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ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

V-F

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CATEGORY:

Financial/Fiscal/Budget

CODE NUMBER:

AC 3-17

TITLE:

Grant Program Administrative Procedures

ADOPTED:

8/8/90

AMENDED:

4/28/93

ORIGINATOR:

Department of Administrative Services
Division of Budget Services

COUNTY ADMIN:

Bill Hammond, Acting County Administrator

BOARD CHAIRPERSON:

John E. Manning

PURPOSE/SCOPE:

The purpose of this Administrative Code is to establish the responsibilities for and basic procedures related to (1) the application for, (2) the administration of, and (3) the coordination of grant funded programs.

POLICY/PROCEDURE:

I. DEPARTMENTAL RESPONSIBILITIES

Each Department will be responsible for the following grant activities:

- A. Managing the grant activities for their respective organizations.
 1. Maintain current and accurate financial accounts, records, and reports.
 2. Ensure compliance with all grants terms and requirements.
 3. Provide for proper closeout and retention of required records at the conclusion of each grant.
- B. Each Department will designate staff to monitor proper use of grant funds and appropriate budget accounts on all grant-related documents and expenditures; i.e., quarterly reports, purchase orders. This designated individual 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.
- D. All applications for grants will be approved by the County Administrator. Grant applications which require an enabling resolution, county funding of any kind, including matching funds, conceptual approval of grant objectives or any other action by the Board will require Board of County Commissioners approval of the grant application prior to the application's submittal to the grantor. Due to the deadlines for grant submission, agenda requests for Board action will be processed immediately for the next available regular Board of County Commissioners meeting. The County Attorney will advise the initiating department whether Board of County Commissioners approval is required prior to submittal. The initiating department's responsibilities include securing such an opinion from the County Attorney.

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Each grant application, whether County Administrator or Board of County Commissioners approval is sought, must be accompanied by a completed "Grant Data Form".

Each application must first be submitted to Budget Services for processing to the County Administrator or the Board of County Commissioners.

Amendments to existing grants will also follow the same guidelines as grant applications listed in the above sections, unless additional matching funds are required which must then be approved by the Board of County Commissioners if greater than \$25,000.

- E. Departments will inform Budget Services when a grant application is being reviewed for funding by the grantor agency and/or peer review committee. Lee County staff representation at review meetings is encouraged when the grantor agency feels attendance is advisable and the cost of travel does not exceed 5% of the grant request.
- F. Prepare an agenda request to the Board of County Commissioners on all Grant Awards. This includes "Certificates of Acceptance".

II. DIVISION OF BUDGET SERVICES RESPONSIBILITIES

The Division of Budget Services, through Grants Management, will be responsible for the following activities:

- A. Identifying potential grant opportunities.
- B. Assisting departments in preparing and processing grant applications.
- C. Providing budgetary account codes for all grant awards and monitoring for compliance with the contract and state or federal regulations.
- D. Maintaining a central grants inventory.
- E. Reviewing all grant applications.
- F. Assisting in preparation of Federal and State financial assistance information in compliance with the Single Audit Act of 1984.
- G. Maintaining liaison with grantor agencies in order to keep abreast of current trends, and to identify funding sources.
- H. Maintaining liaison with departmental personnel coordinating grants within each department.

III. FINANCE DIVISION RESPONSIBILITIES

- A. Receive and record grant revenues.
- B. Pay all proper grant expenditures.
- C. Maintain centralized financial records as required.
- D. Submit copies of audits to grantor agencies as required.

IV. RISK MANAGEMENT

Review all grant awards to assess liability to the County by proposed grant activities.

V. COUNTY ATTORNEY

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

GRANT DATA FORM

SUBMITTING DEPARTMENT/DIVISION: _____

Contact Person: _____

Telephone #: _____

NAME OF GRANT: _____

GRANTOR AGENCY: _____

Is this grant a "Pass-thru" of Federal Funds to State?
 Yes No Unknown

DBS Only	
CFDA #	_____
Audit	_____

DEADLINE FOR SUBMITTAL: _____

GRANT AMOUNT: _____

MATCHING REQUIREMENTS (include how the matching will be met):

PURPOSE OF GRANT: _____

REPORTING REQUIREMENTS: (i.e. quarterly, monthly)

IMPACT STATEMENTS

Please describe the benefit of this grant to the community.

Please describe the operational impact to Lee County Government.

 Department Director

 Date

 Budget Services Director

 Date