



ADMINISTRATIVE DIRECTIVE

Title: Grant Management
Issuing Department: Finance
Effective Date: April 12, 2021
Approved: Terry Rozema, Town Manager
Type of Action: New

1.0 PURPOSE

Grant management is essential to streamlining the processes of grant proposal development, grant monitoring, and grant compliance. Adherence to and execution of the policies and guidelines presented in this directive during the lifetime of a grant will maximize the benefit of the grant for the Town and eliminate the potential for waste and non-compliance.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

- 3.1 Marana Town Code, Chapter 3-4: Procurement
- 3.2 Title 2, Part 200 of the Code of Federal Regulations (CFR): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- 3.3 Federal Funding Accountability and Transparency Act (FFATA)
- 3.4 Town of Marana Personnel Policies and Procedures Policy 1-2: Code of Ethics
- 3.5 Town of Marana Personnel Policies and Procedures Chapter 5: Work Rules and Employee Discipline

4.0 DEFINITIONS

- 4.1 Grant or alternate funding: A financial award that is externally restricted; subject to eligibility and implementation requirements and funding restrictions, as determined by the awarding agency.
- 4.2 Grantor: A federal, state, local, or private agency or organization, or an individual that provides a grant or alternate funding.

- 4.3 Grants Manager: Town employee in the Finance Department or designee who manages the Town's grant writing and administration, and coordinates grant management activities on a Town wide basis.
- 4.4 Intent to Apply for Grant form: The form used by Town personnel to obtain approval to apply for any grant funding; requires approval of the Department Head, Finance Department and the Town Manager's Office.
- 4.5 Program Manager: The Town employee seeking or receiving a grant or alternate funding; responsible for program administration, program compliance, and grant fund appropriation for the grant or alternate funding.

For additional definitions, see the Grant Management Manual.

5.0 POLICIES AND PROCEDURES

Grant Management Manual. The attached Grant Management Manual is hereby referred to, adopted and made a part of this directive as if fully set out here.

6.0 RESPONSIBILITIES

See Section 4 of the Grant Management Manual.

7.0 ATTACHMENTS

Grant Management Manual

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	4/12/2021

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.