

TOWN OF HIGHGATE
GRANT MANAGEMENT POLICY

PURPOSE: The purpose of this Grant Management Policy is to recognize that the Town of Highgate is ultimately responsible for any grants awarded to it or to any of its boards, commissions or department and to establish procedures to increase efficiencies and to ensure adequate risk reduction.

REQUESTS FOR PROPOSALS: Highgate persons, agencies, organizations or committees who desire to apply for funding must first communicate their intentions to the Grant Administrator to avoid redundancy or inadvertent cross purposes of department requests. The project concept/ proposal must then be presented to the Selectboard for review and approval prior to submission to any funding agency. The presentation to the board should include benefits, compliance requirements and the necessity for any matching funds. The Selectboard shall be given adequate time for review prior to the application deadline date.

GRANT SUBMISSION: Once the final grant application is written, it must be approved by the Selectboard. A copy of the final signed grant application, including budget, should be given to the Finance Officer.

GRANT APPROVAL /DISAPPROVAL: Notification of approval or disapproval of each request should be provided to the Selectboard and Finance Officer.

GRANT AGREEMENT: The review of the resulting grant agreement shall be managed by the Grant Administrator in conjunction with the Finance Officer. The Selectboard must sign, or designate a signer for, the grant agreement.

MANAGEMENT: The management of the grant will be the responsibility of the Grant Administrator in conjunction, the Finance Officer and the pertinent department/committee requesting the grant. All aspects of the project will be handled in accordance with standards within this policy, as well as, Highgate's Purchasing Policy; VLCT's *'Contracting for Municipal Projects'* Manual; VTrans Specifications for Contractor Services; and any other applicable Federal or State requirements.

FISCAL: Receipts and payments, including any repayments, will be coordinated between the Grant Administrator and the Finance Officer to ensure that proper financial accountability is maintained. An accurate overview of all grants and their status shall be available to the Selectboard at all times.

RETENTION OF RECORDS: The Grant Administrator, in conjunction with the Financial Officer, will create a record of each grant sufficient to comply with the Federal Office of Management and Budgeting (OMB) OMB A-133 Rules for Audits (200.501 Subpart F-Audit Requirements), including an accounting of all grant expenses and their repayment. These files will be maintained the requisite period of time determined by the Grantor and/ or Auditors.

PROCUREMENT: Procurement of goods and services for grant projects will be in compliance with the Town of Highgate's Purchasing Policy and the OMB A-87 Cost Principles for State, Local and Indian Tribal Governments.

CONTRACTING: The Grant Administrator, in conjunction with the Financial Officer, will manage the contract development for any subcontracts resulting from a grant. The Contractor will provide proof of insurance to the requisite level of coverage and the subcontract shall involve the pertinent state and/or

federal standard contract provisions. Contracts of a substantial amount shall also be reviewed by the (VLCT) Underwriting Department, and/or Legal Counsel prior to signing to ensure the best interests of the Town are adequately protected. Bonding of a Contractor may also be required.

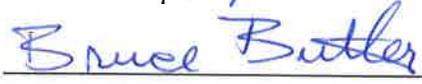
LINKS TO ATTACHMENTS REFERENCED IN THIS DOCUMENT-

- Highgate Purchasing Policy- https://www.highgatevt.org/index.asp?SEC=0F1E08D7-9E3B-411A-B3AD-4696A62FF524&DE=26B05AF9-092C-40C7-8BC6-A57FDC264EC0&Type=B_BASIC
- Code of Federal Regulations, Title 2, Grants and Agreements - <https://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/pdf/CFR-2013-title2-vol1.pdf>
- OMB A-133 Rules for Audits- https://one.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/04_OMBAuditsOMBCirA133.html
- OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments- <http://www.k12.wa.us/Title/workshops/OMBCircularA-87CostPrinciplesforStateLocalandIndianTribalGovernments.pdf>
- OMB-Circular A-102 Grants and Cooperative Agreements with State and Local Governments- <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/circulars/a102/a102.pdf>
- Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts under Federal Awards- <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appII.pdf>
- VTrans Specifications for Contractor Services- <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/Shared%20Documents/3.%20%20Procurement%20Forms%20and%20Templates/Master%20Specifications%20for%20Contractor%20Services%20June%202014.pdf>

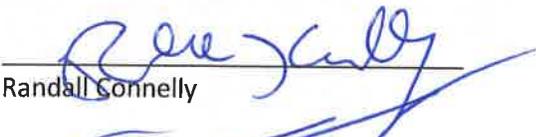
The foregoing policy is hereby adopted by the Selectboard of the Town of Highgate, Vermont, this 6th day of Dec., 2018 and is effective as of this date until amended or repealed.



Sharon Bousquet



Bruce Butler



Randall Connolly



Steve Lafar

Josh LaRocque