

RESPONSIBLE DEPARTMENT: _____

MORGAN COUNTY GRANT AWARD ROUTING FORM

Introduction: With a few exceptions, only the Board of County Commissioners can bind Morgan County to a contract or lease, written or verbal. If anyone else enters into a contract or lease on behalf of Morgan County it is, at best, unenforceable, and, at worst, could result in personal liability. Grant Awards carry certain requirements and obligations, therefore, must be routed through and be reviewed by the County Attorney's Office for legal form and the Finance Department to insure that the requirements can be met by Morgan County prior to approval or disapproval by the Board of County Commissioners. Also, all provisions of the Morgan County Purchasing Policy must be followed. Any separate contracting related to the grant award shall be routed through separately using the Morgan County Contract and Lease Routing Form.

Originating Department/Office Approval:

Project Name: _____

Grant Type: _____

Grant Funding Source: State _____ Federal _____ If Federal-CFDA#: _____

Total Grant Dollars Requested: _____ Total Awarded: _____

Total Project Cost: _____ Total County Match: _____

Grant Application – Date Approved by BOCC: _____

Approved as to Content

(Elected Official or Department Head)

Date approved:

Administrative Services Department

Administrative Services Manager

Date received:

County Attorney's Office:

Approved as to Legal Form

(County Attorney or Asst. County Attorney)

Date approved:

Finance Department

Approved as to Grant Award Requirements

(Finance/Acct Dept Head)

Date approved:

Board of County Commissioners

Approved

Chairman

Date approved:

This routing form must accompany all Morgan County Grant Awards