

CITY COMMISSION POLICY

 GRAND RAPIDS MICHIGAN	NUMBER: 700-02	HISTORY	
	DATE: February 15, 1972	FILE #	DATE
	FILE NUMBER: 24548	#93943	9/24/2024
	DEPARTMENT: FISCAL SERVICES		

SUBJECT: **APPLICATIONS AND MANAGEMENT OF GRANT ASSISTANCE**

PURPOSE: To identify responsibility and establish the procedures by which the City of Grand Rapids shall apply for and manage financial assistance and grant agreements

POLICY:

1. Responsibility for executing all applications submitted by the City of Grand Rapids requesting financial assistance from federal and state agencies, or other political jurisdictions, and from non-profit corporations and foundations, shall rest with the City Manager acting in the name of the City.

2. Where necessary, such applications shall indicate that the Chief Financial Officer is designated as the responsible fiscal officer for any grant agreement entered into arising out of such applications, and for purposes of certifying to the availability of any required local funds.

3. The City Manager shall assign responsibility to a Project Director, in the absence of any previous designation in the application, and normally will designate the head of the department responsible for executing the project.

4. The Mayor shall be authorized to execute all project agreements on behalf of the City arising out of such applications, pursuant to any required City Commission approval.

5. At the conclusion of the grant, the City shall follow the prescribed grant close-out procedures as required by 2 CFR 200.344 for Federal finds, and agency procedures for state and local sources. Any unspent funds shall be returned to the grantor if required. Any position that was added to the roster and funded by the grant, shall be removed from the City personnel roster.

6. In general, grant funding allows the City to leverage new revenues for enhanced or pilot services. There should be no automatic expectation that any grant funded position will be subsidized by the General Fund or any other City operating fund after the expiration of the grant. However, the City Commissioners have the prerogative to consider new position funding or continuation of the grant program with City operating funds as part of the budget process. All newly added positions resulting from grant funds are considered temporary, unless otherwise directed by the City Commission.