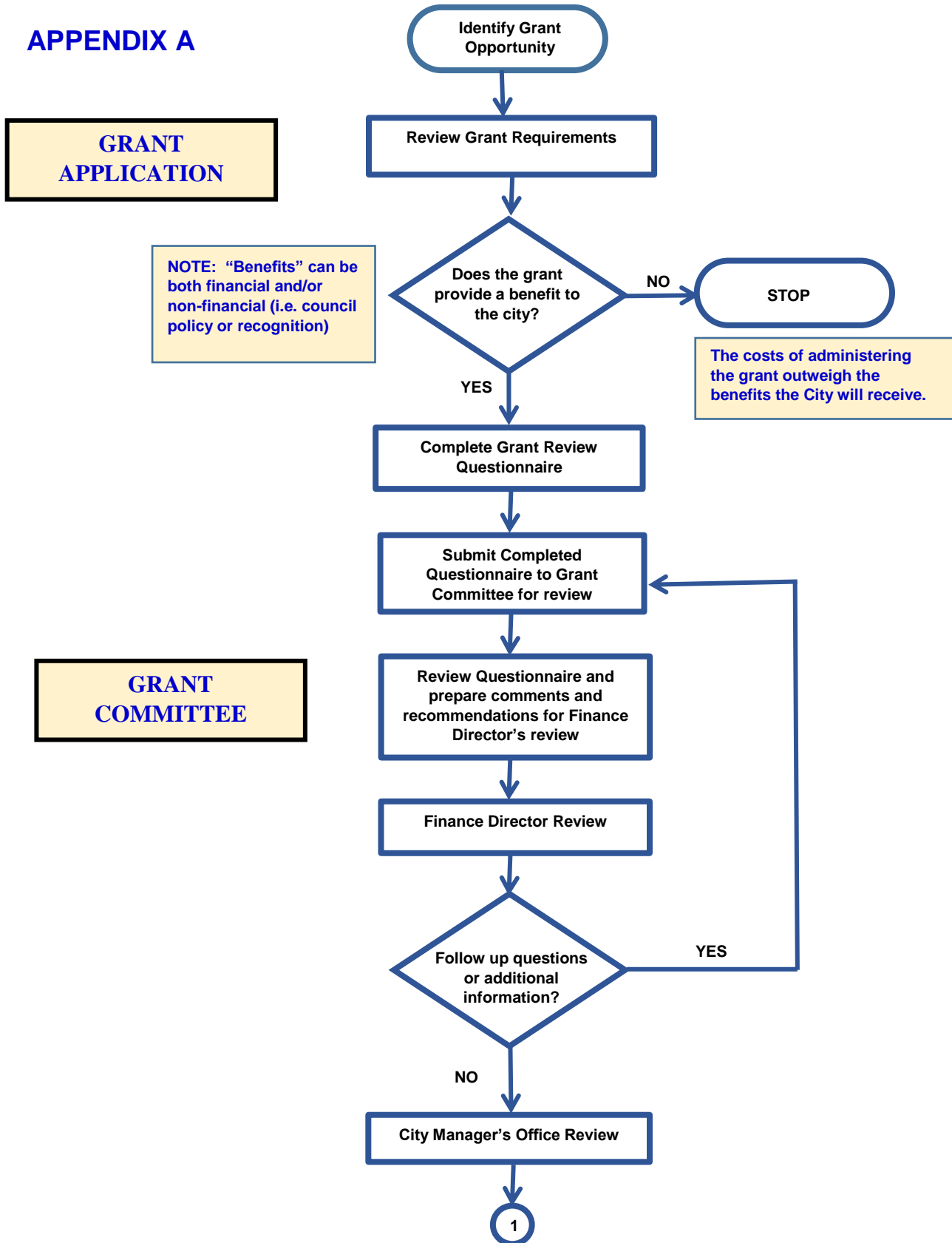
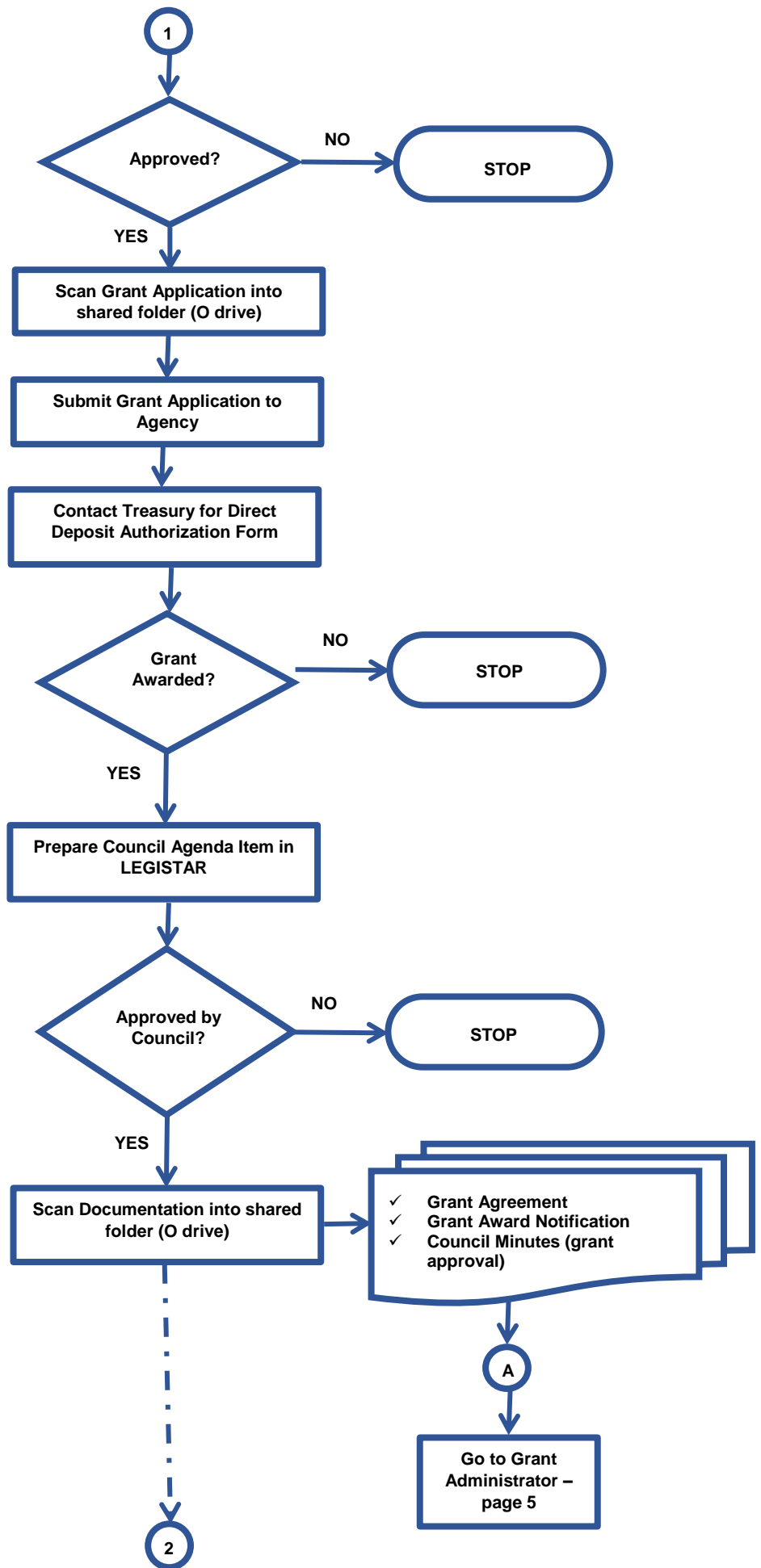


# City of Denton Grant Administration

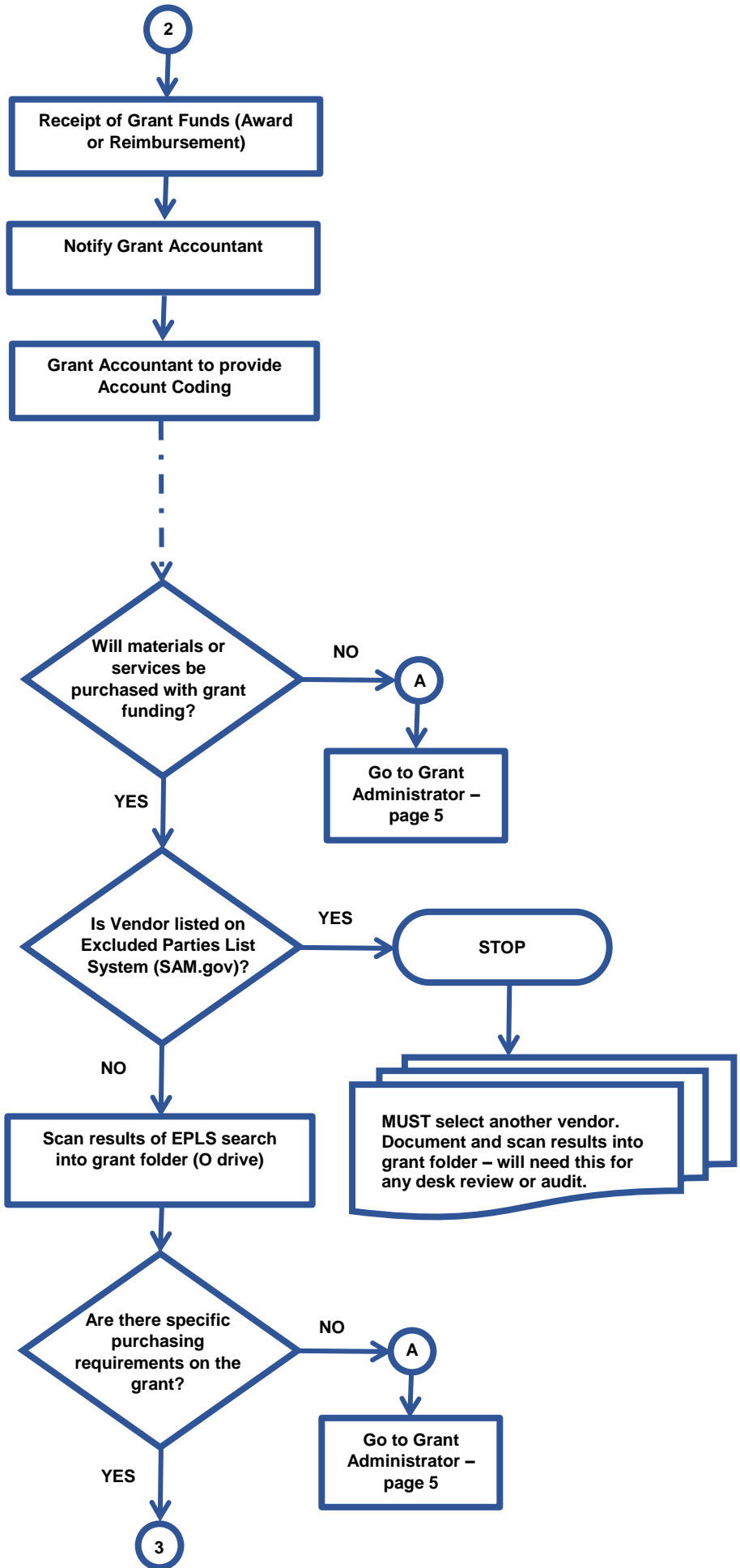
## APPENDIX A

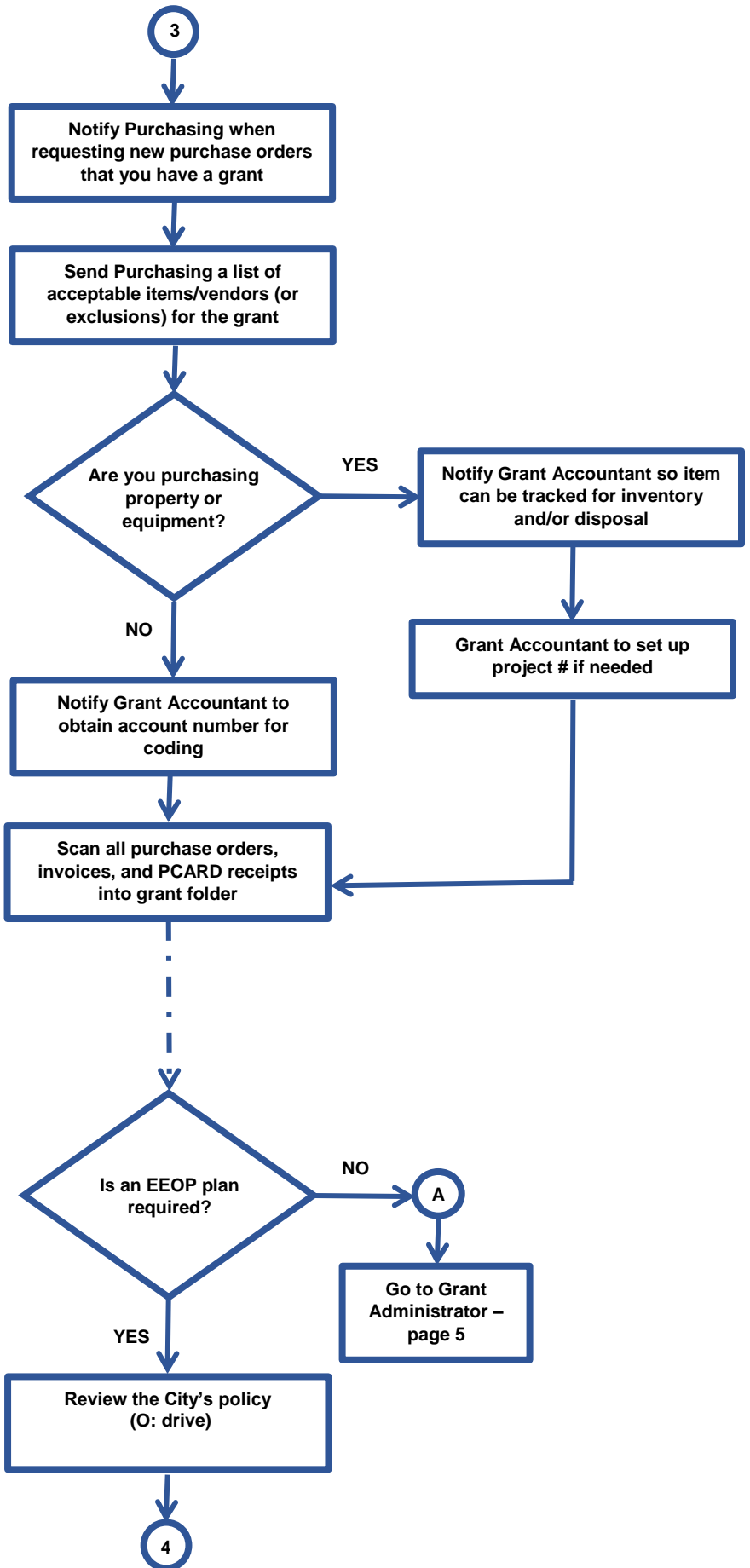




**RECEIPTS &  
REIMBURSEMENTS**

**PURCHASING**





**HUMAN RESOURCES**

4

Prepare on EEO plan for the grant

Work with Human Resources for plan review/approval

Scan the approved plan into the grant folder

A

**GRANT ADMINISTRATOR**

Maintain documentation in the grant folder (O: drive)

**GRANT ACCOUNTANT**

Input grant information into the TRACKING WORKSHEET when the grant is approved

Input new grant information into the SEFA report

Send email to Grant Administrators to ensure information is updated at least quarterly (follow up as needed)

5

5

Ensure the SEFA report lists the same grant information as the TRACKING REPORT

Review/compare/update the SEFA report to the TRACKING REPORT at least quarterly to ensure consistent information is presented

**GRANT ADMINISTRATOR**

Does the grant have sub-recipients?

NO

YES

Grant Administrator to follow grant directive and monitor compliance

Scan any documentation and/or compliance testing into grant folder

Grant scheduled for a desk review or field audit

Notify the Grant Accountant and/or Assistant Controller

Accounting to provide assistance/support