

Rejecting Grant Funds

All grant solicitations and awards that the city does *not* wish to pursue/accept will also be reviewed by OMB and the Financial Management Team. Any department wishing not to pursue a funding opportunity will need to complete and submit an Internal Grant Rejection Form as well as a memo of intent that justifies non-pursuit. Funding availability and financial stability will be determined by the Financial Management Team and not the individual departments.

City Council Approval

All grant requests will be presented to City Council so they will be aware of the City's grant-related activity and have the opportunity to discuss and to make recommendations to City Administration.

For More Information Feel Free to Contact A Member of the Grants Team

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Checklist for Grants

- Request to the City
- Grant Application, which includes Dept responsible for the Grant writing and information
- Acceptance or Rejection Letter/Notice
- Council Communication
- Signed Grant Agreement / which includes minutes
- Budget Adjustment to include receiving the grant
- SF 425 Reports
- Progress Reports
- Closeout Reports
- Special Information not listed above

Grants Management Process



City of Saginaw
Office of Management and
Budget



Saginaw City Hall

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Saginaw, MI 48601

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Applying for Grants

Grants are becoming increasingly important to local governments across the country and the City of Saginaw is no exception.

Although it may be tempting to apply for every grant as soon as you see it, there is a process that must be followed for a number of reasons—budgeting, accounting, auditing, avoidance of replication, etc.

The image shows a portion of a 'Grant Approval Form'. At the top left is the title 'Grant Approval Form' and a small circular logo. Below the title are several sections:

- Contact Information:** Fields for 'City (County/State/Zip)', 'Sponsoring Department', 'Department Contact' (with a 'Phone' field), 'Grant/Project Name', 'Amount of Award', 'Issuing Authority', 'Funding/Match Local' (with a 'City/State of Award' field), and 'Grant Contact (name)' (with 'Phone' and 'Email' fields).
- Action Requested:** Checkboxes for 'Application', 'Award', 'Program Modification', and 'Budget Modification'.
- Description:** A text area for 'Description:'.
- Signatures:** A table with columns for 'Department Grant Contact', 'Department Head', 'Budget Analyst', 'OMB Director', and 'City Manager', each with a 'Date' column.
- At the bottom, there is a note: 'Please Submit to Office of Management and Budget with copies of all available grant documentation, including conditions, application, award letter, etc.' and a 'Grant Code:' field.

In order to apply for a grant, a Grant Approval Form (as pictured to the left) must be completed. A departmental grant administrator must be

designated and his/her signature must be on this form. In addition, the department head, Budget Analyst, OMB Director, and City Manager must review the document and sign it BEFORE you submit a grant application. It is crucial to have approval from all necessary parties in advance to ensure all grant funds are financially viable to the city.

Supplementary Information

The Grant Approval Form must be accompanied by:

- ◇ Grant Announcements, Addendums, requirements and Application Instructions
- ◇ Completed Grant Application and any Supporting Documents (If Applicable)
- ◇ Proposed program information (If Available)
- ◇ Proposed program budgets (If Available)
- ◇ Explicit Acknowledgement of Matching Fund Requirements and Potential Source of Matching Funds

OMB Review

OMB will review all information to ensure accuracy and completeness. OMB must approve of the application and the accompanying materials BEFORE the Financial Management Team sees the request. Once the Financial Management Team approves (or denies in some cases) your Grant Request Form, you will be notified and may then submit the Grant Application to the Authorizing Party for funding consideration.

All Grant Approval Forms should be submitted in a timely manner—as soon as you learn of the funding oppor-

tunity and can prepare the application. Should you learn of a grant with an immediate deadline of less than two weeks, OMB will be as accommodating as possible, case-by-case. However, the Financial Management Team will ultimately determine whether to pursue the opportunity based on their analysis of its financial viability. OMB will, if at all possible, present the Financial Management Team with each grant request at least two weeks prior to the grant application deadline.

Grant Monitoring, Reporting, & Audit

The Office of Management and Budget should receive copies of all correspondence with the Authorizing Party for the Central Grant File. The Central Grant File is kept for ease in referencing deadlines, reporting dates, requirements, etc. OMB will remind you of any important dates regarding your grants. It is also important for the Central Grant File to be as up-to-date as possible and accessible to the auditors.

Non-Fiduciary Funding

Any city department taking a non-fiduciary role regarding any source of grant dollars will need to complete and submit a Non-Fiduciary Grant Request Form. These forms are similar to the Grant Approval Form. They are available by request from OMB.