

**CITY OF WEST ALLIS
RESOLUTION R-2022-0485**

RESOLUTION TO CREATE THE GRANT MANAGEMENT POLICY

CREATING SECTION 1214 OF THE POLICIES AND PROCEDURES MANUAL

WHEREAS, the finance director/comptroller is assigned the duty to administer a grant management policy; and

WHEREAS, the following grant management policy is adopted to provide the finance director/comptroller parameters under which to proceed to apply for an accept grants;

NOW THEREFORE, be it resolved by the Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **ADOPTION** “1214 Grant Management Policy” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

1214 Grant Management Policy(*Added*)

1. **PURPOSE:** The City of West Allis desires to create a consistent and orderly method to apply for and receive grants that provide critical funding for city business.
2. **ORGANIZATIONS AFFECTED:** This policy applies to any person seeking to apply for a grant on behalf of the City.
3. **POLICY:** The City will apply for grants to the extent that resources are available and grant funding is available with proper consideration to the terms and conditions of grant funding.
4. **REFERENCES:**
5. **PROCEDURES:**
 - a. A person may only apply for a grant under the following circumstances:
 - i. For grants under \$10,000, no application may be submitted without approval from the department head who is responsible for the grant.
 - ii. For grants of at least \$10,000 and less than \$50,000, no application may be submitted without approval from the city administrator.
 - iii. For grants of at least \$50,000, no application may be submitted without approval from all members of the administration and finance committee. If the city administrator notifies all members of the administrative and finance committee of the grant application and no member objects within 5 working days, the application is deemed to be approved.

- b. No grant award may be accepted unless approved by the Common Council.
- c. Grants requiring the hiring of personnel shall continue to follow the specific ordinances and policies of the City relating to the position or class of position involved.
- d. The finance director/comptroller shall be responsible for coordinating the annual Single Audit as required for federal or state purposes.

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Angelito Tenorio	_____	_____	_____	_____
Ald. Vince Vitale	_____	_____	_____	_____
Ald. Tracy Stefanski	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Thomas Lajsic	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Rosalie Reinke	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____

Attest

Presiding Officer

 Rebecca Grill, City Clerk, City Of
 West Allis

 Dan Devine, Mayor City Of West
 Allis