



City of Richmond

GRANT PROCEDURES MANUAL



Introduction

Welcome to the Grant Procedures Manual, a comprehensive and vital resource that is your key to unlocking the information and guidance you need to succeed in securing and managing grants. This manual is not just a resource but a crucial tool that empowers you with the knowledge and skills to navigate the grant landscape confidently. Your role in this process is invaluable, and this manual is designed to support and guide you throughout every step of the way.

Securing grant funding is a challenging and competitive endeavor. However, with the proper knowledge, skills, and resources, you can significantly increase your chances of success. The Grant Procedures Manual provides unwavering support, guiding you every step of the way and instilling the confidence to achieve your program and project goals. You are not alone in this journey; this manual is your reliable companion.

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Grant Management Process

Navigate the Grant Management Process in 11 Steps

PRE-AWARD



Identifying Funding Opportunity



Share funding opportunity with City Grant Coordinators
AskGrants.gov



Grant Writing/
Proposal Development



You won the award!
Award Acceptance



Grant Coordinators and
CAO's Office Review



O&R Process for **new**
grant award or
grant variances



Grant Set Up
Dept. of Finance SOP



Save grant documents in eCivis



Grant
Implementation



Closeout



Monitoring & Reporting

POST-AWARD

Summary of the Grant Management Process

Navigating the Grant Management Process in **Eleven Steps**:

1. **GRANT SEARCH:** Utilize grant search engines to find available grants. Evaluate eligibility and alignment with goals. Decide if your department should pursue, pass, or prepare for the next grant cycle.

2. **GRANT AWARENESS:** Before submitting your grant application, email your program and project idea(s) to the Grant Coordinators at AskGrants@rva.gov. This step fosters interdepartmental partnerships and community collaborations while also reducing grant duplications.

3. **GRANT WRITING:** Prepare the grant application using the Notice of Funding Opportunity (NOFO). If applicable, invite program and project partners to participate in the grant writing process. Draft proposal narratives, create a budget and justification, and gather supporting documents.

4. **INTERNAL REVIEW & APPROVALS*:** Email the **Grant Cover Sheet**, Application, and additional documents to CAO-Office@rva.gov and AskGrants@rva.gov. Include the requested grant amount, match, community partnerships, and other relevant details in the body of the email. **Once approved**, submit the grant application, confirm receipt, and track status.

5. **GRANT AWARD/ACCEPTANCE:** Review terms and conditions, negotiate changes if needed, and email the **Grant Award Letter**, **Grant Cover Sheet**, and additional documents to CAO-Office@rva.gov and AskGrants@rva.gov for review and signature.

6. **Ordinance and Resolution Process:** If the department applies for a new grant not included in the special funds section of the budget book, or if the proposed or adopted award amount changes, submit an O&R in Granicus.

7. **GRANT SET-UP:** Refer to the Department of Finance (DOF) Grant Setup Checklist.

8. **SAVING THE GRANT:** Upload and save the Grant Application to eCivis.

9. **BEGIN PROJECT OR PROGRAM:** Begin the project or program and refer to the terms and conditions throughout the grant's life.

10. **PROJECT/PROGRAM REPORTS:** Submit financial and performance reports, conduct evaluations, and maintain compliance with funder requirements.

11. **GRANT CLOSEOUT:** Submit final reports, ensure records retention, and reflect on lessons learned for future applications. For grant closeout, refer to the Department of Finance.

*Email the Special Funds budget page to the CAO's office to ensure the award amount was adopted for the appropriate fiscal year.

Grant Awareness

Grant awareness is a powerful tool that equips organizations with the understanding and knowledge of available grants, particularly funding opportunities for various projects, programs, and research. It empowers you to access financial resources, advance your goals, and positively impact your respective departments.

A. Program Assessment

To secure grant funding for your department, it's crucial to start by identifying a program or project that requires funding. Think strategically about your department's goals and objectives, and consider developing new projects or expanding existing ones that your department could undertake with additional resources. Consider the areas where programs need improvement or where there are waiting lists for services. Collaborate with your team members and other city departments to generate ideas for program enhancements and identify the necessary resources to achieve them. Gather information on the initiative, including existing models, evidence-based programs, and relevant statistics, to support the need for the project. Having robust data to support your request can significantly enhance your chances of receiving a grant award. Summarize your ideas, the program, and its requirements in writing to prepare a proposal for grant funding.

When applying for competitive grants, municipalities often find securing funding challenging as independent entities. Grantors typically prefer to fund partnerships and collaborative projects, as these can significantly strengthen grant applications for several reasons:

- Enhanced Expertise
- Increased Credibility
- Broader Reach and Impact
- Mitigation of Risks
- Strengthened Evaluation Plans
- Support Sustainability
- Alignment with Funder Priorities

Collaborations combine diverse strengths, resources, and perspectives to develop more comprehensive and impactful grant applications. Utilizing collaborators' collective expertise and resources can enhance your competitiveness and increase the likelihood of securing project funding.

As your department outlines the program's scope, create a list of potential project partners. This list should encompass all organizations with which your department has ongoing relationships or has shown interest in collaborating. These organizations may include other city departments, nonprofit agencies, community-based organizations, universities or colleges, local businesses, regional organizations, or civic groups.

◆ - **Contact the Grant Coordinators in the Budget and Strategic Planning Department at AskGrants@rva.gov to share your program or project idea and grant funding needs.**

B. Grant Research

Grant research can be frustrating and time-consuming, but various resources are available to help locate grant opportunities. The City of Richmond (COR) subscribes to two primary resources:



eCivis: eCivis is the central hub for all grants. The City of Richmond has a contract with eCivis, a grant search engine and grants repository. eCivis helps find the latest federal, state, and private funding opportunities and sends regular updates on new and updated grant opportunities. Grant seekers can use "keywords" to search for a specific program or project. eCivis is accessible online at www.eCivis.com. Each department needs to designate a point of contact (POC). The Grants Team will grant access to eCivis with a single sign-on. The Grants Team will provide eCivis training.

eCivis users can research and save grant funding opportunities, create workspaces for interdepartmental collaboration, subscribe to grant notices and updates, generate reports, and more.



Grants.gov: Departments can use <https://grants.gov/> to find and apply for competitive grant opportunities from federal agencies. Register at <https://grants.gov/applicants/applicant-registration> to subscribe, set up a profile, and get automatic email alerts for relevant federal grants. You will need the City of Richmond's Identification Numbers to register. Refer to pages 9-10 or email AskGrants@rva.gov for assistance.

Grants.gov users can research and save grant funding opportunities, subscribe to grant notices and updates, and apply for grant funding. The Grants Team can create workspaces for interdepartmental collaborations.

- **Additional Grant Search Resources:**

- [Office of Justice Programs \(OJP\) Current Funding Opportunities](#)
- [Office on Violence Against Women \(OVW\) Open Solicitations](#)
- [Office of Community Oriented Policing Services \(COPS Office\) Grants](#)
- [Grants | Virginia Department of Criminal Justice Services](#)
- [The Grant Portal](#)
- [Grant Watch](#)
- Grantor's Website or Portal

C. Eligibility Requirements

Before applying for a grant, it is essential to review the eligibility requirements. Since grants can take over 100 hours to complete, it is recommended that you consider forming a team to assist with preparing and writing competitive grants. A department can determine eligibility by conducting an eligibility review:

1. Once the department identifies a prospective grant, contact the Grants Team before moving forward to review the grant's Notice of Funding Opportunity (NOFO) or Funding Opportunity Announcement (FOA), the Request for Proposal (RFP), and the application package. Ensure the

department is eligible and meets all the grant's requirements, including match requirements. Review the grant deadline to ensure the department can submit a timely application. Click the link to learn more about [Grant Eligibility](#).

2. Review any unknown grant terms in the [Glossary of Grant Terms](#) and the key terms included in this grant's manual.
3. Review the grantor's unique conditions. These conditions outline specific requirements that must be met to comply with grant requirements.
4. Review the funding organization's website, mission, and prior grant award recipients. Grantors, whether federal or nonfederal, fund projects that further their mission. Funding objectives can be found in Program Announcements (PAs), Requests for Grant Applications (RFAs), Requests for Proposals (RFPs), and annual reports. The department's proposal should support the organization's mission and the purpose of the grant, as presented in the solicitation.

D. Authorization to Apply for the Grant

Authorization from the Grants Team (Budget and Strategic Planning Department) is required to start the grant writing process. The Department Point of Contact (POC) must formally submit the [CAO Grant Cover Sheet \(Appendix A\)](#) to the Grant Coordinators for approval. The Grant Cover Sheet is a requirement and must be signed by all parties before the POC submits the grant application. Complete the form using the [CAO Grant Cover Sheet Instructions \(Appendix B\)](#).

The Grants Team will notify all parties of the following:

- Duplicate interests of the same grant funding opportunity
- Inability to provide an in-kind or cash match
- Capacity to successfully submit a competitive application

Grant Writing

Grant writing is crafting proposals to secure funding from grant-making organizations, government agencies, foundations, or other funding bodies. It involves creating a persuasive and well-researched document that outlines the project or program for which funding is sought and demonstrates why it deserves financial support. While success is not guaranteed, thorough preparation and a well-crafted proposal can significantly increase the chances of securing funding.

It can be challenging for independent organizations to secure grant funds in the present times. Collaborative partnerships within the community are gaining more importance to the community and the grantors. Being timely and involving community partners in the grant writing and review processes is recommended. The department may need to establish partnerships and agreements to apply for grants. It is crucial to define the roles in collaborative grant efforts. One way to achieve this is by using a

Memorandum of Agreement (MOA) or a Letter of Agreement (LOA). Here is an example of a [Memorandum of Understanding](#).

If you require any letters of support or commitment for your proposal, please request them or visit Grants | StarNet for a letter of support template or a sample letter of support. Please note that a detailed commitment letter can significantly increase the likelihood of securing funding for your proposal. A well-crafted letter of support should accomplish most, if not all, of the following goals:

- Acknowledge the importance and potential impact of the proposal.
- Express confidence in the applicant's ability to complete the proposed work.
- Provide specific examples of how the proposal aligns with the objectives of the funding organization.
- Explain how the proposal aligns with the broader goals of the field or industry.

If necessary, conduct further research to gather the statistics and data required for your grant proposal. Effectively demonstrate the project's need, using these statistics to argue why the City of Richmond should receive the grant funds.

1. The resources below provide statistics and links for Richmond and the state of Virginia.
 - [Regional Data & Analysis | Richmond Fed](https://data.oecd.org/)<https://data.oecd.org/>
 - <https://datausa.io/profile/geo/richmond-va>
 - <https://cor.maps.arcgis.com/home/index.html>
 - <https://www.census.gov/quickfacts/richmondcityvirginia>
 - <https://www.census.gov/programs-surveys/acs/data.html>
2. When incorporating statistics into your grant application, ensure they are correctly referenced. Below is a downloadable guide to referencing statistics using several different reference styles:
 - [APA Formatting and Style Guide \(7th Edition\) - Purdue OWL® - Purdue University](#)
 - [Free Citation Generator - APA, MLA, Chicago | Grammarly](#)

Prepare the grant proposal and budget documents. The grantor may provide a budget document and require its use and inclusion with the grant application. Review the NOFO or the grantor's online grants management system for resources before creating a new document. While there is no substitute for a good idea, a successful grant application is an excellent exercise in communication. It does take time, so adjust your schedule accordingly. Remember that writing the application text is only half the work; the other half involves assembling budgets and other required documents.

Allow four to six weeks to curate a comprehensive and competitive grant application. Ensure that the reviews of the Grant Coordinators (within two business days) and the Chief Administrative Officer are completed at least ten business days before the due date. Additional days are required if the grant application requires a review and signature from the Department of Finance (DOF).

Review the [Grant Writing Dos and Don'ts](#) as you go! Leave the Table of Contents (if applicable) and the abstract to write last.

A. Writing the Narrative

- Adhere to the grantor's requirements on format, length, and elements to be included. Failure to do so can result in not being awarded funds.
- Provide reviewers with all the necessary information in the format they expect to see.
- Try to get a copy of a successful grant as a model.
- Think about the short-term vs. long-term outcomes of the grant activities and how the project will produce measurable outputs in service of a larger goal.
- **Tell them what you are going to tell them, and then tell them what you told them. Repeat the same information, ideas, or themes consistently** throughout the proposal. For example, have a section in the methods for each specific aim and repeat the aim verbatim at the beginning of that section. Be sure to use their language!

Write the abstract last as an accurate summary and a grant preview.

B. Writing the Budget

Develop your budget. Be sure to show how the grantor's money will be spent on the needs outlined in your Project/Program narrative or Objective Statement. Show how your budget is reasonable and consistent with your outlined needs. Most grant applications require a written justification, or budget narrative, for each line item in the budget. Be sure to indicate how that item is essential for your grant. It would be best to justify why you need it to implement the project. Detail the costs of your project:

- **[Direct Costs](#) are line items or explicit project expenses, including personnel and the necessary materials for the project.** Personnel costs can include salaries, benefits, and consultant fees. Other direct costs include equipment, supplies, travel, and publication expenses. Each cost is listed on a separate line in your budget.
- **[Indirect Costs](#) refer to expenses essential for an organization's operation but are not directly linked to a specific project, activity, contract, or grant.** Examples of indirect costs include the time spent processing payroll, planning and brainstorming for a project, and completing procurement for equipment purchases. These costs are also known as administrative and facilities costs (F&A).
- **[Matching Funds](#)**, also known as cost-sharing or matching contributions, refer to the portion of project costs not covered by the grant award that the grant recipient or other sources must provide to supplement the grant. Many grant programs require or encourage applicants to provide matching funds, demonstrating their commitment to the project and leveraging additional

resources. Types of matching funds include cash contributions, in-kind contributions (such as donated goods or services), or a combination of both. The grant guidelines will specify which types of contributions are eligible for matching. Collaboration with other organizations and stakeholders can be valuable in identifying and leveraging matching fund opportunities.

● - The [Department of Justice \(DOJ\) Financial Guide](#) and the [Code of Federal Regulations](#) compile laws and regulations governing the financial management and administration of DOJ grants. They can be helpful resources when creating budgets and budget narratives for federal, state, and local grants.

Each city department has a Budget Analyst. The Budget Analyst must confirm matching funds and sign the CAO Grant Cover Sheet.

It is essential to project your budget as accurately as possible. Underestimating the budget can indicate a lack of understanding of your project. On the other hand, padding the numbers or overestimating can suggest that you are trying to get more funding than you need. Therefore, ensure all relevant details and justifications for the costs are included in writing.

● - If the grantor provides a budget template, use it. The template is typically formatted with formulas for the Federal Insurance Contributions Act (FICA), consultant rates, and other relevant details.

C. Other Commonly Required Information

Congressional District – Click [here](#) for the Congressional District Locator, which is searchable by address.

Census Tract – Click [here](#) and [here](#) for the Census Tract Locator that is searchable by Address.

City's arc GIS Census Tract Map: [Census Tract 2020 | Census Tract 2020 | Richmond GeoHub \(arcgis.com\)](#)

City of Richmond's Identification Numbers and Contact Information:	
SAM Unique Entity ID (UEI)	EG4LF5GYLK81
Federal Employer Identification Number (FEIN)	546001556
State Employer's Identification Number	001219954-6
Federal Information Processing Standards (FIPS) Code	760
City of Richmond's Identification Numbers and Contact Information cont.:	
CAGE Code	9D552
FEMA/CID	510129# or 5101290041E
Congresional District	04
CAO's email address	CAO-Office@rva.gov
CAO's office number	804.646.7978

City of Richmond's Address	City of Richmond 900 E. Broad Street Richmond, VA 23219
City of Richmond Phone	804.646.7000

D. Using Artificial Intelligence

Our responsibilities as grant professionals include collecting information to enhance the project or program narrative and justify the need for support. At times, we may seek the assistance of artificial intelligence (AI) to provide guidance and support in areas that require more in-depth analysis and evaluation. While there is no official policy or clarity on the use of AI, it is crucial to write with integrity, cite resources, and avoid plagiarism. Generally, utilize AI to generate or prompt ideas or suggestions, but not as a substitute for your years of knowledge, expertise, and authenticity. Some commonly used resources are [ChatGPT](#) and [Grammarly \(Free AI Assistance\)](#).

Grant Application Review

Grant reviewers assess grant proposals before their final submission and ensure that funding resources are allocated to projects with the most significant potential for impact and success.

It is best to have three types of reviewers for your proposal drafts: a content or field expert with extensive knowledge in your field, a non-expert, and an excellent editor.

The Grant Coordinators will review grant applications before submission to the CAO's office. The CAO will not sign off on grant applications unless the Department of Budget and Strategic Planning has reviewed and approved them.

Email the completed CAO Grant Cover Sheet and the grant application to AskGrants@rva.gov.

Grant Application Submission

Grant submission refers to the formal process of submitting a grant proposal or application to a funding agency or organization for consideration and review. This process typically involves preparing the necessary documents, completing application forms, and adhering to specific submission guidelines outlined by the funding body.

A. Authority to Submit the Grant Application

The Grant Coordinators must review and approve the grant application before it is emailed to the CAO for review and approval. Once the grant application is approved, the department can request the CAO's signature to submit the grant. To request the CAO's review and signature of the grant application, the department submitting the grant must complete the CAO Grant Cover Sheet (**Appendix A**). Attach **one PDF packet** starting with the CAO Grant Cover Sheet (signed by the Budget Analyst and Grant Coordinators). The cover sheet should specify which pages should be signed or how the approval will be obtained. The PDF packet should include the grant application and any supplemental documents, such as letters of support, objectives, and goals.

The CAO's office requires ten (10) business days to review, approve, and sign the grant application. The office will email the approved and signed grant application to the applicant for submission and to the Grant Coordinators. The grant submitter or department's Point of Contact (POC) will email the grant application to the grantor, and the department's eCivis POC will upload it to <https://ecivis.com/>.

If the Mayor's signature is required to submit the grant application or a document within the application package, follow the procedures above but indicate the request for the Mayor's signature on the CAO Grant Cover Sheet and in the body of the email to the CAO's office and Grant Coordinators. The CAO's Office will route it to the Mayor's office, which requires twelve (12) days for review and signature.

● **The approval process may take up to fifteen (15) days, depending on the signatures required.**

B. Saving Grant Application

Once the Grant Application is written, reviewed, signed, and submitted, the grant submitter will submit it to the grantor. Be sure to save the confirmation of receipt and any tracking information. The eCivis POC will upload the grant application to eCivis for the Fiscal Year you have applied (not the year the funding will be utilized). Storing and cataloging grant applications facilitates interdepartmental collaborations and utilizes previous grant applications to streamline future grant writing, especially when time is of the essence.

Grant Award Notification

Congratulations on your grant award! After receiving a grant award, grant recipients typically take several necessary steps to effectively manage and implement the funded project. By effectively managing and implementing the financed project, grant recipients maximize the impact of the grant award and fulfill their obligations to the funding agency, stakeholders, and the community.

A. New Grant Funding & City Ordinance and Resolution (O&R) Process

For new grant funding **not included** in Special Fund Details of the adopted budget, your department must participate in the Ordinance and Resolution (O&R) Request Process to accept and appropriate **new** grant funds. Special Fund Details are in the **Grants and Special Funds Summaries** section of the [Budget Documents](#). Click the current fiscal year. Departments are listed in alphabetical order. Before the department begins the O&R process, meet with your department's assigned [City Attorney](#) and Granicus Editor. For an updated list of Granicus Editors, send an email to AskGrants@rva.gov. Please include all critical information in your [Ordinance](#), including any local match funds, donations, or fees associated with the grant or program. **NOTE: Coordinate with your Department Directors to ensure all relevant parties are involved in the approval process, per your department's directives.**

B. Grant Agreement and Award Acceptance

Carefully review the grant agreement or contract to understand the terms and conditions. Formally accept the grant award as per the funder's instructions. The grant agreement and award acceptance

usually require the CAO's signature. Submit the CAO Grant Cover Sheet, Award Acceptance Letter (or agreement), copy of the Special Fund Budget page indicating your specific grant, and the Ordinance (adopted budget for the current fiscal year) to request the CAO's signature and review.

Alert the CAO's office if the grantor plans to email or mail the award acceptance letter or grant agreement to the City of Richmond. **Suppose you do not receive an official award acceptance letter. In that case,** the grant submitter or department POC must craft a [CAO Award Acceptance Memo](#) and request the CAO's signature to accept the award.

C. Grant Setup and Checklist

Follow the Department of Finance (DOF) Grant Setup Checklist Memo (**Appendix C**), and email **one PDF document** to the Department of Finance Grants Manager and the Grant Coordinators.

DOF Grant Setup Checklist:

- Adopted Ordinance
- Executed Memorandum of Understanding (MOU)/Program Contract/Agreement
 - Signed by the CAO or his designee
 - The City Attorney's Office has reviewed/signed
- Award Letter from the Funding Entity
- Signed Award Acceptance Letter
 - Signed by the CAO (unless provided by the first bullet)
- New Fund Request Form
- RAPIDS Budget Expense Form (EB)
- RAPIDS Budget Revenue Form (RB)
- Adopted Budget (see the detailed section of the budget to ensure the grant was listed)
- If an Appropriation/Match from the General Fund is required, please provide documentation of appropriation approval and identify the accounting string for the Appropriation transfer.

D. Grant Deposits

Grant deposits will depend on the type of funding source. Most agencies will utilize an electronic source, and the department will require an Electronic Data Interchange (EDI) Fund – Agency Request for Reimbursement Form (**Appendix D**). Other deposits may be made as a Pay-In in an electronic deposit format, such as the Automated Standard Application for Payments (ASAP). Federal agencies utilize this electronic system to transfer funds to recipient organizations securely. Federal agencies enroll recipient organizations, authorize payments, and manage their accounts. Recipient organizations then request payments from these pre-authorized accounts. Recipient organizations include state and local governments, educational and financial institutions, vendors and contractors, profit and non-profit entities, and Indian tribal organizations.

All EDIs should be filled out with the required information. Please note that all deposits require a revenue account code. Email the completed and signed form to the Revenue Manager and the Department of Finance Grants Manager.

For general questions, contact the Department of Finance.

E. Grant Management

The Finance Grants Manager (Department of Finance) will notify all parties of the new grant award, including the award and project numbers.

- **Project Implementation:** Start your project according to the plan outlined in your proposal.
- **Track Expenses:** Keep accurate records of all expenditures and ensure they align with the approved budget.
- **Reporting:** Submit regular progress reports to the funder as required. This may include financial reports, program updates, and an evaluation of the project's outcomes.

F. Grant Closeout and Grant Extensions/Modifications

Grant closeouts are extremely important. The department's grant administrator is responsible for officially closing the grant. Read the grantor's terms and conditions or agreement, and pay close attention to **how** to close the grant. Most grantors require a final report to allow for the finalization of any outstanding payments. Be prepared to detail the project's outcomes and how the funds were used. During this period, the grantee cannot expend any grant funds, even if remaining funds are in the grant account. The final report should indicate the remaining grant funds, which may be returned to the grantor. In addition to finalizing grant reports, the department is responsible for closing the grant award with the Department of Finance. The department must submit the grant closeout form (**Appendix E**) to the Department of Finance Grant Manager and the Grant Coordinators.

The department is responsible for submitting a grant extension, if necessary, and any grant updates, such as budget modifications and changes to the proposed project scope, to the Department of Finance (DOF) and the Grant Coordinators. Grant modifications impact lead schedules, so verbal and written communication is key.

Finally, the grantee should be prepared for a possible desk review or audit, during which the grantor may review the grantee's financial and project records at any time. Finally, the department must file all grant documents for at least three years following grant closeout.

G. Sustain the Project

- **Sustainability:** If applicable, work on securing additional funding or resources to continue the project beyond the grant period.
- **Acknowledge the Funder:** Publicly acknowledge the grantor's support in any publications, presentations, or other communications related to the project.

H. Grant Denial

It's a good idea to find out why the grant application was denied. You can either call or write to the grantor and ask for feedback. This will help you understand how you can improve your application in the future. Keep going even if your application is rejected - securing a grant often takes more than one attempt. Use the feedback you received and apply again at the next opportunity. Request a list of grant recipients or visit their website to view the list of those awarded the grant. This will give you a better understanding of what they look for in an application.

Closing

The Budget and Strategic Planning Department hopes this Grants Procedures Manual provides clear guidance and support as you navigate the grants process. Whether you are applying for funding, managing an active grant, or completing final reporting requirements, we aim to ensure transparency, accountability, and ease of access at every stage.

We encourage all applicants and grantees to contact the Grant Coordinators (email: AskGrants@rva.gov) with any questions or feedback. Your input helps us improve our processes and better serve our community partners.

We appreciate your commitment to making a positive impact. We look forward to supporting your efforts and celebrating the results of your important work. The City of Richmond Grants Procedures Manual will be revised annually or as needed.

~ The City of Richmond Grants Team

APPENDICES

Appendix A. CAO Grant Cover Sheet



CITY OF RICHMOND GRANT COVER SHEET

To: Grants Division
Department of Budget & Strategic Planning

From: _____
Grant Application Submitter's Name & Email Address

Date: _____

Requesting Agency's Assertion:

I, _____, have reviewed the attached documents for accuracy and completeness and request the Department of Budget & Strategic Planning and the Chief Administrative Officer's review, approval, and signature.

GRANT SUMMARY AND REQUEST

1.	Grant Name		
2.	Type of Submission	<input type="checkbox"/> Application <input type="checkbox"/> Award Letter <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Request for the Mayor's Signature	
3.	Grant Application Due Date/Time		
4.	Grant Amount Requested		
5.	Match Requirement	<input type="checkbox"/> YES <input type="checkbox"/> NO	Match Requirement \$ _____
6.	Ordinance & Resolution Required	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7.	Summary of Request		

REVIEW, APPROVAL, AND SIGNATURES		
8.	Department Director	
9.	Budget Analyst	
10.	Grant Coordinator	
11.	Grant Portal Authorization	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	CAO Signature Required	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Return signed document(s) to:	AskGrants@rva.gov and the Grant Submitter
<p>Please allow <u>10 business days</u> for the Chief Administrative Officer to review and sign the documents.</p> <p>Allow 12 business days for the Mayor to review and sign the documents.</p>		

Appendix B.
CAO Grant Cover Sheet Instructions



CITY OF RICHMOND
GRANT COVER SHEET - INSTRUCTIONS

To: Grants Division
Department of Budget & Strategic Planning

From: Grant Application Submitter's Name & GrantSubmitter@rva.gov
Grant Application Submitter's Name & Email Address

Date: MM/DD/YYYY

Requesting Agency's Assertion:

I, Grant Application Submitter's Name, have reviewed the attached documents for accuracy and completeness and request the Department of Budget & Strategic Planning and the Chief Administrative Officer's review, approval, and signature.

FORM FIELD INSTRUCTIONS

Field Number	Field Name	Information
1.	Grant Title	Full Grant Title – no acronyms Edward Byrne Memorial Justice Assistance Grant (JAG)
2.	Type of Submission	Select one type of submission. <ul style="list-style-type: none"> • Application • Award Letter • Grant Agreement (Memorandum of Understanding, Letter of Agreement, Terms and Conditions, Statement of the Grant Award, etc.) • Request for the Mayor's Signature
3.	Due Date/Time	Enter the grant due date and time.
4.	Amount Requested	Enter the amount requested.
5.	Match Requirement	Select Yes or No. Enter the match requirement amount.
6.	Ordinance & Resolution Required	Select Yes or No. <ul style="list-style-type: none"> • If an O&R is required, check yes, and begin the O&R process once you have received the grant award letter. • If an O&R is not required, check no and attach the Special Fund Department Detail page with the grant's name from the Adopted Fiscal Plan (Budget Book).

7.	Summary of Request	Enter the request summary and include a brief but detailed description of the program or project, the fiscal impact, internal/external partnerships, grant life cycle, and the project or program's sustainability, i.e., if the funded project will be included in the general budget (after grant closeout), a reoccurring grant-funded project, or a combination thereof.
8.	Department Director	The Department Director's signature is required when the Grant Cover Sheet is submitted to the City Grant Coordinators.
9.	Budget Analyst	The Budget Analyst's signature is required if there is a match requirement. (Allow 1 to 2 business days) If there is no match requirement , enter N/A.
10.	Grant Coordinator	The Grant Coordinator's signature is required. (Allow 2 business days)
11.	Grant Portal Authorization	Select Yes or No. Enter the grantor's website/portal and the required sections.
12.	CAO Signature Required	Select Yes or No. If the grant awardee did not receive a grant award letter/grant agreement, create a memo for the CAO to sign.
13.	Return signed document(s)	Return the signed document(s) to AskGrants@rva.gov and the Grant Submitter.
<p>Please allow <u>10 business days</u> for the Chief Administrative Officer to review and sign the documents.</p> <p>Allow <u>12 business days</u> for the Mayor to review and sign the documents.</p>		

Appendix C. Grant Setup Checklist Memo



CITY OF RICHMOND
DEPARTMENT OF FINANCE

Date _____

TO: All City of Richmond Departments

FROM: Department of Finance General Accounting
Julie A. Ashford, Grants Manager

RE: Grant Setup Checklist

To facilitate the setup of Grant Awards, the following items are needed to expedite the process:

1. Executed Memorandum of Understanding (MOU)/Program Contract/Agreement
 - a. Signed by the CAO and/or his designee
 - b. City Attorney's Office has reviewed/signed
2. Award Letter from the Funding Entity
3. Signed Award Acceptance Letter
 - a. Signed by the CAO (unless provided by the first bullet)
4. New Fund Request Form
5. RAPIDS Budget Expense Form (EB)
6. RAPIDS Budget Revenue Form (RB)
7. Adopted Ordinance
8. Adopted Budget (see the detail section of the budget to ensure the grant was listed)
9. If an Appropriation/Match from the General Fund is required, please provide documentation of appropriation approval and identify the accounting string for the Appropriation transfer.

Please acknowledge that you have submitted all the above items to complete the setup.

Signature: _____

Printed Name: _____

Telephone Number: _____ Date: _____

If there are any exceptions, please note.

Thank you.

Appendix D.
EDI Agency Request for Reimbursement Form



Electronic Data Interchange Fund
EDI – AGENCY REQUEST FOR REIMBURSEMENT FORM
(INTENDED FOR TRACKING PURPOSES ONLY)
FINANCE DEPART. 10th FL CITY HALL RM 1004

DATE OF REQUEST: _____ CODE/OTHER: _____

AGENCY: _____ ORIGINAL AWARD AMT: \$ _____

FUNDING PERIOD: _____ FY: _____

REIMBURSEMENT REQUESTED FROM:

STATE: _____ FEDERAL: _____ CFDA#: _____ OTHER: _____

FULL REVENUE ACCOUNT STRING _____ AWARD#: _____

PROJECT#: _____

CURRENT AMOUNT REQUESTED: \$ _____

REMAINING BALANCE OF GRANT: \$ _____

SIGNATURE OF REQUESTOR: _____ DATE: _____

CONTACT EMAIL/PHONE #: _____

*(REQUIRED)

FINANCE FORM | EFF. 01/01/2018

Appendix E. Grant Closeout Form



Closeout Checklist for Special Funds/Grants

All of the information requested below must be provided before the Special Fund or grant account can be closed. Please submit the completed form and attachments to the Department of Finance.

Grant/Special Fund Activity Information

Department/Agency		
Name of person completing the form	Phone	
Grant name or Special Fund activity		
Full RAPIDS Accounting String		
Grantor grant/contract/identification number	Fund/Cost Center	
Award amount	Cash match amount	CFDA number if Federal
Name of Originating funding source		
Name of Pass-Through funder (if applicable)		
Grant start date	Grant period end date	Budget period end date
Funding type	Grant type if applicable	New or Other

Accounting/Reconciliation

Confirm all expenditures & revenues been posted to this RAPIDS account string?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Have all outstanding encumbrances been cleared?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Verify that valid expenditures & revenues are posted to this RAPIDS account string?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If a grant, verify that all revenue has been received from the grantor?	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>
If a grant, are the RAPIDS Award balances zero?	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>
Are cash balances zero?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are accounts receivable and payable balances zero?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are encumbrances balances zero?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Did the RAPIDS Account generate program income from fees?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Reimbursement to Grantor

Does the RAPIDS Account have to reimburse cash to the Grantor?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Amount	
Has a not-encumbered invoice been prepared for reimbursement of these funds?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Disposition of Federal Property (OMB Circular A-102, Subpart § .33)

Is there federal property to be disposed of?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Was a list submitted to the awarding agency for review?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Did you receive a confirmation from the Federal funder regarding the federal property?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Reporting

If the grantor is federal, were any of the following submitted to the funding agency?			
SF-425	<input type="checkbox"/>	SF-425a	<input type="checkbox"/>
SF-270 (Request for Advance or Reimbursement)		<input type="checkbox"/>	

Required Documentation

Please attach the following: Copy of Final Report	<input type="checkbox"/>	Copy of grantor closeout letter/notification	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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Agency Certification

I certify that the above information is correct	Printed Name	Signature	Date
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Department of Finance Authorization

Is reconciliation complete?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Was a request to deactivate the Award Number sent to General Accounting?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the Award Number deactivated?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the account authorized for closure by the Department of Finance?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Name (print)	Authorizing Signature		Date	

090517