

TOWN OF WALLINGFORD GRANT POLICY

PURPOSE: To ensure that grants are administered according to the requirements of the particular grant program, and to ensure accurate reporting of grant activity to federal and state agencies and granting agencies.

APPLIES TO: All town departments, committees, and commissions (to be referred to as Department with respect to this policy).

RESPONSIBILITIES

The Department applying for the grant must seek approval from the Selectboard before any grant application is submitted. The Department is responsible for preparing reports of grant activity to the granting agency and for submitting all documentation to the Town Administrator and Town Treasurer. The Treasurer is responsible for tracking expenditures and reimbursements, and for maintaining the financial records for each grant. The Treasurer is responsible for preparing the annual State of Vermont Subrecipient Monitoring Report.

Internal control concerns/considerations:

- ~Selectboard ensures the proposed grant funds will not be used to supplant State of local funding.
- ~Selectboard signs or designates an individual to sign the grant application and acceptance forms.
- ~Grants management, including compliance and reimbursement requests, is the responsibility of the Departments with specific reporting requirements to the grantor, the Town Administrator and the Treasurer.

Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

- ~Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- ~The officers, employees, and agents of the Town may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- ~Violation of this policy will result in disciplinary actions as outlined in the Town's Employee Handbook.

PROCEDURE

I. Grant application & approval

- A. Department seeks approval from the Selectboard to apply for grants that will benefit the Town. Department shall ensure budget funds are available for a local match and/or ensure an in-kind match will fulfill grant requirements.
- B. The Town Administrator will serve as liaison between Department and the Selectboard. All grant applications and proposals shall be sent to the Selectboard

via the Town Administrator. It is the Department's responsibility to provide the Town Administrator with documentation detailing all aspects of the grant for Selectboard review.

- C. Department will complete and submit the grant application, signed by the Selectboard or their designee.
- D. The Department will forward completed copies of the application to the Town Administrator and Town Treasurer along with copies of the budget used to develop the application.
- E. If awarded, the Department will forward copies of the signed grant agreement to the Town Administrator and Treasurer with the completed Grant Information Forms.

II. Creation of grant files & recordkeeping

- A. The Treasurer will maintain a report file for all grants and activity reported on those grants from inception to closure.
- B. Grant files will be maintained by the Town Administrator and Town Treasurer for a minimum of 10 years after the grant is closed.

III. Grant Expenditures

~All grant purchases must follow both the Town's Purchasing Policy and the procurement standards defined by the grantor (refer to grant agreement).

~Hiring of contractors must follow the procurement standards defined by the grantor (refer to the grant agreement) and the Town's Purchasing Policy.

~Except in the case of an emergency, no contractor may begin work until the Town has received a completed Written Contract, a completed Non-Employee Work Agreement, a certificate of insurance with the Town named as holder and a completed W-9.

~Departments must use the attached reporting forms to document use of employee labor, use of Town equipment and materials.

~Departments must use the attached reporting forms to document volunteer labor and donations. Volunteer labor will be accounted for according to the particular grant agreement, but in general, a person who is performing their regular and customary work will be allocated at their customary rate; a person doing similar work that is outside their customary field will be allocated at minimum wage.


~Departments must use the attached reporting forms to document local and/or in-kind matches.

~When competitive bids are sought or advertised, the Department will document the bid process and provide copies of all bid documents and bid results to the Town Administrator and Treasurer. Documentation must include reasons why the lowest bid was not chosen, if applicable. These records will include: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.


~Invoices must be approved by the appropriate department head and must clearly state which grant the expense falls under.

- IV. The Treasurer will compare the invoice to the Scope of Work and budget as defined in the grant agreement.
- V. **Interim activity: request for reimbursements and recordkeeping**
- A. Departments will prepare the report/request for reimbursement to the grantor per the grant agreement, and deliver it to the Town Administrator. The Town Administrator will submit the reimbursement request with necessary documentation.
 - B. The Town Treasurer will match up the reimbursement ACH deposit (or check received) with the grant request and ensure the proper revenue lines are credited.
 - C. If the Treasurer discovers a discrepancy or incomplete paperwork the Department will be alerted to the problem and the Treasurer will work with the Department to resolve.
 - D. If the Department discovers an error or discrepancy, they will notify the Treasurer.
- VI. **Year-End Reporting**
- ~The Treasurer will prepare the annual State of Vermont Subrecipient Monitoring Report after all grant files are reconciled.
 - ~ If more than \$750,000 of federal funds are expended during a year, a Single Audit will be required.
- VII. **Final reports & close out**
- A. Departments will notify the Town Administrator and Treasurer when all grant requirements have been met at the closure of the grant.
 - B. The Department will prepare the final report/request for final reimbursement and submit it to the Treasurer.
 - C. The Town Administrator will submit the final report and final reimbursement request with required documentation attached to the funding agency.
- VIII. **Securing and reporting grant-funded assets**
- A. Departments are responsible for tagging and securing assets purchased with grant funds per grantor agreements.
 - B. Capital assets are defined as a single asset over \$5,000 in value or a group purchase over \$5,000.

Adopted by the Wallingford Selectboard on this 17th day of June 2019:



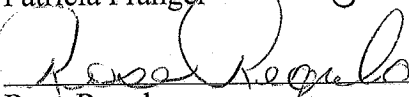
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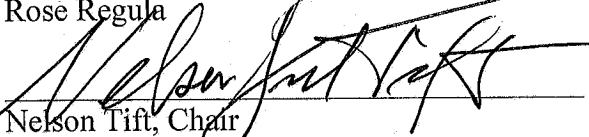
John McLallen



Patricia Pranger



Rose Regula



Nelson Tift, Chair

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