



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Grants Coordination and Management

Effective Date: September 1, 2016
Revision Date: September 16, 2025
Policy Number: 5.3
Sponsor: Grants Coordination

Purpose

The purpose of this Policy Statement is to provide departmental guidance on grants coordination and management oversight activities. The Policy provides clarification regarding the responsibilities of various parties to ensure effective oversight, efficient management and the appropriate accountability for grant activities.

Definitions

Grant: Assistance from a federal, state or other external entity that transfers something of value to a party (the grantee) for a purpose, undertaking, or activity of the grantee that the government has chosen to assist. The "thing of value" is usually funds, but may include property or services. Grants usually require some performance, obligations and or may be accompanied by some specific restrictions.

Grantor: Refers to the awarding entity or the provider of the assistance/award.

Grantee: Refers to the recipient of the assistance/award.

General Policies

Coordination of Grant Approvals

Grant applications, awards and amendments, except where exempted, shall be processed and coordinated through the Division of Grants and Accountability and Cost Planning within the Division of Accounts in the Metro Finance Department.

Grants Applications Must Be Approved Before Submission, except where special waivers or exemptions have been granted.

Grant applications must be approved by several Metro entities including the Law Department (legal and risk review), the Director of Metro Finance, and in some cases the Mayor. Most grant applications must be approved by the Metro Council, unless specifically exempted.

It is the responsibility of the department to be sure that they work with their staff attorney in the Department of Law to understand approval routing for their grants and whether each grant would subject Metro or its employees to any liability.

Exemptions by Metro Code

The following departments, governed by their boards and commissions, are authorized to submit applications without Metro Council approval:

- Metro Action Commission
- Planning Commission
- Farmers' Market, and
- Public Health



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Waiver granted under Metro. Substitute Ordinance No. BL 2013-576.

Departments granted exemption can submit Grant Applications to grantors without approval by Metro Council and without review by the Finance Department or the Department of Law if the following conditions are met:

- The grant once awarded would not require local cash match and
- The application does not contain any terms and provisions that would subject Metro government or its employees to any liability.

The Finance Department and the Department of Law are to be notified in writing of the grant application at the time the application is submitted to the grantor.

Departments are highly encouraged to have their grant applications reviewed by the Department of Law and the Department of Finance prior to submittal to the grantor.

Grant Contracts Must be Approved and Authorized before Spending

Grant contract awards must be in place prior to initiating spending or program activity. Metro Council must appropriate funds prior to spending.

Expectations of Departments Administering Grants

Grant administering departments shall follow the established protocol for processing grant applications, grant awards and grant amendments except where special waivers and exemptions have been granted.

Grants administering departments shall have the responsibility for initiating, designing, and achieving stated goals and objectives in a grant application and operating the grant program as approved by the grantor in compliance with all applicable rules and regulations.

Costs charged to specific grants must adhere to established cost principles and must meet the above-mentioned criteria in addition to any specific restrictions imposed by the grantor and/or the pass-through agency.

Costs must be appropriately identified on all documentation to demonstrate compliance with grant terms. Departmental grant administrators shall be familiar with cost principles in *2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and ensure that all expenditures under a grant program are aligned with cost principles.

Applicable Local, State or Federal Regulations

Metro. Charter art. 8, § 8.103: The director of finance shall be responsible to the mayor for the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.

Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.

Metro. Substitute Ordinance No. BL2013-576 approved December 5, 2013.

2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.



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Associated Policies

Finance Department Policy 5.1 Disallowances and Questioned Costs

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025