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Signature: _____

PARKS & RECREATION

Date: 06/30/2016

Updated: 06/30/2022

Date To Be Reviewed: Five Years – 06/30/2027

Title of Document: 5.1.3 LOPR_Grants Procedures

Background:

Lake Oswego Parks & Recreation (LOPR) utilizes grants as a funding mechanism to achieve implementation of capital and other projects, to offset costs of providing programs and services, and to mitigate taxpayer investment in the agency.

Grants typically are accompanied with special requirements, such as how the grant is used, the timeframe of use, and specific monitoring, tracking and reporting conditions. Specific service and monetary match involvement are additional conditions. There may be negative consequences to an agency for failing to meet grant requirements.

This document defines LOPR considerations prior to applying for grants (especially to mitigate non-compliance of grant requirements) and the tracking and reporting mechanisms utilized to ensure proper administration and accounting of awarded grants. It specifically addresses the 4 topics below:

1. Grant Application
2. Grant Acceptance
3. Grant Monitoring
4. Grant Reporting

Procedure:

1. Grant Application

Applying for grants not consistent with the overall strategic direction of LOPR creates the risk that LOPR or the City will be required to spend matching funds that could be used for other purposes with higher strategic priorities. It also may commit LOPR to spend funds for maintenance, operations, or other purposes beyond the grant period that it is not prepared to do. If the proposed grant is over \$50,000 and/or matching funds are required, in order to ensure any potential grant is deemed a benefit to LOPR, a completed memorandum regarding the grant information shall be provided to the LOPR Director and appropriate Deputy Directors to include:

- a. The granting agency;
- b. The grant's purpose;
- c. The grant time period;
- d. The grant request amount;



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- e. The amount and recommended source of matching funds;
 - f. Any other future LOPR resource requirements;
 - g. Any special procurement requirements;
 - h. An explanation of how the grant supports LOPR's strategic priorities; and
 - i. Any significant reporting and compliance requirements.

The Director determines if the grant objectives, funding impact, resource support requirements, and timeline are consistent with the Strategic Profile, Recreation or Parks Strategic Plans, Council Goals that impact LOPR, and LOPR current action plans warrant application. The final decision to apply for a grant jointly rests with the Director and the Finance Department.

The Divisions within LOPR pursuing the grant typically are looking for funding for:

- Projects that are identified in master plans or concept plans
- Projects that are on the CIP list without dedicated funding
- Projects that have been identified through community conversations
- New programs or services

LOPR is made award of grants:

- Tracking and monitoring of potential grants through recognized organizations.
- Through other City employees, such as the Sustainability Program Manager.
- Solicitations from Adult Community Center current partners such as Brookdale, Clackamas County and ORPA.
- When the Adult Community Center starts a new program often the creators of the program offer grants.
- Solicitations (primarily email) from current partners including Clackamas Soil & Water Conservation, Mt. Hood Territory (Clackamas County Tourism) and Oregon Department of Education (Events & Luscher Farm)
- Annual research by staff of available grants (each year, we task one member of the team with researching potential grants for the year) (Events & Luscher Farm)

Considerations include asking questions:

- Do we meet the criteria to apply for the grant?
- Are there resources to meet the grant submission and reporting requirements? (staff support, matching funds)
- Are there resources to carry out the expectations of the grant?



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- If the grant is intended as seed money to start a program, are there resources to sustain the newly created program beyond the initial grant phase?
- Will the grant develop a program or expectation that is unsustainable for staff to maintain?
- If the grant is for a temporary program, how will participants react when the service is ended?
- Will the balance of the grant have to be paid back if not spent by a certain date?
- Can the grant amount be carried over if unspent?

2. Grant Acceptance

When Council Approval is Needed:

If matching funds are required as part of the grant award, staff will create a staff report about the award and submit to City Council for approval and a resolution number. Refer to the SAMPLE documents:

5.1.3.D LOPR_Iron Mountain Grant Award Staff Report

5.1.3.D.1 LOPR_Iron Mountain Resolution 17-20

If Council approval is not required, follow the steps below to ensure the finance Department is notified and able to set up the appropriate accounting mechanisms in Tyler. Make note of the internal tracking number provided by Finance and ensure all documents, invoices, POs have the number included on the documents.

Award Notification Steps to Notify the Finance Department of the award

- ✓ Submit copy of executed grant agreement to the Finance Department along with the 5.1.3.A LOPR_Grant Notification FORM.

TYLER Grant Accounts Request

- ✓ Submit the Grant Accounts Request for TYLER (pages 2-3 of 5.1.3.A LOPR_Grant Notification FORM)

Grant Number and General Ledger (GL) Accounts

- ✓ Finance will assign an internal tracking number to this grant.
- ✓ All GL accounts will be set up and the grantee/department contact will be notified.
- ✓ All related money received will be posted to the Tyler GL revenue account designed for this specific grant.
- ✓ All expenses related to this grant need to be coded to the Tyler GL expense account(s) or via e-time in payroll.



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Payment Approvals

- ✓ Always provide Finance a copy of submitted requests for reimbursement. Include the anticipated dollar amount and the internal tracking number assigned to this grant.

3. Grant Monitoring

– Potential Grants

LOPR Project Managers typically track and pursue the following grants:

- Metro Parks and Nature
 - Nature in Neighborhoods
 - Community Enhancement
 - Local Share
- Oregon Parks and Recreation Department
 - Local Government Grant Program
 - Recreational Trails Program
 - Land and Water Conservation Fund
- Oregon Heritage Grants
- National Recreation and Park Association Grants

Potential, applicable grants are tracked using a spreadsheet that identifies the following information: Refer to *5.1.3_LOPR_Sample Potential Grant Tracking_2022*.

- Grant name
- Link to grant website
- Deadline for submissions
- Funding limitations
- Match required (if applicable)
- Potential projects that meet the grant criteria

- Awarded Grants

Awarded grants are tracked using a spreadsheet. Refer to *5.1.3.C LOPR_Sample Awarded Grant Tracking spreadsheet FORM*.

Requesting Divisions are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods. Divisions must also monitor grants for compliance with all applicable federal and/or state regulations and ensure that grant expenditures are following grant and City procurement policies and procedures. Divisions should contact the Finance Department if assistance is needed with compliance issues.



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Divisions shall notify the Finance Department if:

1. There is a subsequent alteration in the funding configuration;
2. There is a subsequent alteration in the LOPR's financial obligation;
3. Grant funds will be carried forward into the next fiscal year; and/or
4. There is any notification that the grant will be terminated.

4. Grant Reporting

The requesting LOPR Divisions are responsible for providing financial reports to grantors. If it is determined that the report preparation is to be handled by the Finance Department, this must be communicated at the start of the grant period.

LOPR Divisions handling grant reporting are responsible for complying by the due dates with all reporting requirements of the grant including financial reporting and reimbursement requests. Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to LOPR. Grant reimbursement requests, when allowed by the granting agency, shall be completed at least quarterly within 30 business days from the end of the prior quarter. The Finance Department shall provide all necessary financial information upon request. All reimbursement requests shall be copied and forwarded to the Finance Department for review and monitoring of accuracy, completeness, and timeliness of revenue reimbursement requests.

Oversight Responsibilities

The Director and Deputy Directors shall ensure that their Divisions comply with these procedures, and shall issue Division-specific procedures, when needed, that are consistent with this document. Division-specific procedures may be more restrictive than the procedures stated in this document, but may not be less restrictive. The LOPR Director and Deputy Directors are responsible for oversight monitoring and communicating compliance with this procedure for their respective Divisions.

References

- 5.1.3 LOPR_Grant Award Summary 2018-2022
- 5.1.3.A LOPR_Grant Notification (Finance) FORM
- 5.1.3.B LOPR_Sample Potential Grant Tracking spreadsheet FORM
- 5.1.3.C LOPR_Sample Awarded Grant Tracking spreadsheet FORM



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Responsibility/Contacts: Director, Deputy Directors, Division Managers and Supervisors