

RESOLUTION 082019-01

A RESOLUTION AUTHORIZING STANDARD ADMINISTRATIVE POLICY AND PROCEDURES MANUAL FOR GRANT WRITING PURPOSES.

BE IT RESOLVED by the City Council of the City of Hartford in Warren County, Iowa approves the following procedure for Grant Writing Process.

Title: Grant Writing Process and City Council Procedures
Section: Administration, Boards & Commissions

Section 1 – General Purpose

This policy explains the procedure(s) to be followed by the City Council with respect to grant applications submitted on behalf of the City of Hartford and/or the City of Hartford acting as sponsor for a grant application submitted by another party.

Section 2 – Grant applications prepared and submitted on behalf of the City of Hartford

- A. Completed grant applications will be reviewed and approved by city council prior to submittal to applicable agency.
- B. City Council will approve funding (monetary or labor) for matching portion of grant prior to submittal to applicable agency.
- C. Grant applications will be signed by authorized representatives of the City of Hartford prior to submittal to applicable agency.
- D. Contractual grant writing personnel and applicable fees will be approved by the City Council

Section 3 – Grant applications utilizing City of Hartford as sponsor

- A. Applicant will notify City Clerk of intent to utilize City of Hartford as grant sponsor
- B. Applicant will provide presentation to City Council regarding purpose of grant application at regularly scheduled council meeting.
- C. Copy of grant application will be provided to City Clerk for filing and reference
- D. City Council will approve funding (monetary or labor) for matching portion of grant prior to submittal to applicable agency.

Section 4 – General Duties of City Staff/Council representatives preparing grant applications

- A. Coordinates the submission of grant applications from inception to submission, tracking of applications and receipt of grants.
- B. Oversees the preparation of grant applications and supporting documentation to maximize competitiveness and compliance with grant requirements
- C. Directs the preparation, negotiation and implementation of program and financial monitoring systems with operating departments and outside agencies.
- D. Serves as liaison with city officials and staff and general public
- E. Maintains standards for disbursement of funds for grant activities as directed; ensure current budget guidelines and program rules and regulations are followed.
- F. Prepares documents necessary for City Council approval of grant awards and grant purchases.
- G. Maintains accurate grant files and records and shares same with City Clerk

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

This resolution is in full effect upon its adoption this 20th day of August, 2019.