

Approved 12/2014

## **Draft POLICIES AND PROCEDURES HANDBOOK**

For all Full-Time, Part-Time employees as well as Board Members and volunteers of EEANM.

The policies and provisions shall not be regarded as a contract, whether expressed or implied, between EEANM and any employee. EEANM reserves the right to adopt, amend, or rescind these policies and procedures from time to time, and all such changes shall be binding upon employees.

The policies and provisions are intended to be guides to management and are merely descriptive of suggested procedures to be followed. No policy or provision is intended as a guarantee of continuity of benefits or rights.

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## **SECTION I: Introduction**

### **1.1 Purpose Statement**

The purpose of the Environmental Education Association of New Mexico (EEANM) Policies and Procedures Manual is to further the mission and vision of EEANM through the development of its human resources. This Manual will be held in accordance with appropriate federal, state, and local laws and regulations.

**1.2 Our Mission:** The Environmental Education Association of New Mexico provides, promotes, and enhances quality environmental education by offering New Mexicans opportunities for professional development, communication, and partnership.

## **SECTION II: General Policies and Provisions**

### **2.1 General Statement**

EEANM has established the following policies and provisions to obtain the orderly, uniform, and fair interpretation of the EEANM Personnel Manual.

### **2.2 Governance**

EEANM is governed by a Board of Directors and is managed by an Executive Director. EEANM's organizational structure is represented by the Organizational Chart located in the appendix of this document.

#### **2.2.1 Board**

The role of the Board of Directors for EEANM is outlined in its Bylaws. The Board is made up of individuals representing a variety of entities. The Board meets at least six times a year and is responsible for general oversight of EEANM.

Except for the purpose of inquiry, the Board shall deal with the administration of EEANM solely through the Executive Director. Neither the Board nor its individual members shall give orders to any of the subordinates of the Executive Director. Board members may work with EEANM employees on committees or special projects and in such cases provide advice, not direction, on topics related to that committee or project.

EEANM Board members may upon occasion be hired or volunteer on a temporary basis as an employee of EEANM. In such circumstances, the Board member is expected to adhere to routine EEANM policies and provisions, and should accept the authority of the immediate supervisor assigned.

#### **2.2.2 Executive Director**

It is the responsibility of the Executive Director to provide the direction and guidance for EEANM. The Executive Director shall be hired by the EEANM Board. The Executive Director shall be responsible for the administration of the Policies and Procedures Manual, and the

promulgation of additional policies and procedures, which may be occasionally adopted, amended, modified or rescinded at his/her sole discretion. The Executive Director may delegate authority to an employee during a time of absence or for certain tasks.

### **2.3 Amendments**

Any and all amendments to the Policies and Procedures Manual shall become effective following approval by the Executive Director.

### **2.4 Policies and Provisions**

The Executive Director may adopt, amend, or rescind policies and provisions consistent with this Policies and Procedures Manual where necessary for the enforcement and/or proper implementation of the policies or administration of EEANM.

### **2.5 Interpretations**

The Executive Director exclusively holds the final authority to interpret the policies and provisions in this Policies and Procedures Manual. Such authority shall include the application of these policies and provisions.

### **2.6 Applicability**

The EEANM Policies and Procedures Manual shall apply to all full-time, part-time employees as well as EEANM volunteers and Board Members. All employees and volunteers are expected to read and follow these policies and provisions.

### **2.7 Periodic Review**

Every five years, these policies and procedures will be reviewed in total for overall application, reasonableness, and general suitability for the purpose for which they are intended. The Executive Director is responsible for coordinating the review. The next review will take place in 2019.

### **2.8 General Provisions**

The following provisions are provided to make a safe and enjoyable work environment for all employees and volunteers.

#### **2.8.1 Sexual Harassment**

It is EEANM policy that harassment on the basis of sex will not be tolerated in any form. Sexual harassment occurs when an employee is subjected to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It will be considered sexual harassment when: (1) the conduct is either an explicit or implicit condition or term of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for personnel actions affecting the employee; or, (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. Employees who are subject to sexual harassment or who personally observe such conduct should immediately report it to their supervisor and/or the Executive Director. All complaints warrant a full and fair investigation into the matter. Following any investigation, the Executive Director in his/her sole

discretion, may administer any disciplinary action he/she deems necessary up to and including termination of employment. If the Executive Director is the harasser, the complaint shall be reported to the President of the board.

### **2.8.2 Workplace Accommodations for Persons with Disabilities**

In conformity with the provisions of the American with Disabilities Act, EEANM will not discriminate against any qualified individual with a disability on the basis of the person's disability with regard to job application procedures, hiring, advancement, compensation, training, or discharge.

EEANM will make reasonable accommodations to all employees or applicants as necessary to allow that person to perform essential job functions. An accommodation is reasonable if it facilitates or allows the utilization of the skills required for the position of employees in the workplace. EEANM may not deny any employment opportunity to a person with disabilities if the basis for the denial is the need to make reasonable accommodations.

### **2.8.3 Nepotism**

In hiring employees, the most qualified applicant should receive the offer for employment. Individuals shall not work in positions in which they are supervised by a relative unless prior approval is obtained from the Executive Director.

### **2.8.4 Drug-Free Workplace**

Pursuant to the Federal Drug-Free Workplace Act of 1988, it is the policy of EEANM that the unlawful manufacture, distribution, possession or use of alcoholic beverages, controlled substances, and other substances which may impair work performance is expressly prohibited.

### **2.8.5 Smoke-Free Workplace**

It is EEANM policy that employees and volunteers shall not smoke or be in possession of any lighted tobacco product while in the EEANM office, excluding smoking during designated breaks from the work day outside of the building. EEANM staff involved in student programs are requested not to smoke in front of students.

### **2.8.6 Pets in the Workplace**

Pets are allowed at the EEANM office, as long as this is in compliance with building rules. Pets are allowed during EEANM events providing they are under control (physical and/or verbal), cause no damage to person or property, and are not distracting (barking, running around, etc.). The pet owner accepts full responsibility for any and all actions regarding their pet(s).

## **2.9 Situations Not Covered by these Policies and Provisions**

EEANM recognizes that situations may arise which are not specifically covered in this Policies and Procedures Manual. The Executive Director will deal with such instances on a case-by-case basis.

## **SECTION III: Employment and Benefits**

### **3.1 Equal Employment Opportunity**

It shall be the policy of EEANM to comply with the spirit of Equal Employment Opportunity with regard to all employees and applicants. There shall be no unlawful discrimination in any personnel action on the basis of a person's race, religion, sex, color, creed, national origin, ancestry, gender preference, age, marital or veteran status, or non-job related physical or mental disability.

### **3.2 Recruitment and Selection**

EEANM policy is to give equitable consideration to all qualified applicants for employment vacancies on the basis of individual qualification, potential, and job performance.

#### **3.2.1 Selection Authority**

The EEANM Board is responsible for hiring/firing and evaluation of the Executive Director. The Executive Director shall have the final decision regarding all other employee hires, promotions, demotions, and transfers. The Executive Director may choose to delegate this authority.

#### **3.2.2 Independent Contracts**

At times EEANM may pursue the services of independent contractors to complete work for the organization. Those contractors will be engaged with a written and signed contract within accordance of the Internal Revenue Service's definition of an independent contractor. The Executive Director or the Board President will be authorized signatures for contracts with independent consultants.

#### **3.2.3 Announcement of Vacancy**

The Executive Director shall approve announcements of employment opportunities with EEANM. The Executive Director shall approve what pertinent information shall be included in the announcements and advertisements. All announcements shall state that EEANM offers an Equal Employment Opportunity. All announcements shall indicate the acceptance of the EEANM Policies and Procedures Manual as a condition of employment. All job opportunities shall be posted internally. The Executive Director may choose to delegate this authority.

#### **3.2.4 Personnel File**

EEANM will maintain a personnel file on each current and past employee. Each personnel file will contain: current contact information (address, phone number, e-mail, etc.), resume, evaluations, information for tax purposes, and other documents as indicated in this manual. During employment, all records in an employee's personnel file are available for examination by the employee, the employee's legal representative, the employee's supervisor, and the Executive Director. No other employee may have access to this file.

### **3.3 Salaries and Compensation**

Employees will be compensated for work performed. Salaries and compensation will be arranged on an individual basis with the Executive Director. The Executive Director may

choose to delegate this authority. The Executive Director's timesheet is subject to approval of the Board President and other staff timesheets are approved by the Executive Director.

### **3.3.1 Pay Period**

A pay period consists of one calendar month and the calendar year is divided into 12 pay periods. All EEANM employees are paid monthly.

### **3.3.2 Work Hours/Work Week**

The established work week for all employees is from Monday at 12:01 am to Sunday at 12:00 am. The number of hours worked each day/week will be determined between the employee and the Executive Director. Work should be completed in a timely manner and should approximate 40 hours per week unless previous arrangements have been made. The Executive Director may choose to delegate this authority.

### **3.3.3 Pay Scale/Merit Increase**

It shall be the policy of EEANM to operate within the parameters of the annual budget to ensure equitable compensation. Compensation will be determined based on experience, knowledge, and job responsibilities, and will be determined on an individual basis between the employee and the Executive Director. Merit increases may be granted to employees receiving a satisfactory or above evaluation, subject to budgetary constraints; however the Executive Director retains sole discretion to increase compensation, regardless of the results of the merit review.

### **3.3.4 Overtime Pay**

Any employee who needs to work more than 40 hours per week must attain written prior authorization from the Executive Director. Any employee who works more than 40 hours per week without prior authorization from the Executive Director may be disciplined or terminated at the Directors sole discretion.

### **3.3.5 Compensatory Time**

Compensatory time will be permitted. Employees who have worked extra hours due to the nature of their work load will be allowed to take time off to compensate for the time worked. Employees will have compensatory time approved by the Executive Director prior to working extra hours. Each employee will monitor compensatory time as per the time sheets. Compensatory Time may be accumulated only when heavy workloads require additional hours that must be worked to fulfill the requirements of the position. The Executive Director's timesheet is subject to approval of the Board President and other staff timesheets are approved by the Executive Director. Staff Comp Time worked must be approved in advance by the Executive Director. Comp Time may be used at an appropriate time during the year accrued, with approval of the Executive Director. There will be no carryover time from one calendar year to the next, with the exception of comp time earned in the month of December, when the employee may be allowed to use those hours during the month of January, with approval of the Executive Director. There will be no "buy-out" of accrued Comp Time by EEANM if a staff person leaves employ of EEANM no matter the circumstances of their departure. For part-time

employees, cash payment of Comp Time may occur at the discretion of the Board of Directors, but never for a total salary that exceeds the equivalent of a full-time salary for that employee.

### **3.3.6 Pay Advancements**

EEANM will not make pay advancements to any employee. Pay advancement is any compensation advanced to an employee prior to the completion of the pay period.

### **3.3.7 Separation Pay**

All employees who terminate employment shall be required to return all keys and other EEANM property and clear all financial obligations related to employment prior to receiving their final paycheck. In the event they do not clear the above obligations, the value of the property or any remaining financial obligation shall be deducted from their final paycheck.

## **3.4 Benefits and Leave**

EEANM provides benefits and leave as described below. The terms of employee benefits may change from time to time as deemed appropriate by the Executive Director and as governed by applicable federal and state law.

### **3.4.1 Worker's Compensation**

State law provides worker's compensation for all employees when an on-the-job injury occurs. An employee is entitled to payment of medical costs and compensation for time lost from work under the Workmen's Compensation Act. All on-the-job injuries must be reported to the Executive Director within twenty-four (24) hours of the occurrence of the injury.

### **3.4.2 Holidays**

The following holidays are recognized by EEANM: Nine paid holidays will be provided annually based on the list below. If an employee works on a holiday, that day may be exchanged for another day off.

New Year's Day  
Martin Luther King  
President's Day  
Memorial Day  
4<sup>th</sup> of July (Independence Day)  
Labor Day  
Thanksgiving  
Day After Thanksgiving  
Christmas Day

### **3.4.3 Vacation Leave**

EEANM employees earn vacation after one year of employment. Paid vacation leave is intended to benefit the employee. Employees are encouraged to take vacations in the year in which it is earned as vacation leave does not accrue if not used. Vacation shall be granted according to years of continuous service:

1-2 years continuous service = 2 weeks vacation per year

3+ years continuous service = 3 weeks vacation per year

Employees are responsible for completing their work on time and should consider this when scheduling vacation leave. Vacation scheduling must be approved by the Executive Director. There will be no lump sum payment made for unused leave upon termination.

### **3.4.4 Sick Leave**

Sick leave shall be granted to an employee who is absent from duty because of illness, injury, quarantine for exposure to contagious disease, and medical or dental appointments. Full time employees will receive 10 days (40 hours) of paid sick leave each year. Part-time employees will receive a prorated amount of paid sick leave (e.g. 0.5 FTE [half-time] employees will receive 0.5\* 40 hours = 20 hours of sick leave each year).

There will be no lump sum payment made for unused leave upon termination.

### **3.4.5 Personal Leave**

Each employee shall receive 24 hours (3 days) of paid personal leave during a calendar year.

### **3.4.6 Bereavement Leave**

Each employee shall receive 24 hours (3 days) of paid leave in the case of the death of an immediate family member (including grandparent or grandchild).

### **3.4.8 Military Leave**

Unpaid leave will be granted for any salaried employee who is drafted into active military service and shall be eligible for reinstatement under the provisions of the veteran's re-employment rights. Such employee must apply within ninety (90) days of discharge from active duty. A normal tour of active duty is allowed under these provisions.

### **3.4.9 Jury Leave**



Paid leave shall be granted in the event that any salaried employee is summoned for jury duty or is subpoenaed as a witness in connection with any municipal, county, state, or federal court.

#### **3.4.10 Maternity Leave**

Any employee who becomes pregnant may continue working until such time as she can no longer satisfactorily perform her duties, or her physical condition is such that her continued employment may be injurious to her health. Unpaid maternity leave shall be granted in accordance with the Family and Medical Leave Act provisions (3.4.12).

#### **3.4.11 Family Medical Leave Act**

Up to 12 weeks of unpaid leave will be granted to any employee as required by the Family and Medical Leave Act. To be eligible, employees must be employed by EEANM for at least 12 months and the employee is taking leave for one of the following reasons: (1) to care for the employee's child after birth, or placement for adoption or foster care; (2) to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or, (3) for a serious health condition, including pregnancy or related complications, that makes the employee unable to perform the employee's job.

#### **3.4.12 Leave Without Pay**

When in the best interest of EEANM and the employee, the Executive Director may grant a leave without pay to any employee. The Board of Directors may grant a leave without pay to the Executive Director.

#### **3.4.13 Unauthorized Absences**

Any employee absent from the job without approval from the Executive Director may be disciplined or discharged. Employees will not be paid for any period of unauthorized absence.

#### **3.4.14 Insurance**

EEANM does not currently provide medical or dental insurance to its employees.

#### **3.4.15 Retirement**

EEANM does not currently provide any paid retirement to its employees.

### **3.5 Professional Conferences**

Employees are encouraged to participate in and continue their professional development while employed by EEANM. Depending on the budget, EEANM will support the participation in professional development through attending conferences and/or workshops. Professional memberships and conference/workshop participation must be approved through the Executive Director prior to commitment as they are subject to budgetary constraints.

## **SECTION IV: Employee Evaluation**

#### **4.1 New Employee Evaluation**

New employees will be evaluated after 3 months, and again after 6 months. These are verbal evaluations and shall be conducted by the Executive Director or by someone the Executive Director designates.

#### **4.2 Performance Evaluation**

All employees shall have a written evaluation every 12 months by the Executive Director. The Executive Director shall be evaluated annually by the Board of Directors.

### **SECTION V: Disciplinary Action and Grievance Procedure**

#### **5.1 Causes for Disciplinary Action**

Causes for disciplinary action shall include, but are not limited to: unauthorized appropriation of EEANM property or money; incompetency and/or inefficiency in the performance of job duties; theft, intentional destruction of, or negligent damage to EEANM property; being under the influence of alcohol, controlled substances, or other intoxicants while on duty; sexual harassment; serious or repeated violation of other policies contained in this manual; excessive absenteeism and/or tardiness; insubordination and/or refusal to follow lawful directives; violations of conduct or physical appearance guidelines; inattentiveness to work and/or poor quality work.

#### **5.2 Types of Disciplinary Action**

An employee may be disciplined by any or all of the following, at the sole discretion of the Executive Director: verbal warning, written reprimand, or discharge.

#### **5.3 Grievance Policy**

Any employee who believes they have been unjustly treated has the right to file a grievance. It is the desire of EEANM to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeal and review. Accordingly, the following procedures are established.

#### **5.4 Grievance Procedure**

The following steps outline the process for resolving grievances or any other complaint an employee may have with regards to employment.

##### **5.4.1 Step One: Informal Discussion**

The aggrieved employee should present their grievance to their supervisor and attempt to seek resolution of the problem on an informal basis. If the employee is unable to derive satisfaction from conversations with the supervisor, the employee shall proceed to 5.4.2.

##### **5.4.2 Step Two: Written Grievance**

If the aggrieved employee does not feel that the matter is resolved from 5.4.1, the employee will then present a written statement outlining the problem with potential solutions to the Executive

Director. The Executive Director will have fourteen (14) days to respond to the grievance. If the employee is unable to derive satisfaction from the decision, the employee shall proceed to 5.4.3.

### **5.4.3 Step Three: Final Appeal**

If the aggrieved employee does not feel that the matter is resolved from 5.4.2, the employee will then request a copy of the written statement be sent to an EEANM Ad-Hoc Grievance Committee composed of EEANM Board Members. The ad-hoc committee will have fourteen (14) days to respond to the grievance. The decision of this committee shall be final.

## **SECTION VI: Financial Policies and Procedures**

### **6.1 Financial Transactions and Processes**

EEANM maintains a checking account and a savings account with US Bank and uses Quickbooks online as a financial management system.

#### **6.1.1 Account Management**

EEANM's Executive Director will receive and open mail and determine its proper disbursement. Any EEANM staff that incur expenses will fill out the EEANM Deposit/Disbursement form, which will be approved by the Executive Director. In the event of the form being filled out by the Executive Director, it will be approved by Treasurer (i.e., no one person may submit and approve any transaction). Any supporting documentation (meeting agendas, trip reports, invoices, etc.) will be attached to the form and kept in the EEANM files.

EEANM will maintain its financial accounts utilizing the Quickbooks accounting system. EEANM contracts for bookkeeping and payroll services. The Executive Director will provide the Treasurer and Board members with print outs of all current transactions for the year and the Treasurer will report at all Board meetings. Detailed transaction reports are also available upon request to Board members and staff at any time.

#### **6.1.2 Reconciliation Verification**

The Executive Director will review all bank statements and provide them to the bookkeeper and Treasurer. The bookkeeper will reconcile Quickbooks with the bank statements monthly and will provide this information to the Treasurer and Executive Director.

### **6.2 Reviews**

An outside Accounting Firm will annually review the EEANM accounts to prepare the Federal 990. The 990 will be provided to the Executive Director and Treasurer for review prior to filing. The ED will provide Board Members with a copy of the filed 990 upon request.

#### **6.2.1 Audit**

The EEANM Board of Directors will engage the services of an accounting firm to conduct a full audit or review of EEANM financial records when finances allow.

### **6.3 Annual Budget and Reporting**

EEANM Executive Director in cooperation with the Treasurer will prepare and present an annual budget for the Board of Directors at the last board meeting of the calendar year. The board will review and approve the budget at this time. EEANM organizes its budget and annual reporting by the calendar year.

#### **6.4 Funding Sources**

EEANM will accept funding from any sources, so long as the funding meet the goals and objectives established by EEANM Board and staff in accordance to the policies of the EEANM Board of Directors and the mission and vision of the organization.

#### **6.5 Fiduciary Responsibility**

The EEANM Board has a fiduciary responsibility to the membership of EEANM and as such will be provided with regular financial reports by the Treasurer.

#### **6.6 Bills**

Bills will be reviewed by the Treasurer and paid using the accounting software by the Executive Director using the EEANM Deposit/Disbursement form. The bookkeeper will file the bill in the appropriate monthly folder.

#### **6.7 Check Writing**

Checks will be written by the Executive Director or Treasurer on Quickbooks and signed by the Executive Director, Treasurer or an official signer on the account. No check will be signed by the person to whom it is written. All checks must be accompanied by documentation.

#### **6.8 Payroll**

EEANM's payroll is prepared by the contracted bookkeeper. Only the Executive Director or Board President can add new employees to the service, adjust salary amounts, or deal with payroll complications with approval of employee.

#### **6.9 Time Sheet**

EEANM staff will track hours spent working on each project and record this information on time sheets. Completed time sheets should be signed by the employee certifying they fairly represent the actual time spent on each activity and submitted to the Executive Director for signature approval. The Executive Director's timesheet will be submitted to the board President for signature approval.

#### **6.10 Receipts**

Keep all receipts for EEANM expenditures and, when appropriate, record the sales tax (if not shown on receipt) and the appropriate job cost code. Give receipts to the Treasurer.

#### **6.11 Expense Reimbursement**

If you pay for EEANM expenses with your personal money, you will be reimbursed if you have receipts for your expenses. To receive your reimbursement, attach your receipts to a reimbursement form and submit to the Executive Director.

## **6.12 Travel Reimbursements**

EEANM employees are entitled to reimbursement for travel and expenses at standard government rates. All employee requests for travel must be made using a travel voucher and submitted to the Executive Director (the Executive Director will submit the voucher to the Treasurer) for approval prior to travel. The Executive Director will review the staff costs, and the Treasurer will review the Executive Director's costs, to ensure that they are allowable, allocable, and reasonable. Travel expenses billed to a federal or nonfederal project must be associated and required for that project. After traveling, all requests for reimbursement must be made using the EEANM Expense Reimbursement form and be accompanied by the approved voucher, appropriate original receipts and documentation. Actual mileage must be included in requests of mileage reimbursement. The Executive Director does not review, approve or cut checks for his/her travel or expenses. Requests for reimbursement are given to the Treasurer who reviews, approves and cuts the check.

## **6.13 Procurement and Cost Control**

### **6.13.1 Procurement Policy**

EEANM staff may make purchases less than \$1000 with the approval of the Executive Director. Purchases greater than \$1000 must be approved by the Board President or Treasurer. All purchases must follow the procedures below.

EEANM staff will conduct an analysis of potential providers via the internet or phone and the most advantageous (with regards to price, quality, etc) will always be sought. This information will be recorded on EEANM's Procurement form which is then approved by the Executive Director and retained in EEANM files. In the event of the form being filled out by the Executive Director, it will be approved by the Treasurer (i.e., no one person may submit and approve any procurement). Only then will the purchase be approved. Employees will avoid real or apparent conflict of interest when making purchases and will avoid purchasing unnecessary items with grant funds. If a competitive bid is not obtained, EEANM will justify the lack of competition in the Sole Source Justification section of the Procurement Form.

Written solicitations for procurements will have a clear scope work, requirements and features prospective bidders must meet, a preference to conserving natural resources and the environment, and positive efforts to use small, disadvantaged and minority owned firms when possible.

Equipment purchased for specific grants will be used for general EEANM business at the end of the grant period.

If applicable, EEANM will perform and document a lease vs. purchase analysis for items which may be more cost effective as a lease or purchase. This information will be documented and retained in the EEANM files.

EEANM staff will avoid unnecessary purchase and limit purchases to necessary quantities.

Payments will only be made after purchases have been received, approved and found acceptable.

No contract or sub-award will be entered into with parties that are debarred, suspended, or excluded from Federal assistance programs.

#### **6.13.2 Solicitation for Goods and Services**

When appropriate, EEANM will solicit for goods and services by explicitly describing the needs and requirements which the bidder must fulfill. The EEANM staff will follow 6.13.1 to choose the most advantageous bidder. If the procurement involves a federal grant, EEANM will follow additional procurement procedures outlined in section 30.44 of the Code of Federal Regulations.

Whenever possible, EEANM will utilize Small Businesses, Minority Owned Firms, Women's Business Enterprises, and Labor Surplus Area Firms.

#### **6.13.3 Procedures for Federal Drawdowns**

Executive Director requests report from Treasurer or Bookkeeper for expenses since last drawdown, at least quarterly. The Executive Director verifies report by comparing to timesheets and expense reports that were submitted previously to President and Treasurer for their verification and approval. If EEANM's cash flow cannot accommodate payment of expenses before requesting a drawdown, for example when subgrants are due to be issued, a drawdown will be requested immediately preceding the issuing of the grant payments to minimize holding of EPA funds. Only the Executive Director or the Treasurer may complete a federal drawdown.

#### **6.13.4 Documentation of Cost Sharing**

EEANM will collect documentation of cost sharing for federal projects and others projects that require it. In-kind salary, material donations and travel will be documented and signed by the contributor on the In-Kind Expense Report. Mileage travel will be documented by maps that indicate the mileage, valued at the federal rate.

### **6.14 Funding and Grants**

Grants will be applied for and administered according to the following policies or those of the granting entity.

#### **6.14.1 Submissions**

EEANM's Executive Director is responsible for initiation, review and approval of all grant application submissions. The Executive Director will pursue funding based upon identified needs within the annual Goals and Objectives and will keep the Board of Directors informed of the type, purpose and amount of all requests that are made.

#### **6.14.2 Agreements and Amendments**

EEANM's Executive Director is authorized to sign all grant agreements and amendments and to maintain all the necessary documentation for awards and grants.

### **6.14.3 Grant Management**

EEANM's Executive Director will oversee and manage all grant and/or award related projects until the organization has additional staff. The Executive Director will be responsible for insuring that the activities within the project are conducted and that appropriate documentation of the work is maintained. In addition, the Executive Director will identify all required financial and progress report requirements and maintain a calendar to ensure that they are submitted in a timely manner.

### **6.14.4 Grant Expenditures**

All expenditures of grant or award funding will be in accordance with policies and procedures for necessary, reasonable, allocable, and allowable expenditures provided by the granting entity. The grant will be managed by the Executive Director. Any grant expenditures made will follow procurement policies in 6.13, using proper documentation (i.e. the EEANM Procurement form and the EEANM Deposit/Disbursement form).

Based on specific grant agreements, allocation of grant funds will be developed and documented. The Deposit/Disbursement form allows for allocating funds from different grants.

Any advanced payment of expenses from Grant funds will be held for a minimal period of time before being expended on grant expenses, ideally less than five days.

### **6.14.5 Grant Records**

EEANM will maintain a central file within the EEANM office of all grant awards and subsequent financial and program documentation. These files will be maintained for a period of at least 5 years beyond the close of the grant or in accordance with the grantor requirements, whichever is greater. All federal contract records will be available to Federal reviewers, as needed.