

CITY OF RICHMOND

**GRANT
MANAGEMENT**

ECIA 2020-21 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

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

Service Specifications

(Sections 2.b, 3.a, & 3.b)

Timeline

(Section 2.c)

Outcomes

(Sections 3.c & 3.d)

Budget

(Budget template)

Required Documents

W-9

Business License (online)

Vendor Supplemental Questionnaire

Insurance Certificate w/Additional Insured Endorsement

Electronic Funds Transfer (EFT) form (recommended)

Execution



Scope of Work Approved

*Required Documents
Submitted*

Route Agreement & Sign

Advance Payments



50%

Initial Advance



35%

Additional Advance



15%

**Reserved Until
Completion**

50%

Initial Advance

*Upon formal request on
organization's 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

Invoice template

*Line items must match
approved budget*

Itemization of direct services

*Hard-copies (preferred),
Electronic copies (optional)*

Tracking Program expenses

✔ Invoices/Receipts

✔ Payroll Records

✔ Copies of Checks

✔ Time Sheets/Cards

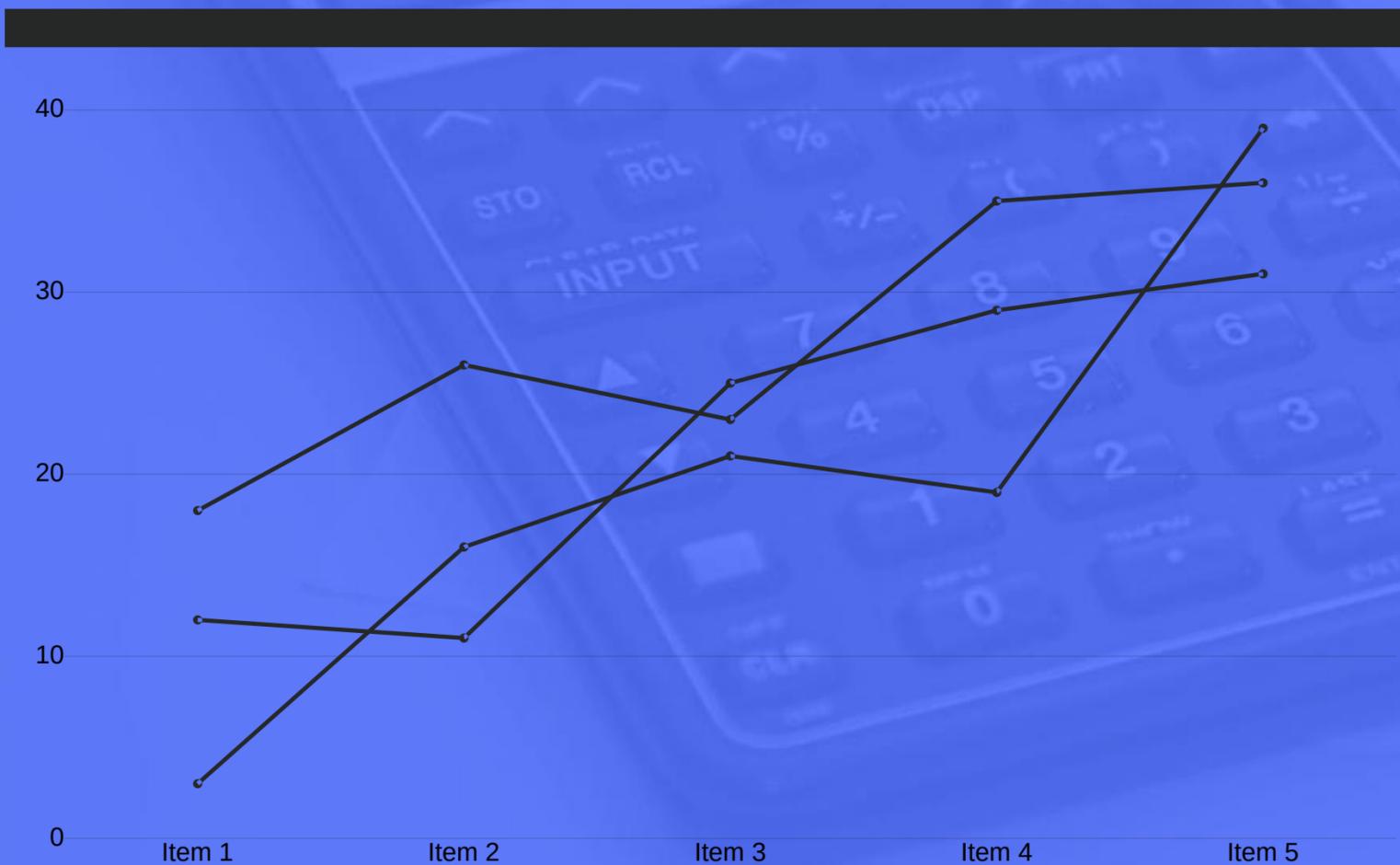
Reporting: Progress & Final Reports

Submit mid-year progress

Submit final report

Use grant report templates

Hard copies



Grant Amendment

All proposed
amendments require
City approval

Grant Amendment Form

Scope

Timeline

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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