Documents

- Grant application and project proposal
- Approved budget
- Administrative guidelines and regulations
- Official grant award notification (GAN)

Budget Records

- Copies of all contracts and blanket agreements for consultants and trainers
- Copies of purchasing documents
- Copies of expenditure/income tracking files
- Copies of monthly restricted program grants reconciliation report
- Copies of all reimbursement requests
- All correspondence with the funder regarding budget
- Copies of payroll documents
- In-kind or match documentation of expenses

Personnel Records

- Job descriptions
- Staff Resumes
- Staff performance evaluations
- Staff schedules
- Staff and volunteer sign-in sheets
- Time and Effort Documentation

Programmatic Records

- Staff phone numbers/email
- Program Officer contact information
- Project Timelines
- Minutes of meetings
- Project sign-in sheets
- Surveys and outcomes
- Data

- Press releases, newsletters, brochures, publicity, videos
- All correspondence with the funder
- All performance reports
- Any records that document challenges and successes

File Retention

All grants will be retained for 10 years by the Grants Coordinator. Grantors may require retention periods in excess of this time period, in which case, the Grantors time period would be followed. If any litigation, claim, negotiation, audit or other action involving records has been started before the expiration of the retention period, records must be retained until completion of the action and resolution of all issues which arise from it. In this case, the retention period would begin at the close of the action.

Appendices

Appendix A

Grant Application Information Form



Appendix A

GRANT APPLICATION INFORMATION FORM

All grant proposals/applications must be registered with the Finance Department and Grants Coordinator. Departments applying for a grant are requested to complete and submit this form, electronically or in person, to the Grants Coordinator in the Finance Department. The Department Director must certify the cash match availability, when required, prior to pursuing the grant proposal.

1. DEPARTMENT (Grant Applicant/Contact Person) Name: _____ Title: _____ Phone: _____ Fax No: _____	2. GRANT DATA Grant Title: _____ Funding Agency: _____ Application Due Date: _____ Other Departments Involved: _____
3. FINANCIAL DATA Amount of Grant Request: _____ Amount of Matching Funds: _____ Amount of in-kind <small>(specify source)</small> : _____ Total project amount: _____ Amount of Future Financial Obligations/Commitments: _____	4. STAFFING REQUIREMENTS Anticipated Salary Costs: _____ Anticipated Overtime Costs: _____ Anticipated Benefit Costs: _____ Will fund existing or new employees? _____

5. CASH MATCH CERTIFICATION Department Director certified cash match availability: Yes <input type="checkbox"/> N/A <input type="checkbox"/>

6. BRIEF DESCRIPTION OF THE PURPOSE OF THE GRANT

7. COMMISSION APPROVAL Is Commission approval a requirement for the application submittal process? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the date of the meeting when the proposal/application will be presented to the City Commission:
--

REQUIRED SIGNATURES

_____ Grant Applicant	_____ Date
_____ Department Director	_____ Date
_____ Grants Coordinator	_____ Date

Appendix B

Grant Financial Administration Department Enrollment Form



Appendix B

GRANT FINANCE ENROLLMENT FORM

Departments that have received a grant award must complete this form and submit it to the Grants Coordinator, along with a copy of the fully executed grant agreement, PRIOR to incurring any grant-related expenses. Funds will become available for spending after revenue and expenditure codes are established by the Finance Department and a Budget Amendment has been adopted.

1. DEPARTMENT (Grant Applicant/Contact Person) Name: _____ Title: _____ Phone: _____ Fax No: _____	2. GRANT DATA Grant Title: _____ Funding Agency: _____ Application Due Date: _____ Other Departments Involved: _____
3. FINANCIAL DATA Amount of Grant Request: _____ Amount of Matching Funds: _____ Amount of in-kind <small>(specify source)</small> : _____ Total project amount: _____ Amount of Future Financial Obligations/Commitments: _____	4. STAFFING REQUIREMENTS Anticipated Salary Costs: _____ Anticipated Overtime Costs: _____ Anticipated Benefit Costs: _____ Will fund existing or new employees? _____

5. CASH MATCH CERTIFICATION Department Director certified cash match availability: Yes <input type="checkbox"/> N/A <input type="checkbox"/>

6. BRIEF DESCRIPTION OF THE PURPOSE OF THE GRANT

7. COMMISSION APPROVAL Has the Budget Resolution and Contract/Agreement been approved by the City Commission? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the meeting date(s) of approval: _____ If no, please provide the anticipated meeting date items will be presented to the City Commission: _____
--

REQUIRED SIGNATURES

_____ Grant Applicant	_____ Date
_____ Department Director	_____ Date
_____ Grants Coordinator	_____ Date

FINANCE DEPARTMENT USE ONLY	
Assigned Expenditure Code: _____	Assigned Revenue Code: _____
Date Department notified of appropriate Account Code: _____	

Appendix C

Grant Letter of Support Form



Grant Letter of Support Request

Type of Letter

What type of letter are you requesting? Grant Matching Funds Letter In-Kind Internal Other
If Other, list type: _____

Deadline

Note: Letters of Support must be requested no less than ten (10) business days prior to the requested deadline.

Deadline: _____

Requested author of Letter of Support

Who are you requesting this letter of support from? Mayor CMgr DCMgr Fin Other: _____
If you stated Other, then indicate the person and department: _____

Grant Information

Name of Grant: _____

Name of Grantee requesting letter: _____

City of Sarasota responsibility with Grant: _____

Is the responsibility letter only with no other action required? Yes No (If No, explain)

CFDA/CFSA number: _____

Check the box if this request is for a foundation grant:

Grant amount requested: \$ _____

Match amount requested: \$ _____

List in-kind services requested with justification for all in-kind services required: _____

Requesting Agency Information

Name of requesting agency: _____

Organization type: _____

If you selected Other, please specify: _____

Contact Name: _____

Title: _____

Phone: _____

Email: _____

Mailing address: _____

Website: _____

Check the box if partnering with other agencies for this particular grant:

Funding Agency Information

Name of Agency: _____

Type of Funds: _____

Point of Contact: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

Distribution

How would you like the letter to be distributed? Select all that apply: Pick up Email Attachment
Fax Interoffice Mail

DISCLAIMER: The Letter of Support is agreed to the extent that it was presented and explained. The City of Sarasota takes no responsibility for the accuracy or completeness of the Project/Program, as the City was/is not involved in the development, planning, construction and closing out of said Project/Program. In no event will the City of Sarasota be liable for any incidental, indirect, consequential or special damages of any kind, or any damages whatsoever, including, without limitation, those resulting from loss of profit, loss of contracts, goodwill, data, information, income, anticipated savings or business relationships, whether or not advised of the possibility of such damage, arising out of or in connection with the Letter of Support.

Appendix D

Grant Summary Form

Grant Summary Form Appendix D

Grant Name _____

Grant Information			
Contact name and number	_____		
Grant Award Number	_____	CFDA/CSFA #	_____
Grant Award Period	_____	Extension (if applicable)	_____
Grant Sponsor:	Federal _____	State _____	Other _____
Project Amount	_____	% covered by Grant	_____ Grant Amount _____
Grant Payment Method	_____		
Description:	_____ _____ _____		
Restrictions:	_____		
Submission Deadline:	_____		

City Information			
Department/Coordinator:	_____		
Submittal Agenda Item #	_____	Meeting Date:	_____ Budget/Execution Resolution # _____

Accounting Information			
Year Budgeted	_____	GL Fund #	_____ GL Project # _____

Reporting Requirements			
Progress report required	Monthly _____	Quarterly _____	Annual _____
	Upon Request _____	Additional Comments _____	
Filing required through	Forms _____	On-Line _____	Letter _____
	Other _____		

Date: _____	Revised: _____
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Persons and Areas Affected

This is a Citywide Policy affecting all persons and Departments who have previously researched, applied for, and/or managed grants.

Governing Laws and Regulations

There are specific Administrative Rules and Cost Principle requirements for various agencies. Grantees must demonstrate general familiarity with their applicable administrative requirements and cost principles and have an understanding of how these are relevant to their project.

Federal

Recipient	Administrative Requirements	Cost Principles	Audit Requirements
State, Local, or Indian Tribal Governments	OMB Circular A-102	2 CFR, Part 225	OMB Circular A-133
Non-Profit Organizations	2 CFR, Part 215	2 CFR, Part 230	OMB Circular A-133
Institutions of Higher Education	2 CFR, Part 215	2 CFR, Part 220	OMB Circular A-133
Hospitals	2 CFR, Part 215	45 CFR, Part 74 Appendix E	OMB Circular A-133

These administrative rules, cost principles and A-133 OMB Circulars will be in effect for any new awards and continuation awards grant prior to December 25, 2014. A new Super Circular will replace these existing regulations for all new grant awards and continuation funding that occurs on and after December 26, 2014.

Super Circular

The Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, also known as the Super Circular, was published in the Federal Register on December 26, 2013. This new circular combines eight existing OMB circulars into one in an effort to streamline the grant management process including:

- 2 CFR Part 220 (A-21) – Cost Principle for Educational Institutions
- A-50 – Audit Follow-Up related to the single audit
- 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments
- A-80 – Federal Domestic Assistance Program Information
- A-102 – Awards and Cooperative Agreements with State and Local Governments
- A-110 – Uniform Administrative Requirements for Awards and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

- 2 CRF Part 230 (A-122) – Cost Principles for Non-Profit Organizations
- A-133 – Audits of State, Local Governments and Non-Profit Organizations

Forms:

- Grant Application Forms
- Standard grant application forms are generally available through "[Grants.gov](https://www.Grants.gov)", unless otherwise noted
- [SF-270](#), Request for Advance or Reimbursement (2 pages, 165 kb)
- [SF-271](#), Outlay Report and Request for Reimbursement for Construction Programs (2 pages, 157 kb)
- SF-425, Federal Financial Report ([PDF](#) (1 page, 62 kb)) ([Excel](#) (1 page, 49 kb))
[Instructions for SF-425, Federal Financial Report](#) (6 pages, 285 kb)
- SF-425A, Federal Financial Report Attachment ([pdf](#) (1 page, 22 kb)) ([Excel](#) (1 page, 45 kb))*
[Instructions for SF-425A, Federal Financial Report](#) (1 page, 17 kb)*
- SF-428, Tangible Personal Property
[SF-428](#), Tangible Personal Property Report and Instructions (2 pages, 41 kb)
[SF-428-A](#), Annual Report (2 pages, 22 kb)
[SF-428-B](#), Final Report Form and Instructions (2 pages, 29 kb)
[SF-428-C](#), Disposition Request/Report (2 pages, 27 kb)
[SF-428S](#), Supplemental Form and Instructions (2 pages, 26 kb)
- [SF-429](#), Real Property Status Report (14 pages, 123 kb)
- Research Performance Progress Report (RPPR)
Policy, report format, and background information are at <http://www.nsf.gov/bfa/dias/policy/rppr/index.jsp>
- [SF-LLL](#), Disclosure of Lobbying Activities -- as revised in 1996 (2 pages, 46 kb)
(For additional guidance on lobbying restrictions and disclosures, see the applicable cost principles in OMB Circular A-21, A-87, or A-122 and the applicable [Federal agency rule on lobbying](#))
- [SF-SAC](#), Data Collection Form for Single Audits
- For OMB Circular A-21 Reporting:
[CASB's Disclosure Statement \(DS-2\)](#) (24 pages, 51 kb)
[Facilities and Administrative Rate Proposals](#) (21 pages, 39 kb)

State

Florida Administrative Code

Rules of the Auditor General, Chapter 10.600, Audits of State Grant and Aid Appropriations

Florida Single Audit Act, Florida Statutes Chapter 215.97