

MICHIGAN NSP2 CONSORTIUM

POLICY AND PROCEDURES MANUAL

PROGRAM ADMINISTRATION

① PROGRAM ADMINISTRATION POLICY ①

- I. INTRODUCTION 2
- II. ACTIVITY DELIVERY AND ADMIN STAFF COSTS 2**
- III. CITY AS GRANT ADMINISTRATOR FOR LAND BANK 2
 - A. Grant Disbursement to Third Party Grant Administrator 2
- IV. LIST OF CHECKLISTS AND TEMPLATES 3**

I. INTRODUCTION

MSHDA will provide a more comprehensive Program Administration Module, but wanted to address grants management and general administration questions received from Michigan NSP2 Consortium Members, particularly:

- Tracking Employee Hours and determining if they are Administration or Activity Delivery Costs
- City serving as a Third Party Grant Administrator for the Land Bank

II. ACTIVITY DELIVERY AND ADMIN STAFF COSTS

Grantees requested clarification on the difference between Administrations and Activity Delivery Costs as it relates to staffing and tracking employee hours. MSHDA provided the *Admin and Activity Delivery Budget Template* for grantees to budget for the staffing, materials and equipment for their NSP2 award and the *NSP2 Quarterly Timesheet* that tracks an employee's weekly hours over the NSP2 reporting period by quarter.

The definitions and eligible costs for Administration and Activity Delivery Costs are found in "Policy and Program Guidelines."

III. CITY AS GRANT ADMINISTRATOR FOR LAND BANK

A. Grant Disbursement to Third Party Grant Administrator

This policy pertains to those Cities and Land Banks that choose to utilize their NSP2 Consortium Partner, or another entity, to assist in the administration of their grant. From this point forward, this policy is written as if the Land Bank is the Grantee, and their NSP2 Partner City is the Third Party Administrator. The following subjects will be explained:

- Grant Administration Management Plan
- OPAL – Giving Third-Party Administrators Access to the Grant
- Grant Disbursements
- On-Site Monitoring/Audits

1. Grant Administration Management Plan

MSHDA refers to the entity administering a grant on behalf of another as a "Third-Party Administrator". It is important to note that the Grantee is responsible for the oversight of the grant and is held accountable for all aspects of the grant, even actions performed by the Third-Party Administrator.

Land Banks using the services of their NSP2 Partner City must complete the "**Grants Administration Management Plan**" and attach it to their City and Land Bank Operations Agreement as Appendix D. This document contains a list of tasks typically performed during the life of a grant. The Land Bank, in partnership with the City, will identify persons responsible for completing these tasks and check the box identifying each person as either an employee of the Land Bank or the City.

The "Grants Administration Management Plan" also requires grantees to describe how they will monitor progress of the grant, and to explain in detail how grant funds will flow between the entities and contractors.

2. OPAL – Giving Third-Party Administrators Access to the Grant

Grantees must give their Third-Party Administrators access to their grant on OPAL. Under no circumstance will Land Banks identify City staff as Land Bank employees on OPAL; instead they are

identified as a “Consultant” with the security level of Grant Administrator. Follow the process in the Grantee User Manual, Section 7.3 - “Manage Access to a Grant”. The manual can be viewed by clicking “Downloads” at the lower right-hand corner of the OPAL Start Menu. Follow the process “to assign other people from outside of your agency access to the grant (such as a third party administrator)”.

To see a list of tasks that a Grant Administrator can perform in OPAL, whether grantee staff or a consultant, refer to Section 7.12 of the OPAL “Grantee User Manual.

NOTE: MSHDA, and therefore OPAL, will not allow Consultants to be designated as Authorized Signers for a grant. Only grantee staff persons who have been identified on the Authorized Signer form may be designated as such.

3. On-Site Monitoring/Audits

When MSHDA, HUD, or the Office of Inspector General (OIG) conduct on-site monitoring or audits of the NSP2 grants, both the Grantee and the Third-Party Administrator will need to arrange for appropriate staff, and all program/project files to be available. When contacted by MSHDA, HUD, or the OIG, be sure to inform them that the grant is administered by a third-party, and to allow for adequate time to visit with both entities. Be sure to consult with the Third-Party Administrator prior to scheduling the site-visits.

IV. LIST OF CHECKLISTS AND TEMPLATES

 Administration and Activity Delivery Budget

 NSP2 Quarterly Staff Timesheet

 Third Party Grant Management Plan