

GRANT MANAGEMENT POLICY & PROCEDURE 562

.1 PURPOSE

- Clallam County's General Financial Policies state that: "The County recognizes that grant funding provides significant resources to enhance the County's ability to provide services and activities not otherwise available. The County will seek grant funding for activities that are determined to further core County functions or that provide for activities, which are in the best interests of our citizens. The County will examine the benefits of grant funding prior to application and decline funding determined not to meet the above criteria."
- The purpose of this policy is to provide procedures relating to the requirements for application and contracts for grants, and
- To ensure that County departments are accountable for proper grant documentation, administration, and activities.

.4 AUTHORITIES

All grant contracts will be approved in accordance with the County's contracting policy and procedures.

Grant applications may be completed, signed, and submitted by County Officials after direction from the Board of Commissioners or County Administrator.

.5 PRE-APPLICATION QUESTIONNAIRE REQUIRED

The pre-application questionnaire is designed to provide information so the Board of Commissioners can consider whether to apply for grants based on the criteria detailed in the County's General Financial Policies.

Prior to application for any new grant or renewal of any existing grant, the requesting department will complete the pre-application questionnaire. Signature of the County Official is required. The questionnaire will be submitted through normal Board procedures and placed on the work session agenda for discussion and direction on whether to proceed with application.

The pre-application questionnaire will be maintained by the department and attached to the grant contract when the Board considers the contract for approval.

.6 GRANT APPLICATION

Completion of grant applications is the responsibility of the County Official. Applications shall include indirect costs when allowed pursuant to Administrative Policy 549.

After submission and approval of the pre-application questionnaire, applications may be signed and submitted by the County Official. Applications requiring signature of the County's executive authority may be signed by the Board Chair or the County Administrator.

.7 GRANT CONTRACT/REQUIREMENTS FOR APPROVAL

Prior to acceptance of any funding or expenditure of funds on any grant activity, a written contract is required. Approval of grant contracts will be in accordance with Clallam County's Contracting Policy and Procedure (policy 560).

A copy of the signed pre-application questionnaire and, if the contract requires modification of the county budget, a completed budget modification form or budget change form must be submitted to the board with the contract.

.8 COMPLIANCE WITH GRANT REQUIREMENTS

County Officials are responsible for compliance with all aspects of grant requirements including monitoring to ensure that grant activities are properly accomplished, grant accounting and tracking, and ensuring that requests for reimbursement are accurate and submitted on time.

.9 RESPONSIBILITY FOR MAINTENANCE OF FILE AND PUBLIC DISCLOSURE

The official grant file including an original of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, applications, pre-application questionnaire, activity reports, requests for reimbursement, fiscal reports, and other correspondence will be maintained by the initiating department. Any destruction of these records will be in accordance with the approved retention schedule in the appropriate department. Public disclosure requests regarding grants will be referred to the initiating department for coordination of public records gathering and release.

One original grant contract and any approved amendments are retained by the Clerk of the Board.

.10 GRANT REVENUES

10.1 Revenue Accounts to be Established by Budget Analyst

Pursuant to the County's General Financial Policies, all grant revenues will be deposited to revenue accounts specific to the grant and grant year and separated into revenues for

direct activities and indirect costs. In addition, accruals will be deposited to separate revenue accounts. The Budget Analyst will create and maintain revenue numbers that ensure identification of grants by year, separate direct from indirect costs, and provide for tracking of accruals.

10.2 Deposit and Budgeting of Revenue for Multi-year Grants

County Officials must ensure that revenues and expenditures for reimbursement-based, multi-year grants are budgeted in the year during which the grant activity will be performed. Reimbursements for grant activities performed in one calendar year and not actually received until the next calendar year are considered accruals and deposited as such.

Revenue for grants where funds are received by the County prior to the grant activity (typically as a lump sum) are required to be deposited and budgeted as follows:

- a. General Fund budgeted grants - When received, revenue sufficient to cover current year grant activities is deposited in the General Fund. Revenue for grant activities in future years is deposited to the County's General Fund Suspense Fund 115. The funds are then transferred to the General Fund as a transfer to the initiating department and budgeted in the year the grant activity will occur.
- b. Grants budgeted in other funds - Revenues are deposited to the appropriate fund when received. If the expenditure is not budgeted during the year of receipt, the ending fund balance is raised. The ending fund balance is reduced in future years as grant activities occur.

County Officials are responsible to ensure that grant revenues are properly budgeted and that they are deposited into the proper revenue accounts immediately upon receipt.

.11 GRANT SIGNATURE AUTHORIZATION FORM

Some grant applications require the completion and submittal of a signature authorization form. For obtaining signatures of Commissioners' Office personnel, signature authorization forms should be delivered to the Clerk of the Board. Signature of the Board Chair and Administrator on authorization forms may be obtained without public meeting. The following signature authorities should be included:

- a. Applications/revised applications – County Official
- b. Contracts/contract modifications - Chair of the Board of Commissioners and the County Administrator
- c. Vouchers - The County Official and his/her designee
- d. Authorizing authority - Chair of the Board of Commissioners

.12 INDIRECT COSTS TO BE MAXIMIZED

All grant applications and contracts will include charges for indirect costs to the maximum allowed in accordance with both the County's cost allocation plan and the specific grant rules. Indirect revenues will be deposited and budgeted according to the County's indirect cost allocation policy and will not be expended on direct activities of the grant (policy 549).