

POLICY:

It is recognized that the successful acquisition of grants can play an important role in assisting in the cost of community projects and services.

The following guidelines are designed to establish a uniform approach for the evaluation, preparation, and submittal of grant applications. This Administrative Regulation (AR) shall also provide a procedure for grant reporting, record keeping and final reports.

PROCEDURES:

Any County Department or its agents can submit inquiries or formal letters of interest for grant opportunities which may be offered by regional, state, federal, or private entities. Such inquiries or letters shall be approved by the Department Director or their designee prior to submittal.

- A. Upon receipt of grant application packages or submittal details, the grant will be evaluated by the department to determine whether to proceed with an application. Evaluation should include, but not limited to the following items. The Grant Procedure Checklist should be used to assist in evaluation.
1. Type of Grant (Competitive, Pre-qualified, Public/Private Partnership, etc.)
 2. Funding sources, including County cash match or County in-kind requirements.
 3. How will this grant benefit current County needs?

GRANT SUBMITTAL

County Commission approval is required for any grant submittal initiated on behalf of Citrus County. Such approval shall be obtained through the standard agenda process. Grant applications which do not require County cash match or in-kind funding, may be submitted for Consent Agenda approval. Grant requests requiring County cash match or in-kind funding should be submitted for the Regular Business Agenda.

GRANT ACCEPTANCE/CONTRACTS

When a grant is awarded, the activating documents or contracts must be authorized for execution by the Board. Grant contracts which do not require County cash match or in-kind funding may be submitted for Consent Agenda approval. Grant contracts which require County cash match or in-kind funding should be submitted for the Regular Business Agenda. If prior grant contract approval was obtained by the Board during the application process through a resolution, this section does not apply and the Checklist for Alternate Grant Acceptance Procedure shall be used.

All grant acceptance/contract agenda requests shall be routed from originating department to the Office of Management and Budget, the County Attorney's Office and the Agenda Coordinator.

GRANT EXPENDITURES

All grant expenditures, shall be governed by the County's existing administrative regulations for procurement in addition to specific grant requirements.

GRANT COMPLIANCE

The grant project manager shall be responsible for complying with all grant and County requirements in addition to all Federal and/or State compliance requirements.

GRANT REPORTS

The grant project manager shall be responsible for assuring that any reports required by the granting agency are submitted accurately and on a timely basis. Such reports are not required to be reviewed by the Board unless specifically requested by the Board or required by contract. Grant reports which include billings, expenditures or other financial actions shall also be copied the Clerk of Courts Finance Department.

GRANT MODIFICATIONS

In the event that a grant funded project requires modifications to the established time table, contract and/or budget it shall be the grant project manager's responsibility to coordinate review and resolution. Modifications deemed to be non-substantial may be approved administratively. Modifications to Board executed contracts may be submitted for Consent Agenda approval if additional County resources are not applicable or unless directed otherwise by the County Administrator and/or County Attorney's office. Modifications which require the allocation of additional County resources not previously budgeted shall be placed on the Regular Business Agenda. Board approved resolutions addressing modification approval by Chairperson are exempt from this procedure unless additional County resources are required. The grant project manager shall be responsible for assuring that all impacted parties are made aware of the modifications. Original amendments shall be provided to the Clerk of Courts Finance Department after execution.

GRANT TERMINATION

When a grant project is deemed un-accomplishable or financially unsound, the grant project manager shall seek Department Director direction. If the Department Director concurs with the assessment, a formal memorandum outlining the grounds for termination shall be submitted to the County Administrator and the County Attorney.

The County Administrator and the County Attorney will direct preparation of an agenda request for grant termination by the Board. Upon grant termination, the grant project manager shall notify all impacted parties, the Office of Management & Budget and Clerk of the Court's Finance Department of the final action.

GRANT RECORD KEEPING

The grant project manager is responsible for keeping the official record of all grant activity, correspondence, billing, and other related documents. The Clerk of Court Finance Department is responsible for keeping the original contract or agreements, grant modifications, and copies of all required reports and revenue requests.

GRANT PROJECT CLOSURE

The grant project manager shall then coordinate closure of all contracts, payment for services, required documentation and financial review or audit.

All necessary final reports shall be prepared and submitted to the granting agency(s) prior to file closure. The complete grant project file shall be retained by the implementing department in accordance with applicable Federal and State record keeping rules. The original contract and financial reporting grant file shall be retained by the Clerk of Court Finance Department in accordance with applicable Federal and State retention schedules.