



**TOWN OF RAYNHAM**  
*SELECTMEN AND BOARD OF HEALTH*  
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## **TOWN OF RAYNHAM POLICY FOR GRANT MANAGEMENT**

### **1. PURPOSE**

The purpose of this policy is to ensure that grants are efficiently and appropriately managed by the respective departments and boards that receive the grants and help ensure the Town is in legal compliance with State law regarding grants.

Prior to acceptance of a grant award, the Town shall consider any specialized requirement or requirements that apply to the general operations of the grant, specific compliance rules, monitoring of other parties (e.g., sub-grantees) that may receive resources from the grant, specialized reporting requirements, and any long-term commitments required by the grant. Effective grant management helps promote the pursuit of grants that are in the Town's best interest, assures the timely reimbursements to optimize cash flow, and guards against year-end account deficits. Departments/boards shall work cooperatively and expediently to ensure timely realization of grant awards in the interest of the Town.

### **2. POLICY GUIDELINES**

Operating departments through their department heads or a designated grant project manager have primary responsibility for seeking grant opportunities, preparing applications, and managing awarded programs.

The Town Administrator shall be notified by departments/boards of all grant applications in advance of submittal. For any grant that is more than \$10,000 and requires matching funds (not just in-kind contributions of staff and materials), the Town Administrator shall place the grant application on the Board of Selectmen agenda for its review and, in cases where the Board of Selectmen serves as the appointing authority of the department, pre-approval of the submittal. The Town Administrator will then make a determination as to whether any application should be submitted to the Town Counsel for a legal review. Following this, the project manager will submit the grant application to the grantor and forward a copy to the

Town Administrator.

As required by Massachusetts General Law Chapter 44, Section 53A, once a grant has been awarded, no department/board shall expend grant funds, until a fully executed agreement has been accepted and approved for expenditure by the Board of Selectmen. Grants received by local government organizations which are legally independent from the Town, including the Bridgewater-Raynham Regional School District and other regional school districts; Raynham Center Water District; and North Raynham Water District are legally excluded from needing approval from the Board of Selectmen.

When a department/board seeks grant funding for projects and/or services, it is critical that the Town is fully aware of any requirements such as matching funds, in-kind contributions, or any ongoing financial obligations that will need to be sustained beyond the project period. If a grant requires matching funds, the responsible department/board is required to seek approval from their appointing authority to commit those funds for the project. If matching funds are not readily available, a Town Meeting request may be necessary. Matching funds must be encumbered and/or transferred to an appropriate account for reporting and tracking purposes. This prevents funds promised to the grantor from being spent on any other expenditure. If a grant requires in-kind contributions of staff time or materials, the responsible department/board must ensure that the department has the capacity to follow through with this commitment, including the required tracking of staff time. If the in-kind contributions rely on commitments from other departments/boards, the responsible department/board is required to get a formal commitment from the other departments/boards to ensure that they understand the nature of the commitment and can participate in the required tracking.

As a legal contract, every grant agreement must be fulfilled in accordance with its prescribed terms and conditions, as well as applicable federal, state, and local regulations. Failure in this regard exposes the Town to legal and financial liabilities and compromises future grant funding.

The Finance Director/Town Accountant is responsible for consulting with departments/boards on grant budgetary matters, accounting for grants in the general ledger, monitoring grant expenditures in excess of revenues, and distributing monthly reports of grant expenditures to departments. The Finance Director/Town Accountant will also maintain a database of all grants and grant activity from inception to closure. The departments and boards are responsible for ensuring consistency with award requirements and tracking the timeliness of reimbursement requests.

### 3. IMPACT ON OPERATING BUDGET

The current and future impact on the operating budget shall be analyzed for grants funding positions or requiring in-kind contributions of staff time or materials. When allowable, the cost for providing benefits, such as health insurance and Medicare payroll tax, should be included in the grant budget to cover the Town's cost of providing those benefits.

### 4. IMPACT ON CAPITAL IMPROVEMENT PLAN

For grants for capital purposes, defined as costing more than \$10,000 and having a useful life of four years or more, the Capital Planning Committee shall render a recommendation as to whether the grant should be applied for and/or accepted by the Town. Similar to any other type of capital request, the Capital Planning Committee shall consider the matching cost to the Town of the grant, benefit, and timing and the effect the grant will have on the Town and its financial condition.

Adopted this 30th day of April 2024 by vote of the Board of Selectmen.

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PATRICIA A. RILEY, Chair

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JOSEPH R. PACHECO, Vice Chair

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KENNETH J. COLLINS, Clerk