

## ***Grant Management Review***

### **PURPOSE**

To give management an opportunity to review and ensure the quality and completeness of *all* grant applications and supporting documentation, e.g., technical and cost proposals, prior to submission.



### **SCOPE**

This policy is applicable to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

### **POLICY STATEMENT**

An agency/entity’s senior management must review and approve all grant applications to ensure the quality and completeness of each application - at a reasonable or specified price - prior to submission.

### **PROCEDURE**

<p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.</li> <li>• Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.</li> </ul>
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#### **Grant Proposal Manager:**

1. Forwards the draft grant application and budget to agency’s internal grants management committee (GMC) for review and approval.

#### **Grants Management Committee (GMC):**

2. Ensures grant application meets the requirements detailed in the NOFA or RFP Scope of Work or as designated by key stakeholders, prior to the agency’s fiscal officer review; and,

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3. If changes are required, returns draft document(s) with changes noted to the grant proposal manager for revision.

### **Agency/Entity's Fiscal Officer and/or Budget Proposal Manager:**

4. In collaboration with the agency/entity's BBMR Budget Analyst, ensures grant application meets the requirements detailed in the Scope of Work prior to senior management's review; and,
5. If necessary, returns draft document(s) to budget proposal manager for correction or changes.

### **Chairperson Grants Management Committee:**

6. Ensures grant application meets the requirements detailed in the Scope of Work and approves for submission;
7. If necessary, returns draft document(s) to the appropriate staff member for correction(s); and,
8. Records the name of the GMC approver and the date the grant application was approved on the CRM site, at: at <https://bmore.crm9.dynamics.com/main.aspx>.

### **Grant Proposal Manager:**

9. Upon receipt of the approved application, delivers/submits grant as detailed in the Notice of Funding Availability (NOFA) or Request for Proposal (RFP);
10. Forwards a copy of the completed grant application to the grants management office and archives a copy, with all supporting documentation, in SharePoint.

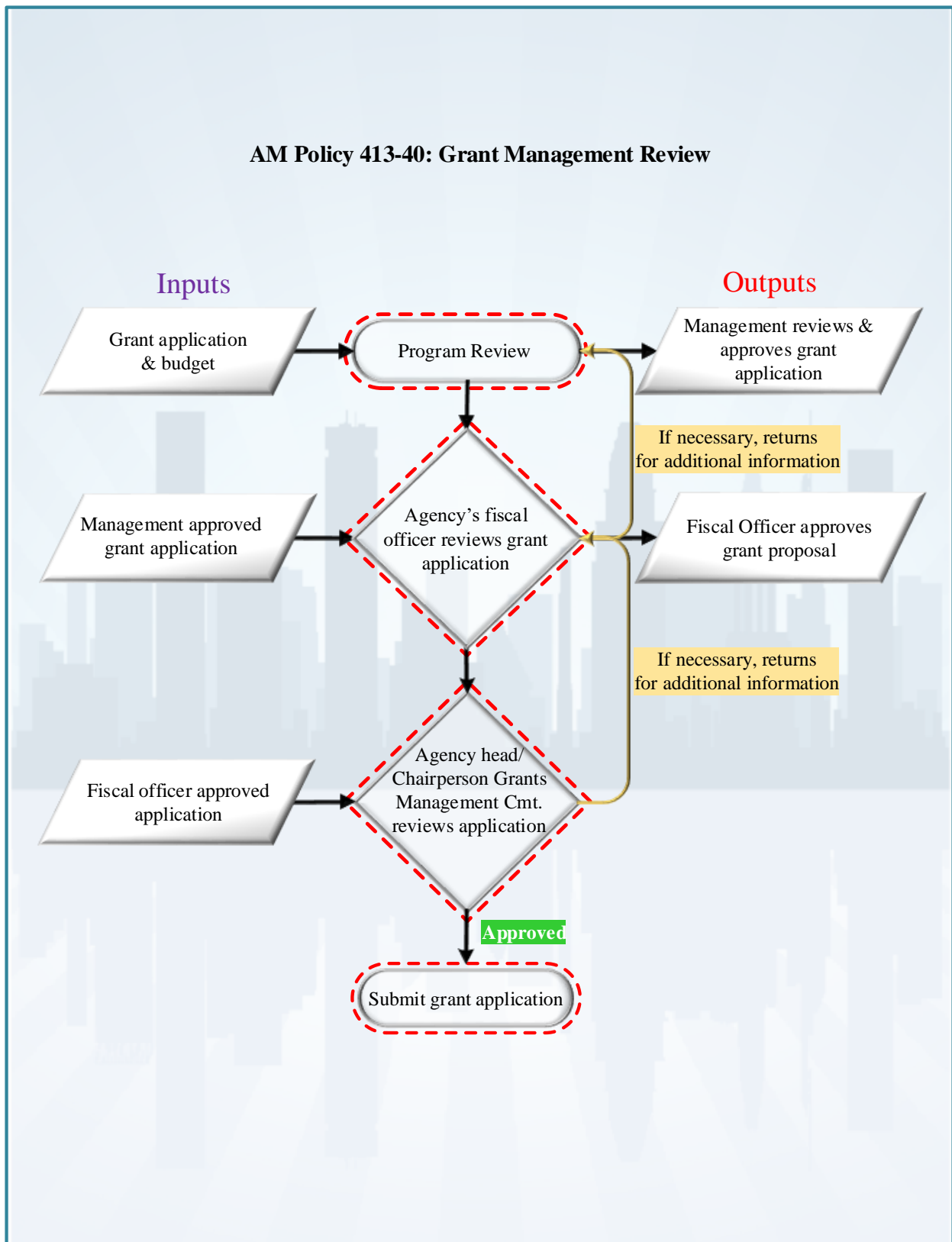
## **POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

## **FLOW PROCESS**

**Figure 1**, below, displays the primary steps followed in the grant review process.

## AM Policy 413-40: Grant Management Review



**Figure 1: Grant Management Review** gives management an opportunity to review all grant submissions to ensure the pre-submission quality of the grant application.