

# **REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES**

## **Chapter TP 4-950**

### **Grants Administration**



**February 4, 2020**

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 4-950  
Grants Administration

---

**Index**

<b><u>Text</u></b>	<b><u>Page</u></b>
SECTION 1: PURPOSE	2
SECTION 2: BACKGROUND AND INTENT	2
SECTION 3: DEFINITIONS (Reserved)	3
SECTION 4: DELEGATED AUTHORITY (Reserved)	3
SECTION 5: APPLICABILITY	3
SECTION 6: GRANT APPROVAL PROCESS	3
SECTION 7: GRANT SELECTION PROCESS	3
SECTION 8: APPROVAL PROCESS	4
SECTION 9: IMPLEMENTATION	5
SECTION 10: DISPUTES AND EXCEPTIONS	6

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 4–950  
Grants Administration

---

SECTION 1: PURPOSE

To provide uniform guidance in the process of considering, applying, accepting and administering grants from federal and other third party sources.

SECTION 2: BACKGROUND AND INTENT

- (a) The Tribal Council approves the application for and acceptance of grants from federal and state agencies and other third parties when the purpose of the grants are consistent with established Redding Rancheria goals, policies and priorities.
- (b) All agreements of the nature described in this Chapter, including non-federal agreements are considered subject to Chapter 1-300 (Tribal Government Relations) of the Redding Rancheria Tribal Policies. This policy provides operational guidance to ensure that all activities are consistent with the following provisions of that policy:

*“Agreements with the Federal Government*

*(a) The Tribal Council shall authorize all agreements with the Federal Government by Resolution. Prior to authorizing any agreement the Tribal Council shall ensure that such agreement;*

*(1) Contains no provision that in any way diminishes or waives any Trust obligation of the Federal Government.*

*(2) Clearly sets forth the expectations of the Tribe for the roles and services to be performed by the Federal Government with respect to such agreement.*

*(3) Accepts no obligation on the part of the Tribe which cannot be met with federal or Tribal resources available to carry out the provisions of such agreement.*

*(4) Is consistent in all respects with established Tribal goals and priorities.”*

- (c) This Chapter provides additional guidance to assure that responsibility for compliance with the provisions of all agreements of the nature discussed is clearly delineated and understood.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 4–950  
Grants Administration

---

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: APPLICABILITY

- (a) This Chapter provides policy guidance and is applicable to all employees of the Redding Rancheria, and pertains to all activities associated with grants and other agreements with federal and other governments and other third parties, under consideration by, awarded to and administered by the Redding Rancheria or any of its subordinate organizations.
- (b) Compliance provisions of this Chapter are applicable to all employees responsible for administering programs financed under contract and compact agreements entered into under the Indian Self-Determination Act, and all grant agreements with federal agencies and other third parties.

SECTION 6: GRANT APPROVAL POLICY

- (a) It is the policy of the Redding Rancheria that consideration of all grants and similar intergovernmental agreements will be subject to a formal review process and recommendation by the Chief Executive Officer prior to consideration by the Tribal Council.
- (b) Application for and acceptance of grant awards shall not be authorized without formal approval by the Tribal Council, by resolution.
- (c) Execution of grant awards is vested with the Chief Executive Officer. Employees may not sign awards on behalf of the Redding Rancheria unless acting formally on behalf of the Chief Executive Officer under written delegated authority.

SECTION 7: GRANT SELECTION PROCESS

- (a) Employees are encouraged to seek and examine grant opportunities to promote the general and specific goals of the Redding Rancheria. In general, consideration will be given to grants that meet the following criteria:
  - (1) Are consistent with the Tribes long term goals and objectives as set forth in the Redding Rancheria strategic plan, and/or
  - (2) Will advance an established program goal or support for already authorized programs,

# REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

## Chapter TP 4–950 Grants Administration

---

- (3) It will be self-supporting (i.e., the cost for administering the grant can be paid for entirely by the grant/contract, including its share of indirect costs, or through some other means, such as cost sharing with already available budgetary resources, or through appropriation of Tribal revenue.
  - (4) Can be administered in a timely and efficient manner, without placing unreasonable burdens on staff and facilities, thereby compromising other Tribal services and goals.
  - (5) Can be carried out consistent with the full expectations of the funding agency within the technical capability of the organization.
  - (6) Does not place an inappropriate financial burden on the Redding Rancheria, or create community expectations that are unreasonable to fulfill in the absence of the grant.
- (b) The Chief Executive Officer shall review grant opportunities identified by employees and shall make a determination of those grants for which a recommended resolution of the Tribal Council approving application is appropriate.
  - (c) Matching requirements associated with grants, whether direct, indirect or in-kind shall be required to be authorized by the Tribal Council within the resolution(s) approving the application and/or acceptance of the grants.
  - (d) The Chief Executive Officer will provide a summary addressing review criteria, benefits, populations to be served and pertinent financial information when recommending application for and acceptance of a grant.
  - (e) Upon approval of a grant application by the Tribal Council, the Chief Executive Officer is authorized to make application in the name of the Redding Rancheria.

### SECTION 8: APPROVAL PROCESS

- (a) Upon notice of award, the Chief Executive Officer and Chief Financial Officer shall review all grant criteria to ensure that the grant conditions are appropriate to the Redding Rancheria and can be met by the organization with authorized resources, or if additional authority, budget or otherwise, is required to carry out the grant.
- (b) If no additional resources or authority are needed, and the resolution adopted pursuant to Section 5 above has authorized the Chief Executive Officer to accept the grant on behalf of the Redding Rancheria, the Chief

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 4–950  
Grants Administration

---

Executive Officer is authorized to accept and execute the grant without further approval of the Tribal Council.

- (c) If the conditions of the grant require additional authority or resources, and/or the resolution adopted pursuant to 5 above did not authorize the Chief Executive Officer to accept the grant on behalf of the Redding Rancheria, then the Chief Executive Officer shall submit a recommended resolution to the Tribal Council to provide for acceptance of the grant and additional authority and resources necessary to carry out the grant; or
- (d) If the Chief Executive Officer deems it appropriate, make recommendation to the Tribal Council that the grant not be accepted.
- (e) The Chief Executive Officer is authorized to execute renewal of ongoing grants, contracts and compacts on an annual basis, except when matching requirements have one been provided through the Tribal budget.

SECTION 9: IMPLEMENTATION

- (a) Upon acceptance and execution of a grant, the Chief Executive Officer shall designate in writing the manager and/or program director responsible to implement and carry out the grant.
- (b) The assigned manager and/or program director shall have direct responsibility to assure that all activities undertaken using grant resources are applicable, allocable and allowable under the provisions of the grant, and compliant with 2 CFR Part 200 and applicable Tribal policies, and that all record keeping and reporting requirements of the grant are fully complied with.
- (c) The Chief Financial Officer shall establish procedures to assure that all financial activities and reporting requirements consistent with grant requirements and applicable laws and regulations, including 2 CFR Part 200.
- (d) The Chief Executive Officer shall publish operating procedures covering the management of records associated with grants awarded to the Tribe, which shall meet or exceed the provisions of 2 CFR Part 200.333
- (e) Where grants are for ongoing programs, the manager and/or program director responsible for implementation of the program shall be responsible to initiate renewal applications on a timely basis.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 4–950  
Grants Administration

---

SECTION 10: DISPUTES AND EXCEPTIONS

- (a) To the extent that issues arise with the granting agency regarding any aspects of grant implementation, including disputes or exceptions taken by the granting agency with procedures or activities of the Redding Rancheria in carrying out the grant, the manager and/or program director charged with grant implementation shall take immediate action to resolve the issue and shall advise the Chief Executive Officer regarding the issue.
  
- (b) Disputes and exceptions considered of material nature by the Chief Executive Officer shall be reported to the Tribal Council on a timely basis along with a summary of actions being taken to resolve the issue.

Legislative History:

As Adopted by Tribal Council Resolution #058-10-24-06, dated October 24, 2006.  
As Adopted by Tribal Council Resolution #009-02-04-20, dated February 4, 2020.