

City of Irving Financial Policies and Procedures

Grants

Overview

The city may be eligible for grants offered by federal, state, county, or other governmental agencies. These grants provide a way to supplement city funding for projects, which benefit the community. All grants regulate the use of funding, method of reimbursement, reporting and audit requirements. This policy has been adopted in order to insure that grant requirements are met and that the cost of grant administration does not outweigh grant funding.

Application

All grant applications should include a request, if allowed, for direct and indirect costs of a project. Indirect costs may be excluded if these costs adversely impact the city's ability to receive the grant. Allowable costs (for federal based grants) are outlined in Office of Management and Budget Circular A-87. These guidelines generally allow for the reimbursement of grant administration, compliance, and direct and indirect audit costs. Each department requesting a grant must appoint a grant administrator to be responsible for compliance. All grant applications must be reviewed by the Chief Financial Officer, or a designated representative, for a cost-benefit analysis and for allowable cost inclusion. Applications must then be approved by the City Manager prior to submission to the potential grantor. The Chief Financial Officer must be notified in writing by the receiving department once a grant has been approved and each time funding is received.

Compliance

The department's grant administrator and Department Director are responsible for fulfilling grant requirements. The Financial Services Department will designate a grant compliance officer to develop a grant compliance checklist upon grant award and to review grant requirements on a quarterly basis to insure these requirements are met. All grant reporting documents must be reviewed by the Financial Services Department prior to submission. The Financial Services Department should be provided copies of all grant documentation provided by the grantor. All findings of noncompliance will be reported to the City Manager.

Single Audit Act Report

As a recipient of federal financial assistance, the city may be required to undergo an annual single audit in conformity with the provisions of the Single Audit Act Amendments of 1996 and the U. S. Office of Management and Budget's Circular A-133, *Audits of State and Local Governments*. Information related to this single audit, including a schedule of federal financial assistance, the independent auditor's reports on internal controls and compliance with applicable laws and regulations, and a schedule of findings of noncompliance are included in a single audit report issued separately from the City's Comprehensive Annual Financial Report.