

Amador Water Agency
Grant Management Policy
Reviewed and Adopted
09-10-20

100.00 Purpose of this Policy

The purpose of this policy is to establish a process to pursue, obtain and manage grant funding opportunities within the overall goals, vision, mission, and strategic plan of the Agency.

200.00 Policy

The Agency will develop strategies to identify grant funding sources, identify stakeholders, implement grant awards, track the progress of the grant, and evaluate the success of each project, for future proposals.

This Policy identifies defined roles and responsibilities and refers to the process and methods established by which to oversee its grants, including implementation, project tracking and reporting, accounting, and submittal of claims for reimbursement.

300.00 Roles and Responsibilities

Grant Manager/Grant Writer

Effective grant management requires clear expectations and deadlines for all the people involved. The Grant Manager/Grant Writer as designated by the General Manager has the most responsibility with grant management. The Grant Manager will serve as the logistical coordinator for the rest of the team, reminding staff of deadlines and driving the narrative and vision of the grant report. The Grant Manager shall regularly check in on the progress and results of a grant—closely working together with the Project Manager and Financial Services Manager to prevent miscommunications or last-minute issues if a grant is executed differently than expected.

Financial Services Manager or similar position

The Financial Services Manager or similar position is responsible for establishing and maintaining a system of accounting for financial transactions and for ensuring that adequate controls have been designed and implemented to ensure that the Agency receives proper reimbursement for grant expenditures. Accordingly, the Financial Services Manager or similar position will be responsible for reviewing requests for the creation of project accounts, and establishing the accounts needed to administer projects. The Grant

Manager is responsible for submitting and monitoring claims for reimbursement. The Project Manager is responsible for performing monthly reviews of the status of the project(s).

The Project Manager

The project manager, along with the grant manager and Finance Manager or similar position are responsible for the administration of grant-funded projects, ensuring that the project is administered in compliance with applicable regulations, that all appropriate and eligible costs are charged to the grant, that matching funds will be identified and expended as required, and that reimbursement is claimed correctly and on a timely basis.

400.00 Procedure

400.10 Establishment of Project Account

The Grant Manager will make applications to various agencies for funding of activities that will benefit the Agency. When the Agency receives notice that funding has been approved, the General Manager will request approval from the Board of Directors to accept the grant. When accepting a grant, the Agency agrees to comply with all requirements and restrictions imposed by the grantor; therefore it is necessary to formalize the procedures that staff will utilize to administer the grant. Before a new project is created, engineering staff, including the project manager department and the Finance Department will meet to discuss grant and other project requirements, set up, and administration. This will help Finance set up the project in a way that best suits the department's reporting and information needs.

500.00 Project Accounting and Tracking

A project general ledger account will be established for each project. The project account will be used to record project revenues, expenditures and claims for reimbursement.

A project job number will be assigned and a work order created in the ERP to track all expenditures including labor and overhead. The overhead rate will be assigned based on the allowable amount as described in the grant agreement.

The procedures described in this policy will ensure that the Agency receives all reimbursements and funding awarded while assisting the Agency in understanding the net cost of projects adopting best practices for grant and project management as recommended in the Single Audit Report and enhancing coordination efforts between Project Manager, Grant Manager and the Finance department.

Responsibilities:

- The department manager will designate a Project Manager.
- The Grant Manager will provide Finance Department staff the following information:
 - Name and address of grantor agency.
 - Copy of award letter.
 - Name and address of managing agency, if different from grantor agency.
 - Board of Directors resolution or date of accepting award.
 - For Federal grants, Catalog of Federal Domestic Assistance (CFDA) number.
 - Scope of work and amount of award.
 - Expected project start and end dates and final reimbursement cut-off date for grants.
 - Frequency of reimbursements.
 - General information on eligible costs.
 - The types of documentation grantor requires, such as timesheets, vendor invoices, or canceled checks.
 - Grant Manager will document compliance with the above by utilizing the Grant Tracking Workbook

Claims for Reimbursement

- Claims for reimbursement will be submitted using a grantor-specific format and must be reconciled to the Agency's financial system by the Project Manager with the assistance of the Finance Department.
- Claims for reimbursement will be based project accounting reports; claims may not be based on unpaid invoices, estimates, encumbrances, purchase orders, or any other documentation which may or may not be posted to the financial system.
- Claims for reimbursement will be prepared by the Project Manager and reviewed by the Grant Manager.
- In the event that the Agency hires a consulting firm to conduct the grant management for a project, it will be the responsibility of the project manager to ensure that all documentation relating to the grant is received on a monthly basis and recorded following the same steps above.

The Project Manager will use a review checklist:

- Grantor-specific forms completed correctly
- The claim tie to the Agency's financial system project revenue and expenditure

- reports
- Expenditures eligible for reimbursement
- Time period reported on the claim tie to the accounting records for that time period
- Report submitted timely
- Expenditures from matching funds reported
- Documentation required by the grantor attached, such as timesheets, vendor invoices, or canceled checks
- Claims must include instructions to direct payments to the Finance Department. If wire payment is available, wire instructions should be included.
- After the information has been reviewed, the Project Manager will forward an electronic copy of the claim and supporting documentation to the Finance Department and record submittal date and amount requested on the grants receivable spreadsheet in the audit preparation folder. An electronic copy will also be placed in the job cost folder. The Grant Tracking spreadsheet will also need to be updated.
- Finance Department will record the claim as an Accounts Receivable.
- When payments are received, Finance staff will notify the Grant Manager and Project Manager and provide the Project Manager with a copy of the approved invoice and reimbursement check.
- Finance Department, along with Grant manager will be responsible for monitoring collection of these receivables and will request assistance from the project manager for follow-up as needed.

Project Close Out

- The Project Manager will notify Finance staff when a grant or project should be closed out after the final reimbursement is received and recorded in the financial system.
- The Project Manager will follow standard post construction and evaluation reporting
- The Project Team will provide a collective periodic status reports to the Board of Directors, and a full assessment upon close of the project.

500.00 Policy Review

This Policy shall be reviewed at least every two years.

