

RESOLUTION NO.

**RESOLUTION ESTABLISHING THE CITY OF BROOKHAVEN
GRANTS APPLICATION AND AWARD PROCEDURES POLICY**

WHEREAS: The City of Brookhaven, Georgia (hereinafter, the “City”) was duly incorporated on December 17, 2012; and

WHEREAS: The City Council recognizes that the City of Brookhaven will from time to time benefit from the application for, and acceptance of, certain grant awards of funding and/or materials from public and private sources;

WHEREAS: The City recognizes the need to provide accurate, current, and complete disclosure of any grant program and the financial results of each federal, state and local grant within the existing budgetary accounting and reporting framework;

WHEREAS: The City recognizes that all grant applications and awards require a standard procedure for review by the coordinating department and the finance department in conjunction under the supervision of the City Manager prior to submission to City Council;

WHEREAS: The City recognizes the need for a standard system of financial and department management and reporting of grant activities throughout the project execution and close out, so as to promote and ensure efficient and transparent financial recording and uninterrupted operations and efficiency in City departments;

WHEREAS: Sound financial management requires a regular review of the Grants Application and Award Procedures Policy for timely updates, and staff has recommended one revision under GRANTS AWARD PROCEDURES as noted on attached Exhibit A;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Brookhaven that the City hereby evidences and establishes the City of Brookhaven **Grants Application and Management Procedures Policy**, as amended, attached hereto and incorporated herein by reference.

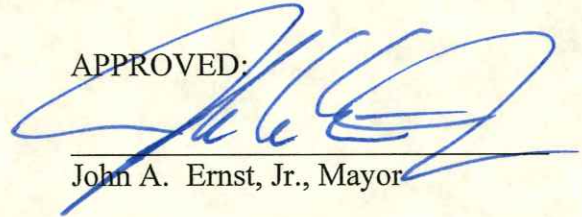
**CITY OF BROOKHAVEN
COUNTY OF DEKALB
STATE OF GEORGIA**

RES 2023-05-03

This Resolution shall be effective immediately upon its adoption.

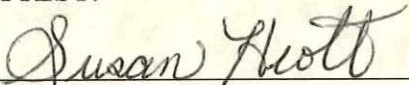
SO RESOLVED AND EFFECTIVE, this the 23rd Day of May 2023.

APPROVED:



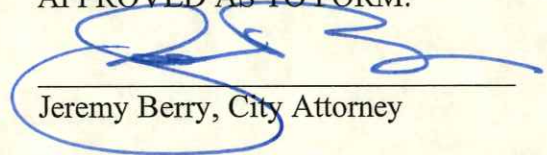
John A. Ernst, Jr., Mayor

ATTEST:



Susan Hiott, City Clerk
[CITY SEAL]

APPROVED AS TO FORM:



Jeremy Berry, City Attorney



City of Brookhaven

Exhibit A

Date of Issue: November 9, 2016

Resolution Number: 2016-11-09

Revised: May 14, 2019

Resolution Number: 2019-05-01

REVISION

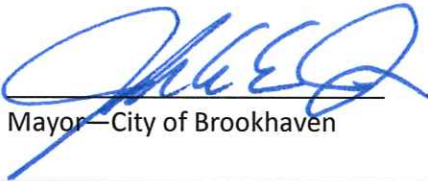
Effective Date: May 23, 2023

Resolution Number__RES 2023-05-03

Subject: **Grants Application and Award Procedures**

Update: **Grants Application and Management Procedures**

Approved:



Mayor—City of Brookhaven

PURPOSE

The purpose of this policy is to assist in providing accurate, current and complete disclosure of the program and financial results of each federal, state and local grant within the existing budgetary accounting and reporting framework. This policy provides guidelines to ensure the following:

1. All grants are properly authorized by City Council.
2. Grants have been properly budgeted by the Finance Department in order to maintain budgetary controls.
3. Availability of matching funds.
4. Grant Transaction are properly identified in the accounting records in order to maintain accounting and reporting controls.
5. Grant Financial reporting requirements are monitored for compliance.
6. Official accounting record required by grant agreement are maintained to the extent possible in a centralized location.
7. The coordination of all grants by all City departments.

DELEGATION OF AUTHORITY

Responsibility for programmatic administration of the City of Brookhaven rests with the City Manager or his/her designee. All grants awarded to the City must be included in City of Brookhaven reports and budgets in accordance with Federal, State and Local reporting guidelines.

The Mayor, or the Mayor's designee signs all grant applications, amendments, modifications and agreements. Other grant related documents may be signed by the City Manager, or his/her designee, in accordance with requirements of the grant award.

ACCOUNTING, MONITORING AND FINANCIAL REPORTING AUTHORITY

The Finance Department is responsible for the official financial records of the City of Brookhaven and in that capacity is responsible for maintaining adequate records to ensure compliance with federal and state accounting and reporting requirements for all grants administered by departments under the City Manager and Constitutional officers.

GRANT APPLICATION PROCEDURES

1. The appropriate City department will coordinate with the City Manager or his/her designee to determine the necessity of the application for any specific grant.
2. The appropriate City department will coordinate with the City Manager's Department and the Finance Department to prepare the initial draft of the grant application, which includes at a minimum the following:
 - a. The Federal or State Agency from which funds originate.
 - b. Any requirements relating to the grant that would require additional scrutiny by the Council, such as matching funds required and source of funds, special retention or reporting requirements and any other special consideration that has to be met to obtain the grant.
3. The draft will be reviewed by the head of the appropriate department, the Finance Department, and the City Manager.
4. If approved by the City Manager, the grant application will be prepared for submission to the City Council at a Work Session for review and subsequent Council Meeting for consideration of approval to apply.

5. Should the City Council approve the grant application, including all required forms and affirmations, such approval shall constitute acceptance of the grant as allowed by law.
6. City Council reserves all rights and privileges to withdraw the grant application at any time in the review process as allowed by law.

EMERGENCY PROCEDURE

This procedure shall be used only in the rare case when time is a critical element for submittal of the grant application. The procedure shall not be utilized to bypass the normal procedures noted above. If time is of a critical nature, the initiating department will bring the initial draft of the application, and all supporting materials, for review and approval to the City Manager. The City Manager will then obtain the Mayor's signature, or that of the Mayor's designee, and submit to the granting agency. After submittal to the granting agency, the full application will be included on the next City Council agenda for ratification. If the Council disapproves the grant application, the initiating department will notify the granting agency that the City withdraws its submittal.

GRANT AWARD PROCEDURES

Acceptance of the Grant includes acceptance of all terms including but not limited to purchasing, financial reporting, audit and other administrative functions (requirements) of the granting authority.

The original copy of the fully executed grant award document will be maintained by the City Clerk with file copies going to the Finance Department and the City Manager or his/her designee.

Upon receipt of the fully executed grant award document the Finance Department shall ensure the grant is established in the financial system. The Finance Department shall prepare and maintain a file for each grant that will be available for inspection by the internal, independent, and any state or federal auditors.

The City Manager, or his/her designee shall be responsible for authorizing purchases, preparing reimbursement requests and compiling and submitting all quarterly state and federal or other reports as may be required.

When granting authority requirements differ from the policies and procedures adopted by the City of Brookhaven, the City will be responsible for adhering to those requirements as allowed by law. ~~If granting authority requirements are less restrictive than the policies and procedures adopted by the City of Brookhaven, the more restrictive requirements shall prevail.~~

In the instance when the City sub-contracts for the expenditure of funds, the City will include in all agreements with sub-contractor the requirements of the granting authority as allowed by law. The City will monitor sub-contractors for compliance with granting authority requirements and take appropriate action including, but not limited to, cancellation of sub-contract for non-compliance.

City Council reserves all rights and privileges to rescind acceptance of award as allowed by law.

GRANT OVERSIGHT PROCEDURES

The execution of duties, as agreed to in the grant agreement, is the responsibility of the designated city department as overseen by the City Manager. It is the responsibility of the department to provide all financial and administrative reports to the City Manager, or his designee, for filing with the granting authority as required.

EQUIPMENT INVENTORY PROCEDURES

The Finance Department is responsible for record keeping with regard all equipment purchased with grant funds. Equipment shall be affixed with a tag that can be easily read, identifying it as equipment purchased with grant funds.

Specific property records shall include:

- A description of the property and who holds title to the property;
- A serial number or other identification number
- The fund source used to purchase the property
- The purchase date
- The cost of the property
- The percentage of grant funds used in the purchase
- The location, use and condition of the property
- Any additional data as required by the terms of the grant award
- Any ultimate disposition data

GRANT CLOSE OUT PROCEDURES

The City Manager, or his/her designee, is responsible for assembling a project completion package in coordination with all city departments. This package shall contain the final state, federal or other reports as required including any agency monitoring reports from visits occurring during the life of the grant. The City Manager, or his/her designee, may sign close-out documents in accordance with the requirements of the award. Close-out documents shall be included in the completion package and be filed with the City Clerk in accordance with the City of Brookhaven record-retention policy and as required by state or federal law.