

**Statement of Policy:** It is the general policy of the Chicago Metropolitan Agency for Planning (CMAP) to establish a consistent and efficient procedure for initiating, pursuing, and entering into grants and contracts.

**Statement of Purpose:** The purpose of this policy is to establish efficient procedures for the initiation, negotiations, and acceptance of grants and contracts consistent with the agency's highest priorities.

### Statement of Procedure:

1. The decision to pursue any grants or contracts rests with the executive director. The executive director will coordinate all requests for pursuing grants and contracts based on agency needs and manpower.
2. Seeking grant and contract requests must first be pre-approved by the executive director, who will coordinate all requests, identify other potential funding sources, suggest improvements, and develop strategies for pursuing such grants. It is recommended that this approval be sought well before the deadlines for submission of foundation or grant proposals.
3. Creation of proposals or applications to a potential funding source for potential grants is the responsibility of a deputy executive director or project manager. Prior to submittal, the proposals should be forwarded to the grant/contract officer for internal review. This will allow verification that consistent language is used, sufficient local funds are available for matching purposes and necessary approvals can be received. All proposals and applications should be prepared for the signature of the executive director.
4. Once an application has been approved by the funding source, a grant or contract agreement is generated and sent to CMAP. Usually, this arrives by mail, hand delivered or emailed to the project manager. In all cases, the project manager must immediately forward the original(s) to the grant/contract officer for review. If the project manager is not clearly identified on the agreement received in the mail, the contract should be directed to the grant/contract officer.
5. Once the agreement is finalized, the grant/contract officer forwards it to the appropriate deputy executive director and the deputy executive director for finance and administration for final review and then to the executive director for signature. After signature(s) are obtained, the grant/contract officer returns the signed agreement to the project manager who is responsible for mailing the originals to the funding party for signature.

## Grants and Contracts Procedures

DRAFT for Board approval on April 11, 2007

6. When the fully executed agreement is returned to CMAP, the signed original is sent to the grant/contract officer who ensures that the original is routed to central files; one copy is routed to accounting, and one copy to the project manager.
7. Amendments to grants or contracts are handled in the same manner, with submittal to the grant/contract officer for prior review.
8. It is the project manager's responsibility to monitor the grant or agreement to ensure that the work requirements are being fulfilled within the contract budget, and to generate amendments when necessary. The project manager must also provide any periodic narrative reporting requirements and review the financial invoices generated by the accounting department.
9. It is the project manager's responsibility to provide the grant/contract officer with all original signed documents and any supporting documentation including RFP's, selection process documentation, and amendments.
10. It is the grant/contract officer's responsibility to maintain all records in central files related to a grant or contract for the duration of the agreement and for all audit timeframes.