

Category: 200 – FINANCIAL

Number: 213

Subject: **GRANTS APPLICATIONS, APPROVALS, AND ADMINISTRATION**

**Purpose:** The purpose of this policy is to:

1. Outline the general steps and responsibilities in the application for, approval of, and the administration of grant dollars received by the Departments of the County.
2. Serve as a general planning tool and time-line for Departments prior to application for grants or any request for grant funds.
3. Communicate to County Elected Officials, Department Heads, and Employees the formal grant policy of the Board of Commissioners.

**Authority:** St. Clair County Board of Commissioners

**Application:** This policy applies to all County Elected Officials, Department Heads, and Employees.

**Responsibility:** The Administrator/Controller shall be responsible for the implementation and administration of this policy.

**Definitions:** **Grants** are awards of funds from an outside source to be expended for a particular program or project for a specified period of time. The grant funds include the revenue from all outside sources and the County as well as in-kind match. Grants are generally received from Federal, State, local or private sources.

**Policy:** All grant applications, or any request for grant funds, shall be approved by the Administrator/Controller prior to remittance to the grantor agency or entity. Grant applications, or any request for grant funds, that include the hiring of new personnel and/or have a monetary value greater than \$10,000 will be presented to the Board of Commissioners for approval prior to submission.

Upon grantor approval of the County application, all grant agreements/contracts shall be presented to the Board of Commissioners for final grant and budget approval prior to acceptance by the County. The grant agreements/contracts submitted to the Board of Commissioners for final approval must present a detailed budget of expenditures for the grant.

If a grant agreement/contract is approved by the Board of Commissioners **without** a detailed budget of expenditures, then any component/category of the grant over \$10,000 shall be required to go to the Board of Commissioners for approval prior to acquisition or expenditure of funds.

Any grant agreement that requires adjustments to any component/category in excess of 10% of the original budget expenditure item shall require Board of Commissioner approval.

Grant application time frames that will not be met because of the Board of Commissioners meeting schedule shall be approved by the Administrator/ Controller and be placed on the next available Board agenda.

The Chairperson of the Board of Commissioners and/or the Administrator/Controller are the only authorized signatories of the County for grant approval or acceptance purposes.

All grants received by the County will be administrated by a responsible person(s) in the recipient Department. The accounting for and reporting of grant monies will be coordinated by the Finance and Accounting Division.

**Administrative**

**Procedures:** Upon request from an Elected Official or Department Head, the Administrator/ Controller will review, approve or deny, or forward on to the appropriate Committee of the Board of Commissioners any grant application within a reasonable time. The recipient department may be asked to present the facts of the grant and to explain the benefits to the County at a Board meeting.

Upon receipt of a grant agreement/contract, the department shall place on the next available Board agenda for final authorization along with the detailed budget of expenditures for the grant. Upon approval by the Board of Commissioners, the Administrator/Controller will provide a copy of the approved grant documents and budget to the Finance and Accounting Division.

The Finance and Accounting Division will contact the designated person in the recipient Department and set up the appropriate accounting structure as determined by the grant documents.

**Periodic**

**Review:** The Administrator/Controller shall review this policy and make recommendations for changes as needed.

**Adopted:** September 25, 2002

**Revised:** August 20, 2008

June 21, 2012