



Administrative Manual PROCEDURE

SECTION

Budget and Appropriations

SUBJECT

ACTION UPON RECEIVING
GRANT APPROVAL

RESPONSIBILITY

ACTION

. Agency

1. Upon receiving notification from an authoritative source that the City's grant application has been approved, immediately notify the Mayor's Office, Attn: Director of Public Relations.
2. Upon receiving official notification from a federal or State agency that the City's grant application has been approved. Meet with the agency's assigned accountant in Accounting Operations to obtain assistance with the preparation of a GRANT INFORMATION SUMMARY (28-1418-5113).

. Submit 1 copy of the above GRANT INFORMATION SUMMARY to:

- . Mayor's Office, Attn: Chief of Staff.
- . Mayor's Office, Attn: Director of Public Relations.
- . Agency's assigned budget analyst in the Bureau of the Budget and Management Research (BBMR).
- . Accounting Operations, Attention: Grant Accounting.
- . The Planning Department.

SECTION	SUBJECT
Budget and Appropriations	ACTION UPON RECEIVING GRANT APPROVAL

. Agency

. The Civil Service Commission when personnel actions are required.

3. Send following material to Board of Estimates:

- . MEMO requesting approval to accept grant.
- . Copy of GRANT INFORMATION SUMMARY.
- . If applicable, MEMO from Bureau of the Budget and Management Research requesting approval of interprogram APPROPRIATION ADJUSTMENT ORDER (A.A.O.) or supplementary appropriation ordinance.

. Board of Estimates

4. Approve or disapprove City's acceptance of grant:

- a.) If acceptance of grant is disapproved notify all involved parties of disapproval. PROCEDURE ENDS HERE.
- b.) If acceptance of grant is approved, notify Mayor's Office and requesting agency of approval.

. Bureau of the Budget and Management Research

5. Upon receiving approval from Board of Estimates to accept grant, convene a Grant Management Conference if necessary.

SECTION

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GRANT APPROVALBureau of the Budget
and Management Research

- a.) If conference is necessary, set up conference consisting of the following parties:
- . Official grant representative from the requesting agency.
 - . Agency's assigned budget analyst.
 - . Agency's assigned accountant.
 - . Representative from Department of Audits.
 - . Representative from the Civil Service Commission when personnel actions are required.
 - . Representative(s) from other agencies involved in the administration of the grant.

PROCEED TO STEP 6.

- b.) If conference is not to be convened, PROCEED TO STEP 8.

Grant Management
Conferees

6. Determine details of grant management to include:
- . Reporting systems;
 - . Accounting methods;
 - . Reimbursement systems;
 - . Records systems;

SECTION	SUBJECT
Budget and Appropriations	ACTION UPON RECEIVING GRANT APPROVAL

. Bureau of the Budget
and Management Research

- . Personnel actions;
- . Coordination among agencies;
and
- . Unresolved problems.

. Agency

7. Submit all narrative and statistical reports and statements required by the terms of the grant to the grantor. If responsibility for financial reporting has been delegated to grantee agency, prepare all financial reports and statements required by the terms of the grant.

- . Accounting Operations of any grant budget changes approved by the grantor.

. Bureau of the Budget and
Management Research

8. Prepare all APPROPRIATION ADJUSTMENTS.

. Accounting
Operations

9. Upon receipt of GRANT INFORMATION SUMMARY, if responsibility for financial reporting has not been delegated to Grantee Agency then:

- . Enter appropriate grant information in GRANT REGISTER.
- . Submit all narrative and statistical reports and statements required by the terms of the grant to the grantor.

SECTION Budget and Appropriations	SUBJECT ACTION UPON RECEIVING GRANT APPROVAL
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**Accounting
Operations**

- . Create grant revenue and appropriation accounts numbers.
- . Prepare an ACCOUNT CHANGE NOTICE to add new accounts to the City's "Chart of Accounts" book, and forward 1 copy of ACCOUNT CHANGE NOTICE to grantee agency.

Upon receipt of GRANT INFORMATION SUMMARY, if responsibility for financial reporting has not been delegated to grantee agency, then

- . Prepare all financial reports and statements required by the terms of the grant.

SECTION

SUBJECT

Budget and Appropriations

ACTION UPON RECEIVING GRANT APPROVAL

		CITY OF BALTIMORE		GRANT INFORMATION SUMMARY		GRANT TITLE (FUNDING)	
1. PURPOSE OF GRANT 2. AGENCY RESPONSIBILITY 3. GRANT FUNDING SOURCE				4. GRANT TYPE 5. GRANT PERIOD 6. GRANT AMOUNT			
7. GRANT TITLE		8. GRANT NUMBER		9. GRANT FUNDING SOURCE		10. GRANT PERIOD	
11. GRANT AMOUNT		12. GRANT TYPE		13. GRANT PERIOD		14. GRANT FUNDING SOURCE	
15. GRANT TITLE		16. GRANT NUMBER		17. GRANT FUNDING SOURCE		18. GRANT PERIOD	
19. GRANT AMOUNT		20. GRANT TYPE		21. GRANT PERIOD		22. GRANT FUNDING SOURCE	
23. GRANT TITLE		24. GRANT NUMBER		25. GRANT FUNDING SOURCE		26. GRANT PERIOD	
27. GRANT AMOUNT		28. GRANT TYPE		29. GRANT PERIOD		30. GRANT FUNDING SOURCE	
31. GRANT TITLE		32. GRANT NUMBER		33. GRANT FUNDING SOURCE		34. GRANT PERIOD	
35. GRANT AMOUNT		36. GRANT TYPE		37. GRANT PERIOD		38. GRANT FUNDING SOURCE	
39. GRANT TITLE		40. GRANT NUMBER		41. GRANT FUNDING SOURCE		42. GRANT PERIOD	
43. GRANT AMOUNT		44. GRANT TYPE		45. GRANT PERIOD		46. GRANT FUNDING SOURCE	
47. GRANT TITLE		48. GRANT NUMBER		49. GRANT FUNDING SOURCE		50. GRANT PERIOD	
51. GRANT AMOUNT		52. GRANT TYPE		53. GRANT PERIOD		54. GRANT FUNDING SOURCE	
55. GRANT TITLE		56. GRANT NUMBER		57. GRANT FUNDING SOURCE		58. GRANT PERIOD	
59. GRANT AMOUNT		60. GRANT TYPE		61. GRANT PERIOD		62. GRANT FUNDING SOURCE	
63. GRANT TITLE		64. GRANT NUMBER		65. GRANT FUNDING SOURCE		66. GRANT PERIOD	
67. GRANT AMOUNT		68. GRANT TYPE		69. GRANT PERIOD		70. GRANT FUNDING SOURCE	
71. GRANT TITLE		72. GRANT NUMBER		73. GRANT FUNDING SOURCE		74. GRANT PERIOD	
75. GRANT AMOUNT		76. GRANT TYPE		77. GRANT PERIOD		78. GRANT FUNDING SOURCE	
79. GRANT TITLE		80. GRANT NUMBER		81. GRANT FUNDING SOURCE		82. GRANT PERIOD	
83. GRANT AMOUNT		84. GRANT TYPE		85. GRANT PERIOD		86. GRANT FUNDING SOURCE	
87. GRANT TITLE		88. GRANT NUMBER		89. GRANT FUNDING SOURCE		90. GRANT PERIOD	
91. GRANT AMOUNT		92. GRANT TYPE		93. GRANT PERIOD		94. GRANT FUNDING SOURCE	
95. GRANT TITLE		96. GRANT NUMBER		97. GRANT FUNDING SOURCE		98. GRANT PERIOD	
99. GRANT AMOUNT		100. GRANT TYPE		101. GRANT PERIOD		102. GRANT FUNDING SOURCE	

.Form Number: 28-1418-5113 .Order Unit: Specify "Each"
 .Type : Flat Sheet Folded .Quantity of Forms
 .Size : 8 1/2" x 11" .per Order Unit : 1 Sheet

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1) specifying Warehouse Division 02, and citing the above information.