GRANT POLICIES AND PROCEDURES

Overview

The City of Novi maintains decentralized grant application and program reporting, and centralized grant accounting and financial reporting. The Finance Department provides assistance and guidance in these areas and processes all payments as required by the grant, and will handle all aspects relating to the Single Audit (when applicable).

Procedures

- The department will present potential grant opportunities to the City Manager's Office for approval. While a great deal of time should not be spent until there is approval, the preliminary information should include: (1) grant purpose, (2) deadline the grant must be submitted, and (3) matching requirements.
- The City Manager's Office will determine if the grant should be pursued.
- After obtaining City Manager approval, grants that require matching funds must be approved by City Council prior to applying for the respective grant. Once the application is complete it shall be presented to City Council for approval. The department should provide a brief description, the grant purpose, and future implications of accepting the grant, both in terms of the program and the financing.
- Application is filed. The initiating department is responsible for following up with rejections.
- Once the grant has been approved by the outside agency and it is determined a budget amendment is required, the grant is brought back to City Council for final acceptance.
- The Finance Department will work with the initiating department on setting-up accounts, funds, etc., as required by the grant to track costs, revenue, etc., for ease of future reporting.
- The department will handle program monitoring and the Finance Department will be copied on all program reports.
- The financial reporting and audits will be processed by the Finance Department. and the initiating department will be copied on all financial reports.
- For financial reporting filed directly by the department copies will be sent to the Finance department to ensure requirements of the grant have been met. In cases where the Finance Department is providing all of the supporting information, the department need only forward the cover letter and summary.