

## City of Bozeman Grant Routing Cover Sheet

This form is used in conjunction with [Administrative Order 2014-01](#), adopting the Grant Application and Reception Policy. When a Department Director signs grant documents under this provision, they are certifying that they understand and will carry out the provisions of the grant and its impact on city operations and finances. All the required boxes must be initialed by the appropriate departments. Use a separate routing sheet for each phase of the grant process. Utilize assigned grant number for each phase for tracking purposes.

Grant Document Title: \_\_\_\_\_ Grant # (issued by City Clerk): \_\_\_\_\_

CFDA # (applies to Federal grants) \_\_\_\_\_ Grant Total: \_\_\_\_\_ Grant Match: \_\_\_\_\_

Department: \_\_\_\_\_ Grant Project Manager: \_\_\_\_\_

Phase of Process:      Notice of Intent                      Application                      Award/Contract

Date Document Signed: \_\_\_\_\_

For all grants <u>under \$20,000 in value.</u>	Department Director	Finance Office	City Manager	Original Signed Grant Documents to City Clerk
Does not require approval on Commission meeting agenda				

For all grants <u>over \$20,000 in value.</u>  <i>*Department Director initials verify notification to City Commission and City Manager within 30 days of grant application.</i>	Department Director	Finance Office	City Manager	Original Signed Grant Documents to City Clerk
REQUIRES City Commission Approval DATE of COMMISSION MEETING: _____ Presented by: _____ Consent                  Action				

## **Staff Instructions for Use and Expectation of Review**

### **Department Director**

- Fully understands the grant and its impact on city operations and finances and intends to carry out the grant provisions if awarded
- Written notification to City Commission and City Manager if grant is over \$20,000
- Coordinates with legal staff or applicable departments for all sub-recipient or related contractual documents associated with the grant

### **Finance Office**

- Receives copies of grant documents and/or accounts for potential impact on city finances

### **City Manager**

- Authorizing signature

### **City Clerk**

- Issues grant routing number
- Retains copy of original signed documents
- Tracks grant documents by number