



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: May 24, 2017
RE: Internal Grant Management Policies & Procedures for Federal Program

Staff is proposing adoption of an Internal Grant Management Policies and Procedures manual for all City of Appleton federal programs per recommendations received from the 2016 auditors, Schenck S.C., as well as from the State of Wisconsin Department of Administration. Incorporation of these policies and procedures into one general manual will ensure that grant procedures are administered uniformly according to the requirements set forth by the single audit requirements and other various regulations.

The Internal Grant Management Policies and Procedures addresses the following:

- City-wide grant application and acceptance procedures
- Financial/cash management
- Code of Conduct
- Procurement policies and procedures
- Accounting principles and audit requirements
- Subrecipient monitoring
- Remedial actions and sanctions

Please find a copy of the Internal Grant Management Policies and Procedures attached for your convenience.

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org.

Thank you!