

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 1.33

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 7/1/15

**SUBJECT: CITY MANAGER'S OFFICE
AUTHORITY TO APPLY FOR GRANT POLICY**

SUPERCEDES: N/A

I. PURPOSE

The purpose of this administrative regulation is to ensure that each grant application submitted by or on behalf of the City of Chesapeake (i) supports the City's strategic priorities, (ii) identifies matching funds if required by the grantor, and (iii) addresses how the new project or program will be continued after the grant period ends. The policy also provides a uniform method of applying for grants.

II. SCOPE

This policy applies to all City departments and constitutional offices that seek grant funding through submission of a grant application or proposal on behalf of the City of Chesapeake and relates to all federal, state, local, and private grants.

III. POLICY STATEMENT

All applications, except those listed below under EXCEPTIONS TO THE POLICY, shall obtain City Council approval prior to being submitted to the granting agency. Grant renewal and/or grant continuation forms are considered applications.

IV. PROCEDURES

A. When a grant opportunity is identified, the department applying must:

1. Determine the suitability of the proposed program in addressing services provided to citizens or issues that are important to the City;
2. Determine whether the City is able to meet the grant guidelines, and
3. Review required assurances to ensure the City's ability to comply with the same.

A request for permission to apply for a grant is made via an Agenda Item Submission Package submitted to the City Manager before the grant application is submitted.

B. The Agenda Preparation Guideline, Submittal Schedule, and memo format can be found on the CityPoint website under "Departments," then "City Clerk's Office" or "City Manager's Office." The request to apply for a grant must include the following information:

1. Source of grant funding (e.g., notification of a grant opportunity), including name of grantor;
2. Application due date;
3. Estimated amount of funding including any matching funds;

4. Evidence of availability of other resources if a cash match is required;
 5. Summary of project to be funded (including purpose), and
 6. Contingencies (e.g., continuation of the project or staff positions after the grant ends).
- C. The City Manager's Office will route the agenda item to the Director of Budget and to the Director of Finance for pre-application assessment. During the pre-application assessment, the following financial and programmatic factors will be evaluated:
1. Financial:
 - (a) Total anticipated project cost;
 - (b) Match requirements and sources;
 - (c) Staffing requirements, including salary and benefits increases for multi-year grants;
 - (d) Documentation of a clear continuation plan, if applicable, and
 - (e) Reporting and compliance requirements.

Any potential issues or problems identified will be brought to the attention of the preparer immediately.

The departments must develop continuation plans (plans for sustaining grant funded programs in the event funding is reduced or terminated) prior to applying for grants, which plans reflect the potential for loss of funding and/or the loss of grant funded positions or programs components.

2. Programmatic:
 - (a) Alignment with City leadership's strategic priorities;
 - (b) Alignment with the City's mission and objectives;
 - (c) Alignment with department's or agency's strategic plan;
 - (d) Provision or expansion of services to address critical needs, and
 - (e) Department's or agency's capacity to administer the financial and administrative aspects of the grant.
- D. Once the Agenda Item Submission Package is approved by both the Director of Budget and the Director of Finance, the package will be routed to the City Manager's Office for further consideration before it is placed on the City Council's agenda.

V. EXCEPTIONS TO THE POLICY

The following are the only exceptions to this policy:

- A. Applications for recurring grants that ended in the immediately preceding grant period (or with no funding lapse) are exempt from this administrative regulation if they meet all of the following criteria:
 1. Necessary City resources, including cash or in-kind matches, are included in the department's budget;
 2. There are no significant changes in program goals or objectives;

3. There are no new requirements of continued local funding of the project, program, or staff positions after the grant period ends (grants that initially required local funding when the grant was first accepted are considered to meet this requirement), and
 4. The grant award was included in the City's operating budget and appropriation for the year covered by the award (City Council's approval of an appropriation is authorization to apply for the grant).
- B. If the department is not made aware of the availability of the grant in adequate time for the Agenda Item Submission Package to be approved by City Council prior to the grant application deadline, the application can be submitted if authorized by the City Manager. Notice shall be provided to the City Council through the City Manager of the grant application and the circumstances that required submission in advance of City Council authorization. This will not be a common occurrence. City Council may decline to accept any grant award if the grant does not meet the City's financial and programmatic factors.

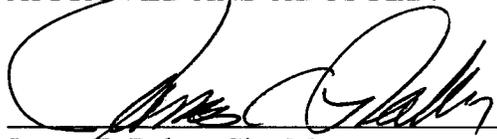
APPROVED AS TO FORM AND CONTENT:



Jan L. Proctor, City Attorney

6/30/15
Date

APPROVED AND ADOPTED:



James E. Baker, City Manager

7/1/15
Date