

# **Chehalis Grant Development and Review Policy**

**Purpose:** The Grant Review and Planning Policy documents the grant development and review process, assuring that grants submitted on behalf of the Confederated Tribes of the Chehalis Reservation by tribal staff or by intertribal consortia are duly authorized, meet a professional standard, and are consistent with tribal goals and objectives.

## **Authorization to Submit a Grant Proposal**

The Confederated Tribes of the Chehalis Reservation is a federally recognized tribal government authorized to request, receive and spend Federal and State grant resources. The Tribal Constitution authorizes the Business Committee, on behalf of the members of the Confederated Tribes of the Chehalis Reservation, to submit grant applications to Federal and State funding agencies.

The Tribal Resolution process formally authorizes the submission, negotiation and execution of each grant projects, as described within the accompanying Resolution. The General Manager and/or the Business Committee Chairman are the sole authorized signatories of all grant applications and contracts.

The signature on a grant assures that a duly authorized representative certifies that:

- The applicant has the legal authority to apply for assistance and the capability to ensure proper planning, management and completion of the project, including funds sufficient to pay any matching share of the project
- Authorized representatives of the funding agency will be granted access to and the right to examine all records related to the award
- Federal and federally originating state grant funded projects will comply with all federal Acts, laws, executive orders and statues inclusive of personnel administration, non discrimination and civil rights, labor standards, environmental standards, historic preservation, animal welfare, lobbying and political activities, drug-free workplace, maintenance of effort, and financial standards including audit and non-supplantation of funds

## **The Strategic Plan**

A Strategic Plan, inclusive of Departmental goals and objectives, is developed and updated annually for submission to the Business Committee by the Planning Department. The strategic planning process is a collaborative process that includes annual review by Tribal Committees and bi-annual review and approval by the Business Committee. Departmental objectives are characterized as short and long term priorities, inclusive of priorities developed by the Business Committee.

An Annual Report is made to the General Council each November at the Annual Meeting of the membership, documenting the work done towards achieving the year's departmental goal and objectives. Grants play an important role in assisting Departments to meet their objectives.

## Development of a Grant Project

1. Grant opportunities and RFPs are reviewed by the Planning staff and Department Directors, using the departmental goals and objectives as a guideline for appropriateness. Staff is encouraged to bring funding sources to the attention of their Department Director or the Planning Dept. for consideration.
2. When a specific grant or RFP has been identified for development, a **Grant Routing Check Sheet** shall be filled out by the Department Director and given to the Grantwriter (or staff assigned to write the grant) to formally initiate the grant development process. A project file shall be opened and maintained by the Grantwriter in the Planning Dept. All materials related to the project and its submission shall be retained in the permanent file.
  - The Planning Department reserves the right, in consultation with the General Manager and the Business Committee, to prioritize conflicting grant development needs and timelines. Other staff or contracted services may be requested to complete grantwriting chores in case of personnel shortage or time restraints of the funding source.
  - The Grant Routing Check Sheet identifies the initiating Department and assigned grant writer, funding source, submission deadline, amount of request, project title and departmental staff and position responsible for project activities. Departmental staff assigned responsibility for implementation and reporting of grant projects must Program Manager classification or higher.
3. A meeting inclusive of all departments impacted by the grant shall be called to develop and refine the grant concept, coordinate the funding strategy, explore program design budget requirements and assign staff responsibilities for completion of the application packet. Any member of the initiating team may request additional meetings as necessary. A draft narrative shall be prepared by the Grantwriter for review by the Department Director.
  - Dept Director sign off of the Grant Routing Check Sheet
4. A draft budget shall be prepared by the Grantwriter and/or the Department Director for review by the Chief Financial Officer. All budgets shall be inclusive of the Indirect Cost Negotiation Agreement rate as applicable and allowable. The CFO must approve recovery of indirect cost rates below the negotiated rate. Uncovered indirect costs should be noted within the application and applied to matching requirements, where allowable. The CFO may request changes prior to or condition approval of the budget.
  - Budget Review sign off of the Grant Routing Check Sheet
5. The Planning Director shall review the compiled grant file, including narrative and approved budget and assign preparation of a Business Committee Resolution. The Planning Director may request changes prior to requesting a Resolution authorizing submission of a grant.
  - Planning Review sign off of the Grant Routing Check Sheet
6. Sub-Committee review and approval may be requested by the General Manager, Planning Director or Business Committee. Departments and/or programs with associated Sub-Committees, including Elders Program and Cultural Program, are expected to keep Sub-Committees informed of grant activities within their program area.

- Sub-Committee sign off and attachment of meeting minutes indicating approval
7. A Business Committee Resolution will be prepared for every grant application, including grant renewals. Grant extensions may be approved by the General Manager in consultation with the appropriate Departmental Director. Resolutions will **not** be put on the Business Committee agenda until all reviews sign have been completed and all sign offs are obtained. The Planning Department is responsible for presentation of grant submission Resolutions to the Business Committee.
    - Resolution No. and date of approval
  8. Intertribal organizations and consortia submitting grant applications on behalf of the Confederated Tribes of the Chehalis Reservation shall submit a project abstract and draft budget to the Planning Department to initiate the grant review process. Consortia grants must complete the entire Grant Routing Check Sheet process and obtain a Resolution prior to submission. Consortia grants shall be coordinated through the Planning Dept., in consultation with the appropriate Department Director.

### **Completed Grant Applications**

9. Completed grant applications shall be submitted by priority, point-to-point carriers (Fed Ex, US Postal Priority Mail, etc.) that utilize parcel tracking capabilities. Documentation of the submission will become part of the permanent grant file. The Grantwriter is responsible for submission of the application by the specified deadline.
  - Final sign off of Grant Routing Check Sheet
10. The original Grant Routing Check Sheet shall be filed in reverse numerical order for review upon request by the General Manager or Business Committee.
11. Complete copies of the grant application, inclusive of a copy of the Grant Routing Check Sheet and attachments, shall be distributed as follows: (1) Department Director; (1) staff responsible for grant activities, if different; (1) permanent grant file in Planning Department; (1) Grants and Contracts Manager, and (1) consortia Planner, if applicable. Computer files of electronically generated components will also be maintained. Grant files are the responsibility of the Grantwriter position.

### **Pre and Post Award Activities**

12. Upon award notification, a copy of the notification shall be added to the permanent grant file. The original award notification is the responsibility of the Grants and Contracts Manager in the Finance Department.
13. The Planning Department is responsible for facilitating requests for additional information or documents requested prior to award. Department Directors are responsible for information or documents requested post award. Planning will work closely with Department Directors to assure that all information and documents requested by a funding agency are properly executed and submitted within the designated time frame.
14. The Grantwriter is responsible for maintaining a status report of all initiated grants.