

# **Hertford County Grant Policy and Procedures**

## **PURPOSE:**

1. To provide guidelines and procedures for the application and administration of Federal, State and County financial assistance & grants, as well as direct federal appropriations and private sector grants.
2. To ensure the County has the resources and ability to adhere to grant restrictions, covenants, reporting requirements and matching requirements.
3. To clearly assign departmental responsibilities within the County for all aspects of grant application and management.

## **PROCEDURE:**

In order to apply for grants from a governmental or private agency, the following guidelines must be met:

1. The requesting department head must submit a grant application to Finance.
2. After the application has been submitted, Finance will review and assess all grant requirements. Finance will be looking for issues that include, but are not limited to the following list:
  - Accounting requirements (special funds, accounts, etc)
  - Single Audit requirements
  - Associated audit fees
  - Recurring grant funding
  - Continuance of program after grant funding ends
  - Matching requirements
  - Reimbursement requirements
  - Reporting requirements (documents requested)
  - Staff workload
  - Budgetary constraints
  - Adherence to required certifications
  - Adherence to administrative requirements
  - Purchasing requirements
  - Insurance issues
  - Asset restrictions (for assets purchased with grant funding)

- Equal Employment Opportunity Commission (EEOC) and Affirmative Action issues
3. Upon review, the Finance Director will schedule a meeting with the requesting department to finalized the application. From this meeting it will be decided whether to submit the application and supporting documents to the agency sponsoring the grant or to carry it before the Hertford County Board of County Commissioners.

Documentation for grants that span more than one year will not be reviewed in detail each year unless changes occur. Grants that recur and are applied for each year will be reviewed annually. Any changes in grant terms, conditions, requirements, etc. should be forwarded to Finance.

Finance will communicate and discuss requirements and other pertinent grant information with the requesting department and County Manager's office as needed.

1. If denied: The requesting department must notify the Finance Office of the denial on a timely basis and include pertinent details about the denial.
2. If awarded: The requesting department will notify the Finance Department of the award on a timely basis and will forward a copy of the award notification and all important grant information as outlined below under "Grant Information" section.

### **Upon award**

1. The requesting department will complete the Grant form and submit to Finance. All pertinent information regarding requirements of the grant should be included. At a minimum, the department should report how these grant funds address program needs and how the grant impacts the County. The information on the form should clearly reflect if the funds address items in the current budget, capital improvement plan or a departmental long-range plan. Other long term commitments that may be connected with the grant such as program continuance after grant funding is complete should also be addressed. Matching funds must be clearly indicated. In the process of preparing the grant form, the department must coordinate with the County Manager to determine the source and availability of matching funds. Budget adjustment requests must be prepared with the report as required.

### **Upon Approval**

1. The requesting department will process the final grant agreement through the Finance system.
2. Annual updates of grant status and activity must be given to the Finance Department at Fiscal Year end, in addition to periodic updates that may be requested.

Federal appropriations – In obtaining Federal appropriations, the application phase comes after legislation has been passed by Congress and signed by the President. This is technically when it is awarded. Federal agencies then require units to apply for the funds. Eligibility is determined through this application phase. Information for these appropriations will be forwarded to Finance and all other related departments during the legislative process or soon after approval. At this point, the same procedures listed above apply.

### **GRANT INFORMATION MAINTENANCE:**

Basic grant information from the grantor is usually included in the application materials. More detailed and specific information relating to the County is then included in the grant agreement that is received upon award. Information can also be obtained through technical information held by the Finance Department and through the internet. The following information should be obtained and gathered by requesting department and forwarded to Finance. Any difficulties in obtaining the following information should be communicated to Finance.

- Overview, purpose & description of grant
- Official grant title
- Grant agency (including all pass-through)
- Grant identification number (CFDA number for federal grants)
- Matching requirements (including time frame when funding is needed)
- Administrative requirements (including various certifications that are required)
- Reporting requirements
- General compliance restrictions
- Agency contact-name, phone and address
- County contact/grant manager

The Finance Department will maintain a grant database with all pertinent information. Departments will provide updated information and status of grant to Accounting on an annual basis and upon request.

### **REQUESTING AWARDED GRANT FUNDS:**

Departments requesting grant funds and administering the projects will be responsible for completing all reports related to funding requests and other required periodic reports (except for Powell Bill, see exceptions below). The following steps should be taken to request funds:

- Notify Finance **PRIOR** to completing required reports
- Finance will verify expenditures and/or other financial information
- Requesting department will complete all required reports and send copy to Finance
- If applicable, requesting department will obtain required documentation of expense (coordinate with accounts payable)
- Finance will enter funding request in the County's receivable system
- Requesting department will forward checks to Finance immediately upon receipt
- Finance will notify requesting department of receipt

- Finance will periodically review outstanding requests that have/have not been received and will communicate information to the requesting department.

When possible, the County prefers funding requests to be **paid electronically**. The requesting department should coordinate all banking details (including forms and official requests of banking information) with the Finance Department. If electronic payment is not available, the department should request that the check be sent directly to the Finance Department.

