

# Staff Report

**TO:** Board of Directors

**FROM:** Sandra Dunlap, Director of Finance

**DATE:** February 22, 2023

**SUBJECT:** Grant Management Policy (Workshop)

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***FINANCE***

**RECOMMENDATION:**

Discuss and provide direction to Policy 11120 – Grant Management Policy.

**BACKGROUND:**

As the District departments actively seek grant opportunities, we want to ensure all staff are aware of grants management requirements and procedures. The purpose of this new policy is as follows:

1. Establish criteria for grant programs and the importance of actively seeking grant opportunities that accompany District goals.
2. Establish criteria for evaluating benefits and costs of grant programs.
3. Identify roles and responsibilities in managing grants.

**BUDGETARY IMPACT:** N/A

Attachments: (1)

- Grant Management Policy - Draft (1)

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Grant Management Policy

POLICY NUMBER: 11120

### 11120.1 Purpose

The purpose of this policy is to establish a framework for securing grants and managing those resources once they have been awarded.

### 11120.2 Administrator

The Finance Department is responsible for the implementation and administration of this policy.

### 11120.3 Definitions & Framework

The District will pursue grant funding from federal, state, and other sources, consistent with the District's goals and strategic plan. The District should focus on seeking grants for capital improvements. Grants for operating purposes should be evaluated on a case-by-case basis to ensure the benefits exceed the future impact of operations. The approach will help ensure that the District maintain financial independence should the grant sources diminish.

#### Goals:

- Establish Criteria for evaluating benefits and costs of grant programs.
- Establish general concepts and framework for seeking and managing grant programs.
- Identify roles and responsibilities in managing grants.

#### Roles & Responsibilities:

- Board
  - The Board shall approve all grants in excess of \$50,000 prior to submission.
  - Should the District receive a grant award in excess of \$50,000 that is materially different from what the Board approved, it must be returned to the Board for acceptance approval.
- General Manager
  - The General Manager shall approve acceptance of awards under \$50,000.
  - The General Manager or his/her designee is responsible for executing all related contract documents when delegated to do so by the Board.
- Finance Department
  - The Finance Director and his/her department have two major roles in the grants management process. First, to provide technical assistance to operating departments from the grant application all the way through the close of the grant., and secondly to maintain all official grant files for financial audit and reporting.

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- Develops, recommends, and maintains grant management policy.
  - Completes and submits timely, all financial reporting per grant requirements including disbursement requests, draw downs, financial progress reporting, and any other financial reporting necessary.
  - Coordinates in-site grant management audits by the grantor or any other authorized agency.
  
- Operating Departments
  - Departments have the primary responsibility of identifying appropriate grant funding sources, applying for those resources, and managing the projects/programs once awarded. The Director of the department and Project Manager are ultimately responsible for all activities pertaining to grants they are awarded.
  - Each department within the District should actively seek grant funding availability within their functional areas of responsibility.
  - Departments are responsible for preparing grant applications.
    - For grants in excess of \$50,000 the department is responsible for submitting to the Board for approval. The staff report shall document how the grant program will benefit the District.
  - Coordination with the Finance department on all budgets, cost allocations, indirect cost recovery planning, and availability of resources is required PRIOR to the submission of the grant application to the Board for approval.
  - For grants under \$50,000 Departments can submit applications without Board approval are subject to the following conditions:
    - Any matching funds required are already appropriated in the approved budget.
    - It will not require additional staffing.
    - At the conclusion of the grant, there will be no ongoing commitments to continue the program and no new ongoing operations costs.
    - The purpose of the grant is in line with the District's goals.
    - Must be approved by the General Manager.

#### 11120.4 Policy Adoption and Review

This policy will be adopted by resolution of the Board of Directors. The policy will be reviewed at least every five years with any modifications approved by the Board of Directors.

Adopted:  
Resolution No. 2023-XX