



# MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Planning Division

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Matanuska Susitna Borough

## MEMORANDUM

SEP 25 2019

Administration

DATE: September 23, 2019

TO: John Moosey, Borough Manager

THROUGH: Eileen Probasco, Planning Director *E Probasco*

THROUGH: Mark Whisenhunt, Acting Planning Division Manager

FROM: Pamela Graham, Planner I *P Graham*

SUBJECT: General Grant Requirements

I reviewed two state grant agreements, the Human Services Matching Grant and a legislative grant for a road project. I then reviewed the Federal Brownfields Assessment Grant agreement and the Hazard Mitigation Grant Program agreement (HMGP) for the Matanuska River buyouts; the HMGP is a combination state and federal.

The information below is a list of the basic requirements found in the agreements for State and Federal Grants, as requested.

The basic requirements for all State and Federal grants include:

- Reporting:
  - Financial and Activity
  - Monthly; Quarterly; Biannually; or Annually
- Financial Management
  - Financial management and accounting systems must conform to generally accepted accounting principles
- Audits
  - Required for most state and federal grants based on award size
- Procurement and Contracting
  - The borough must have established procedures
  - Comply with any and all State and Federal procurement and contracting rules
  - Some grants require pre-authorization from granting agency for contracts.
- Recordkeeping
  - Varies by grant
  - Generally required to keep anywhere from 3 years to 20 years
  - Granting agency is allowed access to the records

- **Grant Income**
  - Must be treated as project funding and reported on
  - Includes any funding made from the grant funding – ie: sale of homes, trees, or other items from land acquired as right-of-way
- **Compliance**
  - All State, Federal, and other grants require the borough comply with:
    - All sections of the grant agreement
    - All Local, State, and Federal Laws and Code Sections
- **Assurances:**
  - All State and Federal grants require the borough sign assurances that reiterate the specific statute requirements
  - These assurances vary by agency and reflect the specific statute requirements for the grant program or the agency

In addition to the basic requirements listed, both state and federal grants may also require compliance with items such as:

- **Site Control**
  - Proof that you own the property or have the legal right to complete the work specified in the grant agreement
- **Historic Preservation**
- **Public Purpose**
  - Depending on the source of the Grant Funding
- **Insurance requirements**
- **State Fire Marshal Review**
- **Equal Employment Opportunity or Specific Hiring Preferences**
- **Cybersecurity**

Federal grant requirements also include things like

- **Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE)**
  - Including Good Faith Efforts
- **Davis–Bacon Act compliance**
- **Community Outreach**
- **Quality Assurance requirements**

Essentially, when the borough receives a state or federal grant, we are required to comply with all local, state, and federal laws, as they apply to the specific project, or program.