

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Grant Policy	Approved:	7/26/2012
Policy Number:	317	Author:	Keyser
Associated:			

This policy is applicable for all Federal and State grant funding completed by Department Managers and Elected Officials. This policy is not applicable for contingency agencies.

Each Department Head and Elected Official remain responsible for applying, completing, and ensuring compliance to all requirements for grants for their functional area.

All request for federal and state funding, in the form of a “grant application” or in the form of a “letter of authorization to request federal funds”, must be submitted to the Jefferson County Commission and approved at a regularly scheduled meeting. In addition to the Grant application or Letter of Authorization, a cover letter addressed to the Jefferson County Commission must be attached stating the amount of “Matching Funds” that must be provided by the County if the Grant is approved and the amount of any additional “Loan Money” that may be required to cover start-up costs of the Grant prior to receiving Grant reimbursement funding.

The grant originator will then receive a contract/resolution form which must also be presented to the County Commission for approval at a regularly scheduled meeting.

The request is also to be provided to the Deputy Director, who is responsible for scanning and tracking the grant. Each grant will have a specified number, which will be used for the tracking of the grant and placed into an “Active Grant Spreadsheet”.

A copy of the scanned grant will be forwarded to the County Clerk/Finance Department for tracking.

A copy of the “Active Grant Spreadsheet” will be sent when it is updated to the Sheriff’s Tax Department.

Upon request for payment, a copy of the Draw Down Monies Form must be sent to the Deputy Director for disbursement.

Any employee utilizing grant monies are required to identify the appropriate grant number on the Purchase Order or Invoice. Failure to do so will delay processing until the number is provided.

Department Heads, Elected Officials or the Deputy Director is responsible for providing a copy of all grant checks to the County Clerk/Finance Department. Should there be a direct deposit of a grant into the bank account, the Sheriff’s Tax Office will notify the County Clerk/Finance of the grant number and amount deposited.

Once a grant has been closed, the Deputy Director will transfer the information to a separate "Closed Grant Spreadsheet" for future reference if needed.