



TOLEDO FIRE & RESCUE DEPARTMENT



AD-14 Invoicing FPB

AD Manual

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Purpose

The purpose of these Grant Management Guidelines is to develop, implement and maintain meaningful grant oversight and coordination for the Toledo Fire and Rescue Department (TFRD), thereby increasing grant-related revenue, ensuring grant compliance, and improving the efficiency and impact of programs and services funded through grants. These guidelines create an internal system of application, approval, accounting, financial administration and reporting of grants for use by various TFRD bureaus.

Policy/Procedure:

1) Grant Coordinator

1. The department will identify a Grant Coordinator to oversee the departments grant program.
2. The Grant Coordinator will keep the City of Toledo's Grants Commissioner updated on the department's grant program as required.

2) Coordination Applications Procedure

1. The Grant Coordinator will maintain a master list of grants, both awarded and pending. This list is to be made available upon request.
2. All bureaus will report their intent to apply for a grant to the Grant Coordinator.
3. The Grant Coordinator will work with the TFRD Executive Fiscal Administrator and the Fire Chief for approval to move forward with a grant application.
4. The Grant coordinator will report all grant applications to the Fire Chief prior to submission.

3) Grants Management Tracking List

1. The department will maintain a grant management master list of all grant applications that have been awarded, denied and pending.
2. The purpose of this lists is to improve coordination, enhance oversight, and provide a snapshot of the current Department wide grant management needs.

4) Financial Management Systems

1. The Department shall have in place financial management systems, including records documenting compliance with Federal regulations, and terms and conditions of the Federal award. The systems are sufficient for required reporting and for tracing funds to a level of expenditures adequate to establish that such funds have been used according to the grant terms and conditions and Federal regulations. [2 CFR 200.302(a)]

5) Grant Administration and Oversight Requirements

1. The Department acknowledges its responsibility for oversight of the operations of State and Federal grants. The Department monitors grant activities through a variety of means to assure compliance with applicable Federal requirements and to ensure that performance expectations are achieved.
2. The Department fully participates in the reporting, auditing and monitoring requirements for each grant.

6) Internal Controls

1. The Department shall establish and maintain effective internal control over the state and Federal award that provides reasonable assurance that the Department is managing the award in compliance with statutes, regulations, and the terms and conditions of the award.

7) Equipment Management Requirements

1. It shall be the policy of TFRD to adhere to the requirements of 2 CFR 200.313(d)(I), as it applies to the Equipment Management requirements related to any and all Federal grants awarded to this agency.
2. The following mechanism must be utilized to oversee the Federal Funded equipment purchased by a Federal Award.
 1. A description of the property
 2. Serial Number/ID number
 3. Source of funding for the property
 4. Who holds the title (if applicable)
 5. Acquisition Date
 6. Cost of property
 7. Percentage of federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data, including the date of disposal and sale price of the property (if applicable).

3. TFRD will track all Federal Grant related equipment by the following:

1. A general description of the property
2. All serial numbers or other forms of identification numbers will be tracked to each piece of property
3. The source of the funding will be placed on the inventory sheet of all equipment purchased
4. Documentation will be provided on any title holding equipment
5. All acquisition dates will be monitored and labeled with the serial numbers or other forms of identification numbers.
6. The costs of each piece of equipment must be documented in accordance with all serial numbers/identification numbers
7. A general description must be documented on how the equipment was purchased, the location of the equipment, use and condition of the property, any date of disposal, and any data related to the sale of any piece of equipment purchased by Federal Award.
8. A physical inventory must be taken and results recorded on the equipment annually
9. Any loss, damage, or theft of the property shall be reported to the Grant Coordinator. In the event of any loss, damage, or theft the department will conduct an investigation and document all results found.
10. All equipment must be thoroughly inspected periodically and report any issues to the Grant Coordinator.
11. In the event of any disposal of grant related equipment; serial numbers, disposal the date, item inventory list. description, and reasoning must be documented and removed from the inventory list.

4. Federal Grant Procurement

1. Any Purchases that utilize federal funds shall be made in compliance with the Code of Federal Regulations (CFR) Title 2 Parts 200.318 to 200.327. (www.ecfr.gov), as well as the City of Toledo's Purchasing Policies and Procedures that covers general procurement policy.

5. Federal Grant Record Retention:

1. It shall be the policy of TFRD to adhere to the requirements of 2CFR-200.333, as it applies to the retention of all records related to any and all federal grants awarded to this agency.
2. All grant, financial, and administrative records related to any federal grant shall be maintained of the for a Federal period of Financial three (3) Report years (FFR) following (SF-425). the date of the final submission of the Federal Financial Report (FFR) (SF-425).
3. If applicable, time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained as well.
4. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement, or transfer of the property and equipment.

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