

County of Callaway Grants Policy and Procedures

Purpose:

To establish internal controls and guidelines for the research, application, acceptance, and financial administration of all grants awarded to the County of Callaway to assist in providing accurate and complete disclosure of the programs and financial results of each grant.

Policy:

The County of Callaway actively seeks grant funds to assist and support a variety of County programs and projects that enhance the long-term goals and objectives of the County. Grants are defined as contracts or agreements whereby the County receives funding from an agency to subsidize the public projects or a program, and for which, the County has fiduciary or oversight responsibility. Each grant program requires a different set of actions, responsibilities and compliance requirements that must be followed in administering the grant. This policy describes the procedures that must be followed in order to ensure that grants awarded to the County are researched, applied for, appropriated, and monitored in a consistent and organized manner.

While this policy is intended to include standard procedures, some provisions may not apply to certain grant agreements and/or Departments. Such cases will be treated as exceptions.

Roles and Responsibilities:

The Elected Official or Director of each department is accountable for grants within his or her departmental jurisdiction. Each Elected Official or Director must do the following:

1. Designate a Project Manager for each grant awarded to the department.
2. Implement grant projects according to the terms and conditions of the award contract/agreement.
3. Ensure that the Project Manager knows how to properly monitor grant funds using prescribed procedures.
4. Ensure that the Project Manager has through understanding of the reimbursement review process and submittal timeline.
5. Ensure that project reporting requirements and deadlines for submission are observed.

Departments are responsible for thoroughly reviewing grant opportunities for alignment with County priorities and project feasibility. When reviewing, the following must be taken into consideration:

1. Implementation feasibility
2. Availability of matching funds
3. Planning, design, and other project costs
4. Operations, maintenance, and future financial obligations
5. Cost benefit as compared to award amount
6. If the terms of the grant can be achieved within the grant period

Grant Application

- a. It is the Department's responsibility to prepare the grant application within the timeframe to meet the application's deadline. Enough time should be allocated to plan, research, coordinate, write and edit the application, and present the submission of the application to the County Commission. In preparing a grant application, it is important that the Department recognizes that the application can be viewed as a

résumé, as it is one of the only documents that funding agency can use to evaluate a prospective grantee's proposal.

- b. The Elected Official or Department Director is responsible for coordinating, preparing, and presenting the agenda item to the County Commission for official approval and acceptance of the grant award and authorization for the proper County officials to execute the grant agreement and related documents if an award is received.
- c. The Department is responsible for submitting applications directly to the funding agency.

Finances

The County Treasurer is responsible for keeping track of funds coming into the County from grants as well as depositing checks and reconciling accounts for the County. The County pays checks weekly and also has credit cards available that are sometimes used to pay invoices related to grants. Reimbursement requests are signed by the County Auditor as well as the County Commission before going to the County Clerk's office to be paid out.

Inventory of Grant Funded Equipment: The Callaway County Purchasing Office keeps track of inventory for the County.

Closeout

Each grant has specific closeout procedures to which the County must adhere to that are taken care of by the Project Manager upon completion of the grant.

Annual Audit

Federal and State grants are subject to an annual audit by the County's external auditors as mandated by governing laws and regulations. The audit tests for accurate reporting of expenditures, allowability of expenditures, compliance with the grant agreement, and internal controls.

Information for the annual audit is presented in the form of a Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and supporting documentation as requested by the external auditors.

The results of this audit are extremely important. Findings can affect potential future funding. Findings require response to funding agencies and increase the number of monitoring site visits.

File Management and Records Retention

Grant master files must maintain a file structure that includes the following four sections:

1. **Award:** award letter, grant agreement, grant amendments, modifications, extensions, cancellations, terminations, and anything else related to the award
2. **Finance:** account setup information, reconciliation reports, quarterly status reports, and anything else related to finances for the grant
3. **Reports:** all quarterly, annual, reimbursement, and final reports
4. **Interdepartmental Communication:** all relevant interdepartmental communications

Most granting agencies require that records be retained and made available for inspection for a minimum of five years from the date the final expenditure report is submitted or the date the grant contract expires. The grant master file will be the official record for retention purposes.