

City of Leavenworth, Kansas
Grant Management Policy
Approved by City Commission
March 12, 2024

INTRODUCTION

The City of Leavenworth receives grant dollars for many programs. Effective financial management requires that grant policies be in place to:

- Ensure that grant requirements are met.
- Ensure that operating budgets can meet any matching funding requirements.
- Ensure that the grant coincides with Commission goals and objectives.
- Ensure that grant renewals or extensions are evaluated on a timely basis.
- Determine whether a line of credit or grant anticipation notes are required to cover the time between expenditures are made and reimbursements are received.
- Determine whether there is authorization to accept the grant.

PURPOSE

The purpose of this policy is to establish a framework from which the City Commission, City Manager, Finance Department, and Department Directors may work to maximize the benefits and minimize the risks associated with grant funded projects.

SCOPE

This policy applies to all grant funds, regardless of the source. Possible sources of grant funding include but are not limited to the State of Kansas, the federal government, local governmental entities, and private organizations.

POLICY STATEMENT

The City of Leavenworth is committed to:

- Ensuring that the department seeking the grant is fully aware of and understands the grant requirements for:
 - Matching funds requirements
 - Specific operating requirements
 - Specialized reporting requirements
 - Time lines
 - Monitoring and reporting requirements of sub-recipients
 - Future demands on City resources
 - Post-expiration requirements (i.e., maintaining certain staffing levels)
- Ensuring that the department seeking new grants gives prior notification to the appropriate authority, such as finance or others, so they can determine the effects on the City including the impact on cash flow, budgeting, special procurement requirements, operating requirements, etc.
- Ensuring that the grant being applied for aligns with Commission goals/objectives and/or City functions/programs, thereby eliminating the expenditure of resources for non-budgeted items.

- Providing a multi-year cost/benefit analysis, including matching funds, prior to accepting the grant.
- Analyzing grant renewals to determine whether the grant should be renewed going forward.
- Measuring performance levels to ensure whether the grant fulfilled the stated goals/objectives.
- Creating a project plan for:
 - Monitoring the grant to ensure compliance.
 - Determining who is responsible for implementation of the project.
 - Assigning roles for different areas of responsibilities.
 - Establishing terms and conditions for grant-funded personnel.
 - Identifying the method of charging expenses to the grant.
 - Training employees in their grant responsibilities.
- Grant records will be maintained according to specific grant requirements, but not less than five (5) years after the closing of the grant.

While Kansas budget laws do not require that cities budget grant revenue and its associated expenditures, the City has an internal budget process that helps staff track grant compliance, tracks expenditures in order to avoid over-spending of grant funds, and that provides guidelines for internal control purposes.

RESPONSIBILITIES

City Commission:

The City Commission is responsible for the approval of all grant agreements that have a City matching requirement greater than \$50,000.

City Manager:

The City Manager is responsible for the approval of all grants agreements with the exception of grants that are approved by the City Commission, as described in the preceding paragraph. The City Manager, with the assistance of the Finance Director, is responsible for ensuring that City funds are available to satisfy all grant requirements (i.e. matching requirements or City expenditures that must be made prior to the receipt of grant funds).

Department Directors:

Department Directors are responsible for applying for grants, completing grant applications, and ensuring compliance with grant requirements. Department Directors are also responsible for notifying the Finance Department of new grant applications and the amounts awarded for recurring grants in a timely manner. Directors will ensure that all grant expenditures are correctly coded in the ERP system to reflect the project number assigned by the Finance Department.

Finance Department:

The Finance Department is responsible for assigning project numbers for all grants and ensuring that all grant revenue and grant expenditures are properly recorded to the correct project number in the ERP system. The Finance Department is responsible for preparing grant reports that are required as part of the year-end audit process.