

City of Rock Hill Grant Administration Financial Policies and Procedures

The City of Rock Hill has an extensive grant program with grants awarded from federal, state and nonprofit agencies. The direction of the City's leadership is to request grant funds from grantor agencies on a reimbursable basis. Strict policies and procedures must be followed to ensure grantee requirements are met and the City of Rock Hill documents all grant expenditures accordingly. The following steps outline the process that should be used when setting up grant accounts, paying invoices and requesting reimbursement from a grantor. The Grants Division is available to assist with the administration of grant funds. The type of assistance required must be agreed upon prior to a grant being awarded. This allows Grants Division staff sufficient time to ensure their work programs are ready to fulfill any requests once funds are awarded.

1. Contact your department's grant representative (Grants Committee Member). Your grant representative will alert the Grants Division about the award, the amount allowable for grant reimbursement, and required match.
2. Contact Finance/Accounting to set up an expenditure account associated only with your grant. This account number must be put on all invoices requested for payment that are associated with the grant funding awarded. If the Grants Division is assisting with managing the award, make sure they know the account number as well.
3. Send copy of award letter/grant agreement to Finance/Accounting.
4. Follow City of Rock Hill Purchasing Policies and Procedures when working on any grant procurement activities. The Purchasing Manager must review any RFQs/RFP's, contract for services, or other contract solicitation documents prior to their submittal. The Purchasing Manager is also a good resource for questions pertaining to procurement guidelines.
5. The department where grant funds are administered should assign a person responsible for receiving, reviewing and signing off on all invoices to ensure grant funding received fits within the parameters outlined in the grant award/agreement. Providing this signature states that costs charged to a grant are reasonable, allocable, and allowable. Where applicable, grants staff will additionally review submitted costs to ensure compliance with OMB CFR 200.

In addition to their signature, the designated staff person should also put the account number for the grant provided by Finance/Accounting on the invoice. The invoice must then be reviewed and approved via signature and date by the appropriate supervisor in the department.

Once approved by a supervisor, the invoice can be submitted via inner office mail for payment to Accounting. Any invoices approved for payment and submitted to Accounting must be documented in a spreadsheet. This is essential for compliance with the City of Rock Hill's CAFR (annual audit) and any audits completed by the grantor agency. If requested, Grants Division staff can assist with spreadsheet development.

In the event grant funds are being administered by the City's Grants Division, the assigned department contact should sign off approving accuracy of invoice and send the invoice to the assigned Grants Division staff member. The Grants Division Supervisor will approve invoices and

a staff member of the Division will work with Finance/Accounting to ensure payment for service is made. The Grants Division will keep a spreadsheet of costs associated with a particular grant.

6. In order to request funds to reimburse the City of Rock Hill for allowable grant invoices, follow the procedure provided by grantor agency in their policies and guidelines. When a payment is requested, send Accounting an email with the following information about the grant (if Department is managing, copy Grants staff member and vice versa).
 - Date of Request
 - Grant/Project Name
 - Grantor Agency name
 - Amount of Request
 - Expected delivery method (ie check or direct deposit)
 - Account number where invoice payment was initially made (number provided at time of grant award from Finance/Accounting).
7. Accounting will alert assigned department staff to receipt/deposit of grant reimbursement. If department assigned to manage grant funds receives reimbursement payment directly, they must provide the check and corresponding account number for grant to Accounting. Proof of reimbursement (ie. copy of check, notification of direct deposit) should be kept with reimbursement request. This information is available in the Finance/Accounting offices.
8. Grantor agencies typically list in their terms and conditions/grant policies requirements for financial reporting. Staff assigned to administer grant funds must make a time table of required reports and dates they must be submitted by. The Grants Division can assist with the identification of financial reporting requirements and the City of Rock Hill reporting schedules. All required grant reports will be entered into the responsible staff member's calendar for the entire grant period, along with a reminder at least 5 days prior to the due date to ensure timely submittal.
9. At least annually and prior to grant close out, staff managing grant funds should ensure their expenditures/reimbursements have been reconciled with the Finance/Accounting records available in Cayenta. Accounting staff can assist with retrieving information from this system.
10. Follow the City of Rock Hill's Information Technology Service's Departments policies and procedures with regards to disaster recovery and records retention.
11. In the event that a state, local, or Federal grant's guidelines have different or contradictory requirements, the City of Rock Hill will follow the grantor's policy to ensure compliance with grant agreements. If the grantor's requirements are *less* stringent than the City's policies, the City will continue to follow its normal procedures. Staff will be responsible for ensuring such conflicts are identified and resolved prior to commencing with grant funded activities.