

Morgan County Government Grant Application and Administration Policy

This Statement of Policy shall be applicable to any grant application proposed to be made on behalf of Morgan County Government. This includes both applications for grants that will be used directly for County purposes and grants that will be “passed-through” to other organizations, such as local non-profit organizations. It is imperative that grants be properly administered and closed out to avoid audit problems and repayment obligations. This Statement of Policy is intended to create a process for the review and approval of grant applications and outline the responsibilities of various County staff members with respect to the review, approval and administration of grants.

Prior Approval: No grant application shall be submitted to any granting authority on behalf of Morgan County until and unless the application has been reviewed and approved by the Board of County Commissioners. Before any such grant application is considered by the Board, the Initiating Department Head/Agency shall submit a draft of the grant application and a completed Grant Process Routing Form to the Administrative Services Manager. The Grant Process Routing Form requires a written narrative describing the grant program under which the grant application will be made together with a statement of the expected benefits to the County from the grant and any expected costs to the County as well as other pertinent information. Please be sure to indicate on this form if any other department within Morgan County may be affected if such grant should be awarded, i.e. Information Systems for computer, software, etc. or possibly Building and Maintenance if ADA requirements are being required in the grant. These are just examples of possible scenarios. Please refer to the Morgan County Purchasing Policy and Procedures on page 5 for further information if there should be any questions. The Initiating Department/Agency shall include any written informational materials concerning the grant program. The Board shall then consider whether the application should be approved and signed at a formal public meeting so the need for planning ahead is essential.

Upon Acceptance of the grant: Submit the following to the Finance Director

- A. Grant Award
- B. Contract and contract amendments
- C. Any related correspondence
- D. Notification of fiscal training or consultation by the grantor

Subrecipient Monitoring: Each department head shall review the contracts that will be utilized under the grant agreement to determine if the vendor is a “contractor” or a “subrecipient” per Federal grant guidelines. If a vendor is a “subrecipient” the department must complete the subrecipient monitoring.

Grant Administration: In the event that submission of a grant application is approved, the Board of County Commissioners shall appoint from the County staff an Administrative Officer who shall be responsible for seeing that the work required by the grant, maintaining the documentation required for the grant, and closing out the grant is carried out. The Administrative Officer may be the same staff person acting as the

Project Director. The Administrative Officer shall complete a Project Coordination Form identifying all critical tasks, deadlines and any tasks assigned to outside agencies in the case of a “pass-through” grant. Once the grant is awarded, the Administrative Officer must follow the contract routing process in submitting the grant contract documents for approval by the Board of County Commissioners. This Contract Routing Form shall be provided to the Administrative Services Manager to be presented to the BOCC. Upon completion and close out of the grant, the Project Coordination Form must be provided to both the Finance Department and the Administrative Services Manager.

Grant Equipment acquisitions and disposition: Department must follow any special grant requirements when purchasing and disposing of equipment (capital and non-capital). Some grants require notification and/or authorization before purchasing or disposing of equipment. Occasionally proceeds from disposal of property must be returned to the grantor. Any equipment purchased with Federal dollars must be accounted for following Federal guidelines.

Grant-Funded Employees: Grant-funded staff is prohibited in participating in political activities while on grant-funded time.