

STAFF REPORT

August 26, 2019

Topic: Adoption of Federal Grant Management Policies and Procedures Manual

Discussion: In the FY18 “*Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on Schedule of Expenditures of Federal*

Awarded Required by the Uniform Guidance.” also known as the ‘single audit report’ the auditing firm of Melanson & Heath found no material weaknesses or significant deficiencies. However, they did note that the City lacked formal written policies related to federal awards as required under regulations issued by the Office of Management and Budget. It was recommended that the City adopt such policies as soon as practicable to ensure compliance.

The proposed Federal Grant Management Policies and Procedures Manual was drafted in response to this recommendation. Adoption of this manual will address the issue identified in the single audit report. It will not require large changes to current procedures as to a large extent it documents procedures currently in place. It has been reviewed by both the City Finance Department and SAU #30 staff.

Fiscal Impact: None

Staff Recommendation: The City Manager recommends that the Council adopt the Federal Grant Management Policies and Procedures Manual as presented.

This report submitted by: Glenn Smith, Finance Director

Proposed motion:

“I move to adopt the Federal Grant Management Policies and Procedures Manual as presented.”