

RESOLUTION NO. 096, SERIES 2013

A RESOLUTION AMENDING SECTION 3 OF THE LOUISVILLE METRO COUNCIL POLICIES AND PROCEDURES, PERTAINING TO NEIGHBORHOOD DEVELOPMENT FUNDS AND CAPITAL INFRASTRUCTURE FUNDS (AS AMENDED)

Sponsored By: Council Member Blackwell and Engel

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT AS FOLLOWS:

SECTION I: Section 3. 1. E. of the Louisville Metro Council Policies and Procedures is hereby amended to read as follows:

E. Grant Administration/Monitoring

Grant administration to non-profit organizations is the responsibility of the Office of Management and Budget. OMB's current procedures are used to administer and monitor the grants with some flexibility in approving amendments to the budget approved by the Metro Council. Some situations require additional approvals by the Metro Council and will be processed as follows:

- **Funding cannot be spent as originally approved by Council** - If the funding cannot be spent as approved, spending the money in a related, comparable way may be approved by the primary sponsor with agreement from every other sponsor of the grant, the Appropriations, CIF and NDF Committee Chair, Appropriations, CIF and NDF Committee Vice-Chair and the Council President. As an alternative, the grant may be reconsidered by the Appropriations NDF and CIF Committee at the request of any sponsor.
- **Approved funding is less than the original request** - If the original grant request was not fully funded, any combination of Metro expenditures in the

original grant budget may be funded, if not otherwise restricted by the Appropriations – NDF/CIF Committee.

- Amendment request not in the original grant - If the amendment requested is not contained in the original grant, the grant should be closed and a new grant request submitted by the grantee.

The Office of Management and Budget provides a copy of the final grant report to the Clerk's office who tracks open grants and provides a copy of the report to the primary sponsor of each grant.

Responsibilities are outlined in (1) and (2) below.

(1) Expending Neighborhood Development Funds to a Non-Profit Organization

Responsible Party	Process Description
Organization	Contacts Council member regarding need.
Council member	Forwards Application (located on Council shared drive) to organization for completion.
Organization	Returns completed Application with required supporting documentation to Council member.
Council member	<p>- Reviews request, verifies completeness of Application and supporting documentation, decides level of funding to be requested if any.</p> <p>- Prepares Request Form <u>and checklist and initiates an ordinance if the proposed funding is greater than \$5,000., if needed.</u></p>

	- Submits request by noon on the Monday before the regularly scheduled Council meeting to the Clerk's office to be added to the Council agenda or the Appropriations, NDFs and CIFs Committee agenda.
Clerk's office	After review, places requests greater than \$5,000 on Council Agenda <u>with ordinance</u> . After review, places requests of \$5,000 or less on Appropriations, NDFs and CIFs Committee's agenda.
Appropriations, NDFs and CIFs Committee/Council	Considers/approves request. The original requestor or their designee must be present to discuss requests of \$5,000 or more.
Clerk's office	If an ordinance is approved in Committee, the Clerk's office places it on the Council agenda for second reading.
Council	Considers/approves second reading.
Clerk's Office	Mails grant agreement to organization within ten business days of approval. Submits the NDF request packet including the grant agreement, NDF application & supporting documents to OMB within seven days of receipt.
Office of Management and Budget	If approved by the Appropriations, NDFs and CIFs Committee or the Council, the Office of Management and Budget administers the grant by tracking and monitoring the transactions to final disbursement and reconciliation in accordance


	<p>with their current Neighborhood Development Grant Policies and Procedures.</p> <p>A copy of the final grant report is provided to the Clerk's office for tracking and forwards a copy to the primary sponsor. <u>If funds remain or are returned by grantee, the Council member's NDF account is credited for those funds.</u></p>
Council member	<p>If funds remain or are returned by grantee, the Council member's NDF account is credited for those funds.</p>

(2) Expending Neighborhood Development Funds to a Metro Department/Agency or other government entity

Responsible Party	Process Description
Council member	<p>Determines type and scope of work to be completed.</p> <p>Requests department/agency detailed estimate.</p>
Department/Agency	<p>Prepares detailed estimate for Council member.</p>
Council member	<p>If funding is desired, submits the request by noon on the Monday before the regularly scheduled Council meeting to the Clerk's office to be added to the Council agenda or the Appropriations, NDFs and CIFs Committee agenda.</p>
Clerk's office	<p>After review, places on Council Agenda for first reading if the NDF is over \$5,000.</p> <p>After review, places the requests of \$5,000 or less on the Appropriations Committee's Agenda.</p>
Appropriations, NDFs	<p>Considers/approves request. The original requestor or their</p>

and CIFs Committee/Council	designee must be present to discuss requests of \$5,000 or more.
Clerk's office	If an ordinance is approved in Committee, the Clerk's office places it on the Council agenda for second reading.
Council	Considers/approves second reading.
Clerk's office	If approved by the Appropriations, NDFs and CIFs Committee or Council, forwards copy of completed NDF Request and Application to the Office of Management and Budget for grant administration.
Department/Agency	Office of Management and Budget processes a budget adjustment Receiving Department schedules work for completion. Receiving Department notifies Council member when the work begins. At the end of the project, receiving department notifies Council member of all disbursements and remaining balance.
Council member	If funds remain or are returned by grantee, the Council member's NDF account is credited for those funds.

SECTION II: This Resolution shall take effect upon its passage and approval.


H. Stephen Ott
Metro Council Clerk


Jim King
President of the Council


Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney

By: 

**LOUISVILLE METRO COUNCIL
ADOPTED**
September 25, 2014