

City of Hanahan

Grant Management Administrative Policy

Purpose:

To establish and maintain policy and internal controls that provide reasonable assurance that the federal awards are being managed in compliance with all Federal Regulations and with the terms and conditions of the award. The City of Hanahan will follow the Uniform Department Guidance, and other specific grant requirements or guidance documents published by the federal granting agency, such as the United States Department of Treasury, as applicable. The City will adhere to all uniform administrative requirements, cost principles, and audit requirements, including Title 2 code of Federal Regulations (2 CFR 200); state and local guidelines will also apply based on awarding organization.

Policy:

This policy describes the procedures for the administrative responsibility of awards received as grants. The City, through designated staff and City officials, solicits and accepts awards from a variety of organizations for funding City programs and projects. Awards frequently require close coordination between different City departments and adhere to strict guidelines and requirements. This policy outlines the procedures and departmental roles and responsibility to centrally coordinate and track citywide efforts in grant management and administration.

The department that is requesting and/or administering the grant award shall be responsible for maintaining accurate and current information and complying with the general and specific guidelines and requirements of the grant award. This will include:

- Being knowledgeable of grant award requirements
- Ensuring the City complies with said requirements
- Providing accurate information to the Chief Financial Officer in the preparation of reports and requests for reimbursement of eligible costs, and
- Maintaining the proper written and electronic documentation and financial records consistent with said requirements.

In the event that more than one department is involved in requesting or administering a grant award, the departments involved will agree upon a designated lead department. The lead department will have overall responsibilities for administering the grant award consistent with this policy.

Internal Controls:

The City will maintain effective internal control over the federal award providing reasonable assurance that the City is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

The City will take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings. The City will take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive.

Council Approved 10/12/2021