

**Spirit Lake Tribe
Tribal Planning Office
Grants Administration Policy Statement**

I. Purpose and Authority

The Spirit Lake Tribe 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 closeout. To accomplish this policy requirement, the Tribal Planning Office shall be responsible for:

1. developing, revising, and distributing official grants policies and procedures of the Spirit Lake Tribe;
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 Spirit Lake Tribe 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 Spirit Lake Tribe.

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 Tribal Planning Office (TPO) researches grant opportunities on a daily basis and sends summaries to the potentially interested departments.

The Tribal Planning Office (TPO) consults with the Program Directors to determine timeliness, appropriateness, and need for specific grants. The Tribal Planning Office shall prioritize grant applications according to the priorities set by the SLT Strategic Plan to include:

Priority 1: Substance Abuse

Priority 2: Housing

Priority 3: Recreation

Priority 4: Employment

Priority 5: Emergency Response

The Tribal Planning Office (TPO) shall consult with the Tribal Council and other appropriate committees, boards, commissions 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 Director to and approved by the Director/Tribal Planning prior to proposal development. The Tribal Planning Office will notify the Chief Financial Officer (CFO) 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 Directors are required to fill out a Grant Application Pre-Approval Form and submit to the Director/Tribal Planning 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 Director and the Director/Tribal Planning 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 the Spirit Lake Tribe/Tribal Programs/Tribal Planning website located at www.spiritlakenation.com/sltpanning.htm. This form can be filled in online and signed electronically and sent by email to Director/Tribal Planning at sltpanning@gondtc.com

B.2. Scoping Meeting

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

The Scoping Team will be comprised of appropriate department and support personnel (i.e., collaborative partners, program staff, financial accountant) 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 Chief Financial Officer (CFO) will assign a financial accountant to the Scoping Team to assist with the development and approval of a proposed budget. The Scoping Team will be responsible for program/project development (i.e., needs assessment, abstract, narrative, goals and objectives, budget and budget narrative, attachments, letters of support, etc...) in the preparation of the grant application.

The Scoping Team will utilize a Scoping Meeting Form as a guide and tracking tool for grant application development. This form is available on the Spirit Lake Tribe/Tribal Programs/Tribal Planning website located at www.spiritlakenation.com/sltplanning.htm

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 Spirit Lake Tribe, these grant opportunities will be further reviewed by the Department Program Director and the Director/Tribal Planning.

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 Director will be responsible for presenting the tribal resolution to the Tribal Council as timely as possible to meet grant application deadlines. All resolutions for grant applications must be submitted to the Tribal Council 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 Director to meet with the Chief Financial Officer (CFO) or designee 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, economic development funds (EDF), or a collaborating partner).

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 Directors are **required** to fill out a Grant Application Final Approval Form and attach to the **completed grant application** and submit to the Director/Tribal Planning Office for approval.

The **Original Final Grant Application Budget and Budget Justification** must be approved by the Chief Financial Officer (CFO) or designee prior to submitting the Grant Application Final Approval Form to the Director/Tribal Planning for review. If the grant application requires a cash match or 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 Tribal Council.

The Grant Application Final Approval Form provides the grant information and summarizes the financial request.

The Grant Application Final Approval Form is available on the Spirit Lake Tribe/Tribal Programs/Tribal Planning website located at www.spiritlakenation.com/sltplanning.htm. This form can be filled in online and signed electronically and sent by email to Director/Tribal Planning at sltplanning@gondtc.com

The final signature(s) necessary on the Grant Application Final Approval Form prior to submission of grant application will be from the Director/Tribal Planning, Chief Financial Officer, and Tribal Chairman.

Electronic Submission of Grant Applications

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

The Director/Tribal Planning is the E-Biz Point of Contact (POC) for the Spirit Lake Tribe for www.grants.gov. The Director/Tribal Planning shall be identified and named as the person on the SF 424, Section 8.f. as the “person to be contacted on matters involving the application.” The Authorized Organization Representatives (AOR’s) for the Spirit Lake Tribe are the Director/Tribal Planning or the Senior Planner by virtue of position.

The Director/Tribal Planning Office shall be identified and named as Point of Contact for the Spirit Lake Tribe for any and all other portals (Department of Justice, Environmental, Grants Solutions, etc.) for grant applications.

E. Acceptance of Grant Awards

The Tribal Planning Office will receive all the NOGA’s (Notice of Grant Awards) for the Spirit Lake Tribe.

Upon receipt of Notification of Grant Award (NOGA) The Tribal Planning Director will provide notification to the Tribal Chairman, Chief Financial Officer (CFO), Financial Accountant designated to the Program, and Program Director. The Tribal Planning Director shall hold a meeting with the Program Director to address any Special Conditions of the Grant Award. Chief Financial Officer (CFO) and Financial Accountant shall be responsible to enter grant award into the Tribal accounts.

Scoping Team Meeting for Grant Implementation

The Planner/Grant Writer initially assigned to the program/project at the Grant Application phase will contact the Department Program Director and the Financial Accountant designated to the Program. They will collaboratively set up a meeting of the Scoping Team to begin dialogue regarding implementation. The Tribal Planning Office will participate in the meeting (Planner/Grant Writer) for the purpose of setting up a Grants Management System for the Grant Award. This meeting will address all 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 Director/Tribal Planning Office will set up a Grants Management System utilizing an electronic data management system. The Administrative Tech/Tribal Planning Office will be responsible to maintain a “pending” file of all grant applications submitted by the Spirit Lake Tribe and upon Tribal Planning Office receipt of Notification of Grant Award (NOGA) will move the Original Grant Application into an “active” file and will scan into an electronic data management system. The Tribal Planning Office will set up an electronic database for all grants, and will set up a notification system with the Program Director(s) and/or person responsible for the grant implementation to enhance communication in meeting the reporting guidelines of the grant award.

The Tribal Planning Office will review all Notice of Grant Awards (NOGA's). The Administrative Tech/Tribal Planning will complete the Grants Management Record document with all pertinent information of the grant awarded to the Spirit Lake Tribe.

The Director/Tribal Planning will set up quarterly meetings with Department Program Director and/or persons responsible for grant implementation within 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. The Department Program Director shall be provided a digital copy of the Grants Management Record. In addition, the Administrative Tech/Tribal Planning Office will develop a hard copy binder system to track all Spirit Lake Tribe 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 Sites

The Director/Tribal Planning is the E-Biz Point of Contact (POC) for the Spirit Lake Tribe. The Authorized Organization Representative (AOR) for the Spirit Lake Tribe are the Director/Tribal Planning and Senior Planner/Tribal Planning by virtue of position. The Director/Tribal Planning Office shall be identified and named as Point of Contact for the Spirit Lake Tribe for any and all other portals (Department of Justice, Environmental, Grants Solutions, etc.) for grant applications.