

CITY OF RICHMOND

**GRANT  
MANAGEMENT**

ECIA 2019-20 Grantee Workshop

# **What we'll discuss today**

**Welcome & Introduction**

**Finalizing Grant Service Agreement**

**Award Disbursements**

**Invoicing & Reporting**

**Contract Amendments**

**Site Visits, Capacity Building & Support**

**Questions**

# Finalize Grant Service Agreement

## *Review Terms*

Fiscal Year  
(July 1 - June 30)  
Reimbursement  
Background Check

## *Scope of Work*

Service Specs.  
Timeline  
Outcomes  
Budget

## *Required Documents*

Business License  
W-9  
Vendor Questionnaire  
Insurance

## *Execution*

Scope Approved  
Documents Final  
Route Agreement  
Signatures

# Review Terms of the Grant Service Agreement

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## *Reimbursement*

Grant payments are on a reimbursement basis

## *Fiscal Year (July 1 - June 30)*

All expenses and charges need to fall within the fiscal year

## *Background Checks*

Programs that provide services to youth or other vulnerable populations will need comprehensive background checks

# Scope of Work

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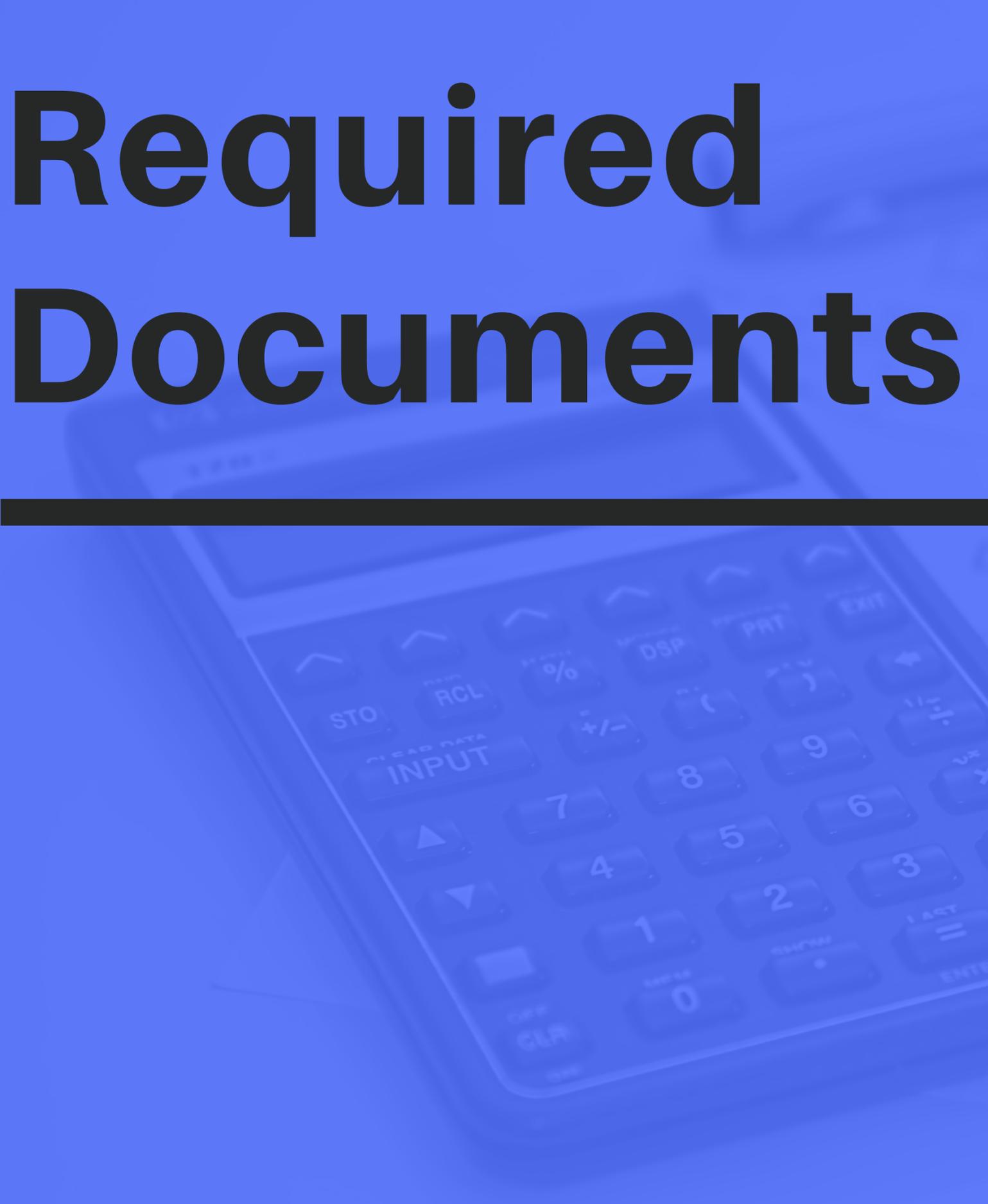
*Service Specifications*

*Timeline*

*Outcomes*

*Budget*

# Required Documents



***Business License***

***Vendor Supplement  
Questionnaire***

***W-9***

***Insurance Certificate w/  
Additional Insured Endorsement***

# Execution

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*Scope of Work Approved*

*Supporting Documents Final*

*Route Agreement & Sign*



# Advance Payments



**50%**

**Initial Advance**



**35%**

**Additional Advance**



**15%**

**Reserved Until  
Completion**

**50%**

# **Initial Advance**

*Upon formal request on organizations letterhead (reference template)*

**35%**

# **Add'l Advance**

*Contingent on submission and approval of initial progress report, invoice & supporting documents*

# Reimbursement

## Mid-Year

*Progress Report and Invoice  
(including supporting  
documents)*

## Final

*Final Report and Invoice  
(including supporting  
documents)*

# **Invoice & Reimbursement Request**

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*Invoice template*

*Line items must match  
approved budget*

*Itemization of direct services*

*Hard-copies*

# Tracking Program expenses

 **Invoices/Receipts**

 **Payroll Records**

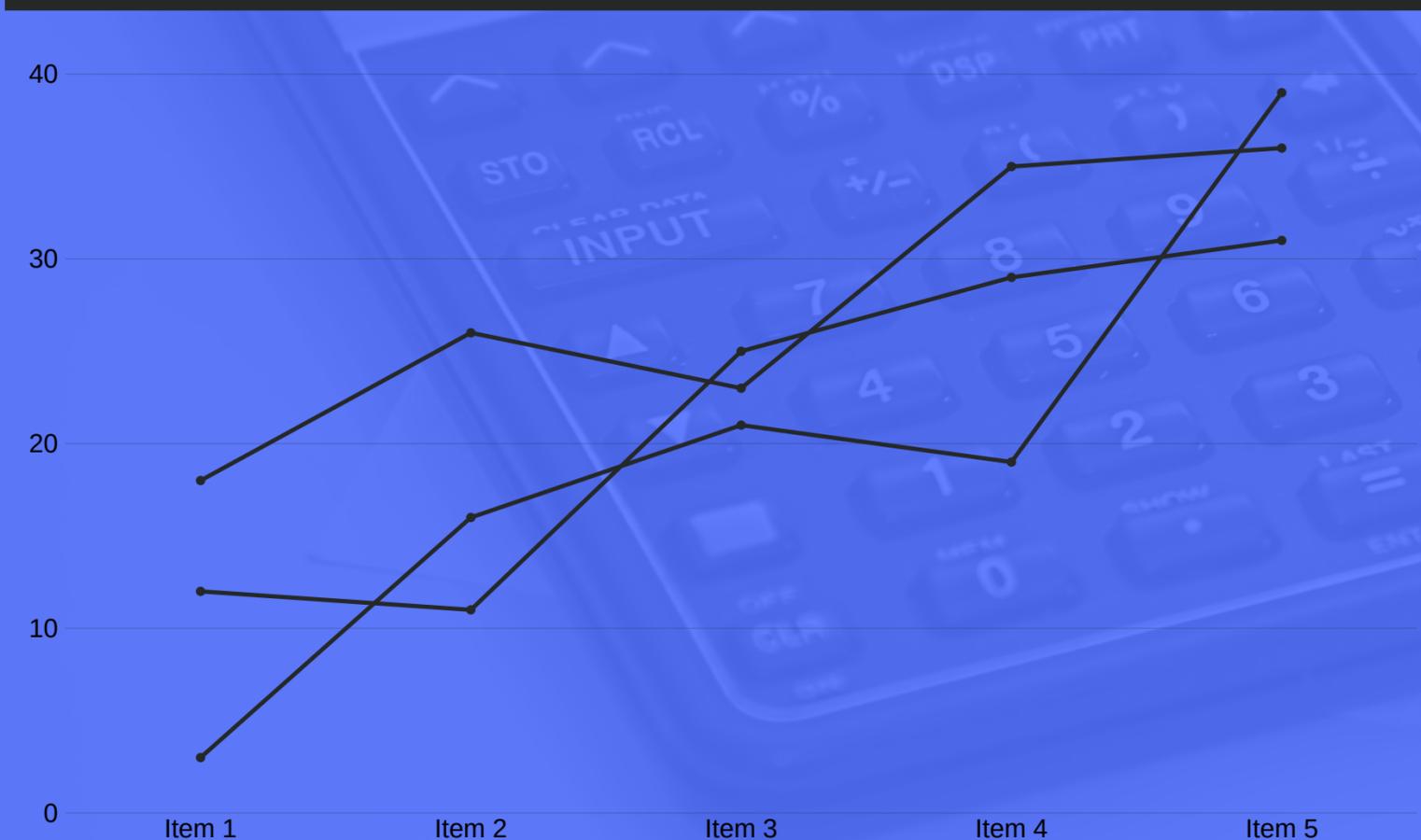
 **Copies of Checks**

 **Time Sheets/Cards**

# Reporting: Progress & Final Reports

*Submit mid-year progress*

*Submit final report*



*Use grant report templates*

*Hard copies*

# **Contract Amendment**

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All proposed amendments require a written request and City approval

***Service Specifications***

***Timeline***

***Outcomes***

***Budget***

# SITE VISITS & CAPACITY BUILDING



## *Site Visits*

**At least one (1) visit**



## *Capacity Building*

**Funder's Panel  
Networking Event  
Technical Assistance**



## *Additional Support*

**Staff Consultations  
Computer Lab Access  
Resource Connections**

# Let's talk!

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