

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: GRANTS	DATE APPROVED: 11/17/16	EFFECTIVE: 11/17/2016	POLICY NO. 241
	REPLACES: Original 08/17/00		

PURPOSE: The purpose of this policy is to establish procedures for grant applications, approval, acceptance, implementations, compliance, and reporting.

AUTHORITY: The Calhoun County Board of Commissioners

RESPONSIBILITY: The Office of the Administrator shall be responsible for the implementation and administration of this policy.

POLICY: Grant applications requiring “legislative body approval; must be approved and authorized by the Board of Commissioners prior to Submitting the application. When this approval is not specifically required by the written terms in the grant application, then the County Controller/Administrator may approve the submission of the grant application.

Grants that require local cash matches must be coordinated with the Office of the Administrator/Finance Department. Elected Officials/Department Heads must identify funds within their existing budget to provide for the local match. If the existing departmental budget cannot support funding a local match, then Board of Commission approval for contingency funds must be obtained before the grant application is submitted.

Grants requiring the submission of an expenditure budget must be submitted to the Office of the Administrator/Finance Department for a technical review. The purpose of this technical review is to determine the accuracy of calculations, identify any reimbursable expenses that may not have been included, and develop the calendar year-end budgets for inclusion in the County’s budget. Frequently, grant budgets have a fiscal year-end that does not coincide with the County’s calendar year-end.

Grants that allow for reimbursement of indirect costs must include these costs in the grant application budget. Indirect costs must be estimated by using the annual County Cost Allocation Plan.

Official notification of the grant award must be submitted to the Board of Commissioners for inclusion on the Board Agenda for formal action. The authorization to spend grant funds is derived from acceptance of the grant by the board of Commissioners. All grant awards require the Board of Commissioners action to appropriate the awarded funds and make them available for expenditure. Executed copies of the grant contract must be submitted to the Office of the Administrator/Finance Department.

News releases of the grant award are to be reviewed by the Office of the Administrator. When complying with a grant requirement, a copy of the news release must be included with the program monitoring reports.

The Office of the Administrator/Finance Department will establish a Special Revenue business unit within the appropriate departmental fund for the approved grant. The department will provide a detailed listing of all revenue and expenditure accounts required for proper monitoring of the grant funds. These accounts should agree with the grant budget line items. The Office of the Administrator/ Finance Department will establish these accounts within the County's general ledger

All grant contracts must direct the grantor to send grant funds to the Calhoun County Treasurer, 315 West Green Street, Marshall, MI 49068. The Office of the Administrator/Finance Department will provide the Treasurer's Office with all the appropriate grantor and revenue account number information to insure proper receipting of grant funds.

Grant funding does not exempt any purchase from the Board of Commissioners' Purchasing Policy #405. All grant purchase must be made following this policy.

The County is responsible for maintaining an inventory of fixed assets purchased with grant funds. The County must make the fixed assets physically available for inspection during a grantor's audit. The sale or disposal of these assets must be in compliance with the grantor's requirement. The sale or disposal must be coordinated with the Office of the Administrator/Finance Department to insure proper record keeping is maintained. All fixed asset acquisition, sale or disposal are recorded in the County's listing of fixed assets.

Each grant must have an individual designated as Project Manager. The Project Manager is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. The form, content, and scheduling of these reports is usually specified in the terms of the grant contract. Copies of all progress and final reports must also be sent to the Office of the Administrator/Finance Department.

The Calhoun County Director of Finance shall be designated as the grant Fiscal Officer for all grants. Each department is responsible for requesting the grant, fulfilling the financial reporting requirements of the grant, and completing timely and accurate monthly/quarterly Financial Status Reports (FSR). The department is also responsible for reconciling the FSR's to the general ledger and accruals for the revenue on a monthly/quarterly basis. The original FSR and reconciliation must be sent to the Office of the Administrator/Finance Department for signature of the Calhoun County Director of Finance.

All grants are included in the annual County audit. It is the responsibility of the Office of the Administrator/Finance Department to have on file a copy of the executed grant contract, copies of all FSR's, a reconciliation of revenues and expenditures to the general ledger, and proper year-end accruals. The Office of the Administrator/Finance Department will maintain a Schedule of Expenditures of Federal Awards for review by the Count's independent auditors.

Grantors frequently allow for line items budgets to be moved, but under no circumstances will any authority be granted to exceed the total budget provided by the grant. When grant funds have not been totally expended by the grant year-end, it is the responsibility of the grant Project Manager to notify the Office of the Administrator/Finance Department that these grant funds must be carried forward to the new grant fiscal year. A copy of the grantor's written approval for such carryover must be provided to the Office of the Administrator/Finance Department. This approval must be on the grantor's letterhead, clearly identify the terms of carryover use and time frame, and signed by grantor's authorized agent.

In certain cases, where the grant award is conditioned upon the department having in place a policy that could directly limit, impact or otherwise control the operation of the department's while performing services pursuant to the grant, the department may adopt an operational policy conforming to the grant requirements. The adoption of this departmental operational policy does not require Board of Commission approval if all of these conditions apply:

1. The policy is either; not required by state or federal law; or if required by law, it's application is limited to the specific operations, activities or functions funded by the grant.
2. The policy applies only to the department applying for the grant.
3. The policy is approved by (A) the County Administrator, and (B) prepared or approved by the County Corporation Counsel.

The Office of the Administrator/Finance Department will maintain copies of all executed grant contracts, copies of FSRs and general ledger reconciliation's on file.