

Warren County Grant Policy

Adopted: March 9, 2020

Purpose and Scope: The purpose of this policy is to provide direction in the application, acceptance, and administration of funds awarded through grants to the County from federal or state governments, other local governments, non-profit agencies, foundations, and the private sector. This policy provides direction to all County personnel, elected officials, and citizens who desire to fund County programs with alternative funding sources. The policy also provides direction on funding organizations and businesses not related to Warren County government with County matching funds (henceforth referred to as a non-County entity), and/or providing County staff time for grant administration to organizations and businesses not related to Warren County government.

Best Practice: It is best practice that departments seek alternative sources of funding (i.e. grants) for projects that the department is already committed to completing once all funding is secured. Departments are discouraged from applying for a grant simply because funds are available.

I. Application and Acceptance of Grants for County Programs

The Warren County Manager is given authority to make application for and accept grants that meet the following criteria when the local match is budgeted and:

- The grant is expected to be \$200,000 or less on an annual basis with no required county match; or
- The grant is expected to be \$50,000 or less on an annual basis with a required match of 10% (\$5,000 max matching funds); or
- The grant is expected to be \$20,000 or less on an annual basis with a required match of 25% or less (\$5,000 max matching funds).

Board of Commissioners Approval: If a grant meets the above criteria, the County Manager can approve a department's application and acceptance of the grant. If a grant is in excess of the above criteria, the Board of Commissioners shall approve the application for and acceptance of the grant(s).

Even if board approval is not needed, the County Manager shall update the Board of Commissioners upon acceptance of grant awards by operating departments.

II. Application and Acceptance of Grants for Non-County Entities Using County Funds

In some cases, non-County entities may seek help from the County to fund portions or all of a grant's matching requirement. This practice is not commonplace, but does occur when the program is beneficial to the County.

The Board of Commissioners must take formal board action in support of providing matching funds or an application for a non-County entity. A non-County entity should not apply for a grant that assures matching funds provided by Warren County unless formal action is taken by the Warren County Board of Commissioners.

Non-County entities must provide the following when requesting matching assistance or administrative assistance from the County:

- Copy of the grant application

- Contact person for the grant administration
- A plan of action on how the entity will handle grant administration
- Copies of financial reporting and accounting requirements
- Amount of matching funds requested
- Documentation of any other matching funds outside of the request to the County
- Justification for why the project is beneficial to the County

A request for matching funds does not guarantee that the County will provide grants administration. This is a separate request and is not guaranteed; non-County entities should be prepared to administer any grant they apply for regardless of County funds or assistance.

III. Grant Administration for County Agencies

Prior to Grant Submission

All departments must notify the County Manager of any grant application prior to submission. If the grant is in excess of the criteria involving the award amount and required match, departments must make every effort for that grant to go before the Board of Commissioners prior to submission of the application. The County Manager has the discretion to allow a department head to **apply** for a grant without going before the Board of Commissioners in select cases (for example in the case of a timeline restrictions). The County Manager must report this activity to the Board at the next Board of Commissioners monthly meeting.

Upon Award Notification

All departments must notify the County Manager and Finance Director of any grant award notification. If the grant is in excess of the criteria involving the award amount and required match, departments must get approval from the Board of Commissioners before accepting the award.

The following must be sent to the County Manager:

- Copy of the grant application
- Notification announcement of the grant award
- Department contact person for the grant administration
- Copies of financial reporting and accounting requirements

Contract Execution

All departments must have all grant contracts reviewed by the County Attorney. No contracts should be signed without authorization from the County Manager and the County Attorney. The original contract should be kept on file at the County Administration Office. Copies of the executed grant contract should be kept in the grantee's office and sent to the County Manager, the County Attorney, and Finance.

General Administration

All departments are expected to schedule a meeting with Finance to discuss any necessary steps needed for accounting throughout the grant. All departments are expected to comply with all reporting and procurement requirements in a timely fashion.

Grant Tracking

A spreadsheet of all grant activity will be kept in the County Manager's Office and provided to the Finance Department for audit. Matching funds for non-County entities will be tracked on this spreadsheet as well.

IV. Grant Administration for Non-County Entities

If the Warren County Board of Commissioners has taken formal action to support a non-County entity with matching grant funds and/or grant administration, the following must be sent to the County Manager and the Finance Director upon notification of award:

- Copy of the grant application
- Notification announcement of the grant award
- Contact person for the grant administration
- Copies of financial reporting and accounting requirements

Contracts shall be reviewed by the County Attorney before being presented to the County Manager for execution. An MOU should be developed between the non-County entity and the County outlining the parameters of the matching funds agreement and the grant administration process.

Non-County entities will send copies of all interim and final reports to the County Manager's Office.