

<p>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</p> <p>Prince George, Virginia</p>	<p>POLICY NUMBER: 310.1 through 310.4</p>	<p>Page 1 of 3</p>
<p>SUBJECT:</p> <p>Grant Applications and Awards</p>	<p>SUPERSEDES:</p>	<p>DATE ISSUED: October 25, 2016</p>
<p>AUTHORIZATION: _____ Percy C. Ashcraft, County Administrator</p>		

310.1 General Provisions

This policy establishes procedures for applying for grants (federal, state and private/not-for-profit) **requiring a local cash or in-kind match**, and procedures for internal communication when grants are awarded. This policy also establishes assignment and administration of grant management responsibilities. The County recognizes the need for grant programs and encourages staff to apply for all available grants / sources of funding. The County further recognizes the need to inform the Board of Supervisors (Board), *in advance of application*, of pending grant applications and of any potential County fiscal impact that may result (such as local cash or in-kind match requirements). Additionally the County recognizes the need to appropriately awarded grants in a timely manner and effectively manage all awarded grants.

310.2 Procedure – Grant Applications

Pending Grant applications **requiring a local cash or in-kind match**, if any, will be brought before the Board at each regular meeting.

The Finance Director will coordinate the communication of pending grant applications to the Board and placement on the meeting agenda. Department Heads or designee [**Grant Program Manager**] should complete “**Grant Application Cover**” **Form** for each grant application, regardless of the amount of the grant or whether the grant is applied for / received annually.

The completed form, with required attachments (as outlined on the form), should be approved by the Department Head and sent to the Finance Director to allow adequate time for placement on agenda and Board approval before application deadline.

The Finance Director will summarize pending grant applications and organize attachments to forward to the Board Clerk to place on the agenda by the required deadline. Once the Board provides approval to apply, the Grant Program Manager may submit application to the Federal / State / Private granting agency.

SUBJECT: Grant Applications and Awards	POLICY NUMBER 310.1 through 310.4	DATE ISSUED: October 25, 2016	Page 2 of 3
---	--	--	--------------------

310.3 Procedure – Grant Awards

Upon notification of a grant award, the Grant Program Manager shall notify the County Administrator and Finance Director *within five business days of award*, and provide a copy of the award letter/notification.

The Finance Director will discuss with Grant Program Manager whether new general ledger account codes need to be established to appropriately track grant revenues and expenditures.

The Finance Director will prepare an appropriation resume and draft appropriation resolution for submission to the Board Clerk for agenda placement. Formal Board appropriation is required before expenditure of any and all funds, regardless of the source of funds.

310.4 Procedure – Grants Management

The Department Head/Designee will be considered the **Grant Program Manager**.

At the time of award, the Department Head, Grant Program Manager and the Finance Director will discuss and agree upon whom will be responsible for:

- Filing grant reimbursements;
- Filing grant fund draws;
- Preparation of financial reports (monthly; quarterly; annual)

Access to any automated reimbursement and reporting systems will be discussed and assigned to allow for timely grant management.

The Grant Program Manager is responsible for insuring:

- All purchases are made in accordance with granting agency requirements;
- All purchases are allowable per granting agency requirements;
- All purchases are made within time constraints that will allow for invoice payment that will lend to meeting grant spending deadlines;
- Any needed grant budget changes are submitted to granting agency within a timely manner and in accordance with grant requirements

All purchases shall be made in accordance with granting agency requirements, only for allowable items, and must remain within the grant award/appropriation. If non-allowable purchases are made, such expenditures will be coded to the Department's

SUBJECT: Grant Applications and Awards	POLICY NUMBER 310.1 through 310.4	DATE ISSUED: October 25, 2016	Page 3 of 3
---	--	--	--------------------

general fund operating budget. If purchases total more than the allowable grant award/appropriation, excess charges (amount that exceeds grant award) will be charged to the Department's general fund operating budget

At the time reimbursements are filed (either by Finance Staff or Department Designee), an email notification of reimbursement request with dollar amount should be sent to County Treasurer and Finance Director to allow for appropriate identification and coding of revenue upon receipt.

Reimbursement requests/funding draws should be made in accordance with grant requirements by established deadlines. Financial and outcomes-based reports should be prepared in accordance with grant requirements by established deadlines.

Upon completion of grant, any final financial reports should be prepared and submitted as required (by Department Staff or Finance Staff, as agreed upon). The Grant Program Manager is responsible for compiling and submitting any outcomes-based reporting to granting agency (regardless of whether Finance Staff is assisting with grant reimbursements/financial reports).