

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-17
TITLE: Grant Program Administrative Procedures	ADOPTED: 8/8/90
	AMENDED: 4/28/93; 09/12/00, 11/12/02
	ORIGINATING DEPARTMENT: County Administration/Budget Services

PURPOSE/SCOPE:

The purpose of this Administrative Code is to establish the responsibilities for and basic procedures related to the application for, the administration of, and the coordination of grant funded programs.

POLICY/PROCEDURE:

I. DEPARTMENTAL RESPONSIBILITIES

Each Department/Division ("collectively referred to as "Department") will be responsible for the following grant activities:

- A. Manage the grant activities for their respective organizations.
 - 1. Maintain current and accurate financial accounts, records, and reports.
 - 2. Ensure compliance with all grant terms and requirements.
 - 3. Provide the proper closeout and retention of required records at the conclusion of each grant.

- B. Designate a Grant Administrator to ensure grant contract compliance, monitor proper use of grants funds and appropriate budget accounts on all grant-related documents and expenditures; i.e., quarterly reports, purchase orders, etc. The Grant Administrator or designee will become a member of the Grants Committee and attend meetings as notified.

- C. Initiate all grant applications, identifying the purpose, scope of work, requirements and sources of matching funds or in-kind services.
 - 1. A bluesheet is required for a grant application if an enabling resolution is required. A bluesheet must also be prepared for applications wherein the grantor agency requires Board approval for grant application.
 - 2. Each Department is required to submit to the Grants Analyst in Budget Services, notification of completed grant applications on the Grant Application Data Form, regardless of dollar amount. The Grants Analyst will prepare a quarterly report for the Board of County Commissioners reflecting the Department's submissions.

- D. Prepare a bluesheet to request the Board of County Commissioners' approval for all grant awards.
 - 1. In those cases wherein the grantor agency requires both a "Certificate of Acceptance" and the agreement executed by an official, it is only necessary to bluesheet the agreement. Any Certificate of Acceptance should be forwarded to the County Manager for signature, accompanied by a memorandum that summarizes the assurances of the

Certificate and grant agreement. However, in the event the Certificate of Acceptance is the only binding documentation, a bluesheet and Board approval is required for the grant award

- E. Prepare a bluesheet to request Board approval to amend existing grants.
 - 1. In the event the grant specifies that the designated Grant Administrator has the authority to amend an existing grant, then Board approval is not necessary as long as no additional County funds are committed.
- F. Prepare a property control form for all capital purchases made with grant funds that equal or exceed the current capitalization threshold provided by Finance.
 - 1. The correct source code should be used to indicate what portion of the purchase was made with state, federal, or County match funding.
 - 2. The grant title and/or agreement number should be indicated in the description field.
 - 3. Most grantor agencies require that a grantee seek permission to dispose of capital purchases made with grant funding. This requirement is for all purchases. It is important to review grant agreements carefully, and discuss this issue with the agency program administrator.

II. BUDGET SERVICES RESPONSIBILITIES

Budget Service, through the Grants Management, will be responsible for the following activities:

- A. Provide limited assistance to a grant development consultant with identifying potential grant opportunities and the preparation of grant applications.
- B. Provide budgetary account codes for all grant awards.
- C. Maintain a central grants inventory.
- D. Coordinate with Departments to ensure adherence to grant related County policies.
- E. Conduct routine departmental grant compliance audits, by evaluating grant contract adherence and departmental fiscal management activities.

III. RISK MANAGEMENT

Assess during the planning phase, the potential liability to the County pursuant to any grant-funded activity.

IV. FINANCE AND RECORDS DEPARTMENT

The Finance and Records Department will coordinate the preparation of the Single Audit Financial Assistance Report.

V. COUNTY ATTORNEY

Review all grant awards to assess legal liability, legal sufficiency and form.