



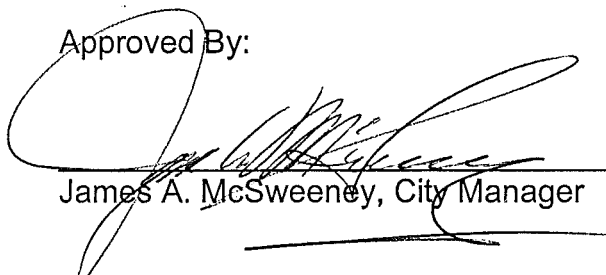
City of Lebanon ~ City Council Policy

Grants Policy

Policy Number: **01-01-C**

Effective Date: June 6, 2001

Approved By:


James A. McSweeney, City Manager

PURPOSE:

The purpose of this Policy is to establish guidelines and conditions to be used in applying for, accepting and expending unanticipated and anticipated funding from a state, federal or other governmental unit or private grant source which becomes available during the fiscal year.

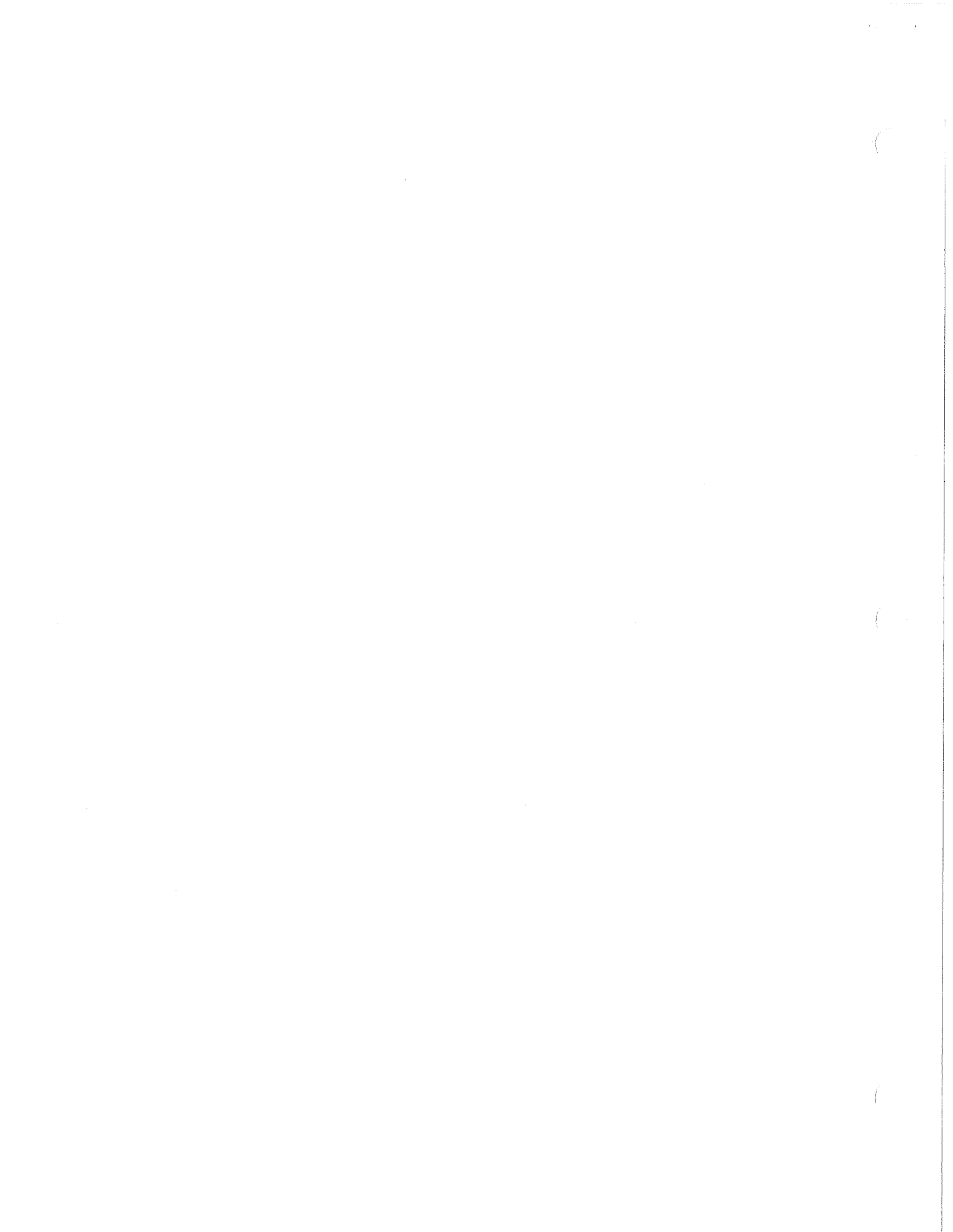
POLICY:

The City Manager is authorized to apply for, accept and expend unanticipated and anticipated funding from a state, federal or other governmental unit or private source which becomes available during the fiscal year.

- 1) Such funding shall be used only for legal purposes for which the City may appropriate money and shall not require the expenditure of other City funds except those funds lawfully appropriated for the same purpose.
- 2) Nothing in this Policy shall prevent the City from complying with the approval and authorization terms and conditions of any federal or state grant including the specificity of such approvals and authorizations and the conducting of required public hearings.
- 3) This authorization is indefinite until specific rescission of such authority by the City Council.

PROCEDURE:

Please refer to the Policy attached.





CITY OF LEBANON, NEW HAMPSHIRE

GRANTS POLICY

Adopted By Lebanon City Council: June 6, 2001

GRANTS POLICY

GRANTS POLICY

TABLE OF CONTENTS

Section	Title	Page
01	GENERAL PROVISIONS	5-6
01-101	PURPOSES	5
01-102	SPECIFIC REPEALER	5
01-102.01	<i>City Council Resolution of December 17, 1996.</i>	5
01-103	APPLICATION OF THIS POLICY	5-6
01-103.01	<i>Determination as to Unanticipated Moneys.</i>	5
01-103.02	<i>Unanticipated Moneys.</i>	5-6
01-103.03	<i>Anticipated Moneys.</i>	6
01-104	AMENDMENT OF THIS POLICY	6
01-105	EFFECTIVE DATE	6
02	AUTHORITY	7-8
02-101	CITY MANAGER	7-8
03	PROCEDURE	9-10
03-101	GENERAL	9
03-201	PRIOR TO APPLYING FOR UNANTICIPATED OR ANTICIPATED FUNDS	9-10
03-201.01	<i>City Manager Approval Required.</i>	9
03-201.02	<i>Local Matching Share.</i>	9
03-201.03	<i>Preliminary Information Required Prior to Application.</i>	9-10
03-201.04	<i>City Manager Determination.</i>	10
03-301	SUBSEQUENT TO APPLYING FOR UNANTICIPATED OR ANTICIPATED FUNDS	10
03-301.01	<i>Reporting to City Council.</i>	10

[Reserved]

GRANTS POLICY

01 GENERAL PROVISIONS

01-101 PURPOSES

The purpose of this Policy is to establish guidelines and conditions to be used in applying for, accepting and expending unanticipated and anticipated funding from a state, federal or other governmental unit or private grant source which becomes available during the fiscal year.

01-102 SPECIFIC REPEALER

01-102.01 ***City Council Resolution of December 17, 1996.*** The following Resolution, passed by the Lebanon City Council, acting in special session on Tuesday, December 17, 1996, is herewith repealed subject to adoption of this Policy:

“FOR THE PURPOSE OF authorizing the City Manager to apply for and expend unanticipated money from state, federal or other governmental unit or private sources which become available during the fiscal year.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that, after approval by the City Council, the City Manager is herewith authorized to apply for, accept and expend, without further action by the City Council, unanticipated money from state, federal or other governmental unit or private source which becomes available during the fiscal year.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City of Lebanon, that said authorization shall be indefinite until specific rescission of such authority by the City Council.”

01-103 APPLICATION OF THIS POLICY

01-103.01 ***Determination as to Unanticipated Moneys.*** Analysis of the inherent uncertainty of grant or other state, federal or governmental unit or private source funding, including certainty of availability, application time lines, appropriateness in terms of consistency with, and support of, established City and department goals and objectives, and funding levels is required. The identification of a potential funding source as *unanticipated* is subject to a determination based on past experience and on the best information currently available which conservatively categorizes the potential funding source as being either (a) *available with reasonable certainty* (clearly evidenced by official, binding written commitments); (b) *potentially available* (reasonably susceptible of being available); or (c) *uncertain as to availability*.

01-103.02 ***Unanticipated Moneys.*** A determination made concluding that the application for,

GRANTS POLICY

acceptance and expenditure of, a potential funding source from a state, federal or other governmental unit or private source may be reasonably categorized as either "*potentially available*," or "*uncertain as to availability*" qualifies such source as *unanticipated*.

- 01-103.02** ***Anticipated Moneys.*** Anticipated funding is subject to the normal budget process including appropriation and identification and designation of revenue sources. A determination made concluding that the application for, acceptance and expenditure of, a potential funding source from a state, federal or other governmental unit or private source is "*available with reasonable certainty*" qualifies such source as "*anticipated*."

01-104 **AMENDMENT OF THIS POLICY**

The City Manager may implement changes to this Policy without prior notice if it is deemed to be in the best interest of the City. This Policy is available for public review and inspection.

01-105 **EFFECTIVE DATE**

This Policy was adopted by the Lebanon City Council June 6, 2001 effective upon adoption.

GRANTS POLICY

02 AUTHORITY

02-101 CITY MANAGER

The City Manager is authorized to apply for, accept and expend unanticipated and anticipated funding from a state, federal or other governmental unit or private source which becomes available during the fiscal year.

- 1) Such funding shall be used only for legal purposes for which the City may appropriate money and shall not require the expenditure of other City funds except those funds lawfully appropriated for the same purpose.
- 2) Nothing in this Policy shall prevent the City from complying with the approval and authorization terms and conditions of any federal or state grant including the specificity of such approvals and authorizations and the conducting of required public hearings.
- 3) This authorization is indefinite until specific rescission of such authority by the City Council.

[Reserved]

GRANTS POLICY

03 PROCEDURE

03-101 GENERAL

Grant funds might support a variety of useful and needed City programs and service efforts. The application for, acceptance and expenditure of, such funding must be done in a context that does not overlook the risks and difficulties associated with grant funding and the possible or potential unexpected difficulties and hidden financial demands that may be placed on the City in either in the short-term or at a later date. An important concern is the inability to foresee the implication of grant programs. These difficulties stem from two principal sources: uncertainty about future grant funding levels and a lack of knowledge about how grant administrative and policy requirements will affect programs, costs and the achievement of City and City department goals and objectives.

03-201 PRIOR TO APPLYING FOR UNANTICIPATED OR ANTICIPATED FUNDS

03-201.01 *City Manager Approval Required.* Application for unanticipated and anticipated funding requires prior City Manager approval. The acceptance and subsequent expenditure of unanticipated or anticipated funding is likewise contingent on City Manager approval subject to analysis and determination as outlined in this Policy.

03-201.02 *Local Matching Share.* The responsible City Department proposing the application for unanticipated or anticipated funding is required to clearly identify the source of local financial matching requirements, if there are any.

- 1) If the local matching share consists of appropriated, funded and available spending authority, no further action is required beyond identification and earmarking.
- 2) If the local matching share does not consist of appropriated, funded and available spending authority, the procedures applicable to effecting a supplemental appropriation must be followed taking into consideration any special noticing requirements in connection with specific grant requests.

03-201.03 *Preliminary Information Required Prior to Application.* In order to understand the potential financial risks the City will bear by entering a grant program, or other program supported in whole or part through from other unanticipated or anticipated state, federal or other governmental unit or private source funding which becomes available during the fiscal year, and because financial and administrative requirements will affect City programs and costs, the following information shall be provided prior in connection with the City Manager's consideration and approval:

- 1) Size of the grant in the current year and in future years if funding is

GRANTS POLICY

- continued.
- 2) Identify: a) grant administrator; and b) In the event the grant application is to be written/submitted by a consultant, information on cost, which may be a good faith estimate, and the source of funds to pay the consultant.
 - 3) Number of employees it will add to the City's payroll, not including employees who may have to be paid from local funds if the grant is withdrawn or terminated -- if the City is to absorb these costs, the expenditure should be reviewed as a new program.
 - 4) Level of operating and maintenance costs, to be funded locally, associated with the grant program.
 - 5) Number of residents to be served and the method of service.
 - 6) Capability of the City's financial management system to adequately monitor grant monies.
 - 7) Probability of grant continuation, including how continuation is to be determined, and what long-term authorization has been given for the program at the granting source.
 - 8) Obligations imposed by accepting grant.
 - 9) Likelihood of continuing the program with City funding once the grant is exhausted or terminated.
 - 10) How will local/other financial matching requirements be met?
 - 11) Will a City operational or financial procedures have to be changed to meet grant requirements?
 - 12) Will any ongoing City programs be brought under state or federal regulations because of the grant program and, if so, in what way?
 - 13) What problem or need will go unmet if the grant is not accepted?
 - 14) How will utilization and implementation of grant funds contribute to the achievement of City and department/division goals and objectives?
 - 15) What is the time period the grant funds may be used?
 - 16) Project to be included in Capital Improvement Program?

03-201.04 ***City Manager Determination.*** Following receipt and analysis of the information outlined in Section 03-201.03 (*Preliminary Information Required Prior to Application*) the City Manager shall make a determination whether to approve or reject the application as proposed.

03-301 **SUBSEQUENT TO APPLYING FOR UNANTICIPATED OR ANTICIPATED FUNDS**

03-301.01 ***Reporting to City Council.*** Upon application for unanticipated or anticipated funding the City Manager shall apprise the City Council in summary fashion of the forgoing issues. Nothing in this Policy shall preclude the City Council from rejecting any grant offer.