

## MEMORANDUM

**DATE:** January 21, 2022  
**TO:** Mayor Lankford & City Council  
**VIA:** Mercy Rushing, City Manager

GAJ

**SUBJECT:** Discuss and consider action on adopting a Grant Reporting Procedure for the City of Mineola.

**Council Meeting Agenda Item for January 24, 2022**

### **Background Information:**

In order for a city or any other agency to receive federal funding, certain policies and procedures are required to be in place. Each entity must develop and implement policies and procedures that ensure reports are submitted on time and include: the person or position responsible for submitting financial reports, how the costs are verified prior to submitting for reimbursement, and how the entity ensures deadlines are met. The City already follows these practices, but a formal procure is strongly recommended by the Federal Government. In the event a grant is ever pulled for monitoring or review, it is a good idea to have these policies and procedures in place.

### **Recommendation:**

Recommend approving the Grant Reporting Procedure for the City of Mineola.

### **Final Disposition:**



## **Grant Reporting Procedure**

- a) Recipient departments must prepare timely and accurate progress or programmatic reports as required by grantor. Every 30 days Financial Status Reports will be completed by Financial Manager; Quarterly Progress Reports will be completed 10 days before the due date by Project Director.
- b) The Project Director shall coordinate with the Finance Manager to submit all financial reports, grant budget adjustments, and reimbursement requests.
- c) Upon satisfaction with the report, the Finance Manager will authorize the report be submitted to the grantor. A copy of the report will be maintained in the master file.
- d) Programmatic reports shall be submitted to the Department Head for review. The Department Head will review any programmatic reports for content and quality and address any issues with and coordinate with the Project Director. Upon satisfaction with the report, the Project Director will submit the programmatic report to the Office of the Governor for review.
- e) Copies of all financial status and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the City Council, Mayor and/or City Manager at the time of submission to the grantor.
- f) Delinquent reports will not be tolerated and can lead to employee correction such as “write ups,” suspension and depending on the severity, termination.