I. Purpose and Authority

The Tulalip Tribes must be able to track and manage grants at all stages of the grant life; from the proposed grant application, research, implementation, grant reporting, through to program/project close out. To accomplish this policy requirement, the Grants Management Office has been established within the Administration Division. The Grants Management Office shall be responsible for:

1. developing, revising, and distributing official grants policies and procedures of The Tulalip Tribes of Washington;
2. coordinating and tracking all grant applications, awards and major project management decisions associated with potential and awarded grants; and
3. providing technical assistance to all Tulalip Tribes departments with the interpretation and application of private, local, state, federal and , tribal grants policies, laws, and regulations.

The purpose of this organization-wide Grants Administration Policy Statement is to establish policies and procedures for the administration of grants (financial aid agreements) at The Tulalip Tribes of Washington. The authority to issue policies and procedures on grants administration is founded on Tribal Resolution No. 08-305 dated October 3, 2008 and Tribal Resolution No. 09-344 dated November 13, 2009 and duly approved by the Board of Directors of The Tulalip Tribes of Washington and The Tulalip Tribes Human Resource Code, Title 9.10.880, Tulalip Tribal Government Grant and Compliance

II. Persons and Areas Affected

This Policy is an organization-wide Grants Administration Policy Statement affecting all departments that apply for, and/or administer grants.

III. Policy

A. Locating Grant Funding

The Grants Management Office (GMO) researches grant opportunities on a daily basis and sends summaries to the potentially interested departments.

The Grants Management Office (GMO) consults with the General Manager, Executive Directors, and Managers to determine timeliness, appropriateness, and need for specific grants.

The Grants Management Office shall consult with the General Manager, Executive Director(s), and other appropriate committees, or commissions (e.g., Planning Commission, etc.) to learn of tribal initiatives or directives which may require grant funding.

B. Authority to Apply for Grant Funding

All prospective private, local, state, and federal grant opportunities must be provided by the Department Program Manager to and approved by the Grants Manager/Grants Management Office prior to proposal development. The Grants Manager/Grants Management Office will notify the Financial Accountant Coordinator/Finance Department of all prospective grant applications that include a match requirement whether the match requirement is a cash match or an in-kind contribution. All prospective grant applications that include a cash match requirement or in-kind contribution must be approved by tribal resolution.

B.1 Grant Application Pre-Approval Form

Department Program Managers are **required** to fill out a Grant Application Pre-Approval Form and submit to the Grants Manager/Grants Management Office. The Grant Application Pre-Approval Form summarizes the Request for Proposals (RFP).

Once the Grant Application Pre-Approval Form has been signed by the Department Program Manager and the Grants Manager/Grants Management Office, work can begin on the grant application. The turn-around time for this will be within one (1) working day.

The Grant Application Pre-Approval Form is available on Tulalip Tribes/Government/Departments/Grants and Self Governance website located at www.tulaliptribes-nsn.gov. This form can be filled in online with an electronic signature and emailed to the Grants Manager/Grants Management Office for approval.

B.2. Scoping Meeting

Upon approval to proceed with the development of a grant application, the Grants Management Office will meet with the Department Program Manager to determine the level of assistance required from the Grants Management Office and will immediately assign a Grants Administrator/Grant Writer to the project. The Grants Administrator/Grant Writer will work with the Department Program Manager to facilitate the development of a Scoping Team.

The Scoping Team will be comprised of appropriate department and support personnel (i.e. collaborative partners, staff) to discuss implementation strategies of the proposed grant application and, if necessary, to assign responsibilities in preparation of grant application to members of the Scoping Team. The Scoping Team will be responsible for program/project development (i.e., needs assessment,

abstract, narrative, goals and objectives, budget and budget narrative, attachments, etc.) in the preparation of grant application.

If the Department does not have grant writing capacity, the Grants Manager/Grants Management Office will assign a Grants Administrator/Grant Writer to work directly with the Scoping Team to formulate the grant application.

The scoping teams will utilize a Scoping Meeting Form as a guide and tracking tool for grant application development. This form is available on Tulalip Tribes/Government/Departments/Grants and Self Governance website located at www.tulaliptribes-nsn.gov.

C. Considerations of Approval to Apply for Grant Funding

Indirect Cost or Contract Support Cost

All prospective private, local, state, and federal grant applications must include the maximum allowable Indirect Cost (IDC) or Contract Support Cost (CSC) to manage and implement the grant.

If the grant application being sought **does not** include either IDC or CSC for The Tulalip Tribes, these grant opportunities will be further reviewed by the Department Program Manager and the Grants Manager/Office of Self-Governance.

Tribal Resolution

If the grant application requires a tribal resolution, it will be necessary to begin this process immediately after the Grant Application Pre-Approval Form has been approved by all signatories. The Department Program Manager will be responsible for presenting the tribal resolution to the Board of Directors as timely as possible to meet grant deadlines. All resolutions for grant applications must be submitted to the Board of Directors with the executed Grant Application Pre-Approval Form attached. All prospective grant applications that require a cash match or in-kind contribution **must have** a tribal resolution.

Match Requirement: Cash Match or In-Kind Contribution

If the grant application requires a match (cash or in-kind contribution), it will be necessary for the Department Program Manager to meet with the Financial Accounting Coordinator/Finance Department or appropriate Financial Accountant/Finance Department to determine calculations for cash match or in-kind contributions (i.e., percentages of time/funding allocations for personnel) and to determine where these percentages of time/funding allocations for personnel and cash match funds are going to come from (i.e., state grant dollars, federal grant dollars, a collaborating program/project dollars, or tribal hard dollars).

D. Signing and Submission of Grant Applications

D.1. Grant Application Final Approval Form

Once the grant application has been completed and is ready for submission, Department Program Managers are **required** to fill out a Grant Application Final Approval Form and attach to the completed grant application and submit to the Grants Manager/Grants Management Office for approval. The Grant Application Final Approval Form provides the grant information and summarizes the financial request.

The Grant Application Final Approval Form is available on Tulalip Tribes/Government/Departments/Grants and Self Governance website located at www.tulaliptribes-nsn.gov. This form can be filled in online with an electronic signature and emailed to the Grants Manager/Grants Management Office for approval.

The *Original Final* Grant Application must be attached to the Grant Application Final Approval Form and submitted to the Grants Manager/Grants Management Office for review. The final signature necessary prior to submission of grant application will be from the Grants Manager or Grants Administrator, Grants Management Office. The Executive Director of Administrative Services is the designee for signature in the absence of either the Grants Manager or the Grants Administrator II/Grants Management Office. The Grants Management Office currently has signatory authority for signing and submitting grant applications per The Tulalip Tribes of Washington, Resolution No. 2008-305 and Resolution No. 2009-344 which approves the Grants Policy Statement of the Office of Self Governance, formerly the Grants Management Office.

If the grant application requires a cash match or an in-kind contribution that impacts the tribal budget or time allocation of present staff the grant application will require a tribal resolution passed by the Board of Directors that indicates an amount or a percentage of cash match or in-kind contribution.

Electronic Submission of Grant Applications

The majority of federal grants use an on-line application system.

The Grants Manager/Grants Management Office is the E-BIZ Point of Contact for the Tulalip Tribes of Washington for www.grants.gov. The Grants Manager/Grants Management Office shall be identified and named as the person on the SF 424, Section 8.f. as the "person to be contacted on matters involving this application." The Authorized Organization Representatives (AOR's) for The Tulalip Tribes are the Grants Manager/Grants Management Office or the Grants Administrator II/Grants Management Office by virtue of position.

The Grants Manager/Grants Management Office shall be identified and named as the Point of Contact for the Tulalip Tribes of Washington for any and all other portals for grant applications.

All contracted grant writers hired by Department Program Managers will be required to submit grant applications through the Grants Management Office in accordance with Grants Policy.

All grant applications will be filed in a "pending file" within Grants Management Office upon submission to funding agency. If a grant application is funded with the Notification of Grant Award (NOGA) received by the Grants Management Office, the original proposal will be moved from the "pending file" to an "active file" and scanned into an electronic data management system. This will, in effect, track all grant applications from grant application submission to close-out. The electronic data management system will provide for accessibility to program managers to view their grant documents on an as-needed basis. The Grants Management Analyst will be the point of contact for program managers to view their grant documents.

E. Acceptance of Grant Awards

The Grants Management Office will receive all NOGA's (Notice of Grant Awards). The Grants Management Office currently has authority to accept grant awards per The Tulalip Tribes of Washington, Resolution No. 2008-305 and Resolution No. 2009-344 which approves the Grants Policy Statement of the Office of Self Governance, formerly Grants Management Office.

Upon receipt of Notification Of Grant Award (NOGA) and completion of budget negotiations (if necessary), the Grants Management Analyst/Grants Management Office will provide notification to the Chief Financial Officer, Financial Accountant Coordinator/Finance Department, and Department Program Managers. The only individuals responsible to set up the ACH payment processing account shall be the Finance Department. The grant budget will be entered into the Tribal accounts within two weeks of acceptance.

Scoping Team Meeting for Grant Implementation
The Grants Administrator initially assigned to the project at the grant application phase will contact the Department Program Manager and the Financial Accountant Coordinator/Finance Department. They will collaboratively set up a meeting of the Scoping Team to begin dialogue regarding implementation. The Grants Administrator and Grants Management Analyst/Grants Management Office will participate in the meeting for the purpose of setting up a grants management system for the grant award. This meeting will address goals and objectives, timelines, reporting guidelines, and any/all special conditions of the funding agency as well as defining responsibilities of members of the Scoping Team.

F. **Grants Management Record**

The Grants Administrator II/Grants Management Office will set up a Grants Management System utilizing an electronic data management system. The Grants Management Analyst will be responsible to maintain a "pending file" of all grant applications and upon Grants & Self Governance receipt of Notice of Grant Award (NOGA) will move the original proposal into an "active file" and will scan into an electronic data management system. The Grants Management Office will set up an electronic database for all grants, and will set up a notification system with the Department Program Manager and/or person responsible for the grant implementation to enhance communications in meeting the reporting guidelines of the grant award.

The Grants Management Analyst/Grants Management Office will review all Notice of Grant Awards (NOGA's) and will complete the Grants Management Record document with all pertinent information of the awarded grant.

The Grants Administrator II/Grants Management Office will set up quarterly meetings with Department Program Managers and/or persons responsible for grant implementation two weeks prior to reporting deadlines to discuss program implementation issues, successes (things that worked well) and barriers (things that didn't work so well), and define next steps with the goal of grant compliance.

The Grants Management Record will document all communications, reports, implementation issues, etc. A digital copy shall be sent to the specified Program Manager. In addition, the Grants Administrator II/Grants Management Office will develop a hard copy binder system to track all Tulalip Tribes grants to maintain compliance throughout the life of the grant, and to maintain a record of the grant implementation for reporting and close-outs.

G. **Access to Funding Websites**

The Grants Manager/Grants Management Office is the E-Biz Point of Contact for The Tulalip Tribes. The Authorized Organization Representatives (AOR's) for The Tulalip Tribes are the Grants Manager and the Grants Administrators/Grants Management Office by virtue of position. The Grants Manager/Grants Management Office shall be identified and named as the Point of Contact for the Tulalip Tribes of Washington for any and all other portals for grant applications.