

TOM GREEN COUNTY GRANT PROCEDURES

Statement of Purpose

The Tom Green County Commissioners Court encourages department heads to seek grants from public and private agencies which support the many responsibilities of the County to include: building and maintaining roads; constructing and operating jails; operating the judicial system; operating the library; providing law enforcement; maintaining public records; issuing vehicle registration and transfers; and registering voters and conducting elections.

The grant policies and procedures outlined here have been developed to ensure that the Commissioners Court is aware of and approves grants prior to their acceptance; as well as to provide information to the Auditor's Office in order to satisfy the financial reporting requirements of public and private granting agencies.

Grant funding will be evaluated by the Commissioners Court to determine the value to Tom Green County taxpayers and the administrative requirements of administering the program. Only grants for \$5,000.00 or more will be considered by the Commissioners Court, to offset the administrative costs associated with establishing, processing, and reporting on the grant.

Procedures

A. Approval of Grant Applications/Grants

Every application submitted for external funding to any agency or organization — whether public, private, for profit or non-profit — must receive approval by the Commissioners Court **before** the application is submitted. The grant documents must be presented to Commissioners Court with the coversheet and checklist provided at the end of these procedures.

One week prior (Monday at 5 p.m.) to submitting the grant application to the Commissioners Court for approval all applications must be submitted to the Auditor's Office in order to evaluate the fiscal impacts of the grant.

IF computer equipment, software, or peripherals will be purchased with grant funds, the Information Technology (IT) Department Head must be informed no later than **two** weeks prior

(Monday at 5 p.m.) to grant submission to the Commissioners Court. This will allow IT time to evaluate compatibility issues and additional network or equipment requirements.

The department head, or designee, is required to submit a Commissioners Court agenda item for grant application approval. Information that should be provided must include:

- The duty of the County that the grant fulfills or supports.
- The negative impacts of not fulfilling this obligation.
- The positive effects of receiving the grant.
- The additional costs incurred by accepting the grant; such as an increase in salary expense, building or vehicle use, etc.
- Personnel requirements, job descriptions, to include salary range and level of experience, if a new dedicated employee is required for the grant.
- Any matching funds the County may be required to contribute – and how these will be funded – from Contingency or from the Department’s budget.

The grant application may be submitted only **after** the application is approved.

B. Role of the Auditor’s Office

The Auditor’s Office is responsible for maintaining the books of the County, and enforcing the County budget, to include grants. All applications must be submitted to that office, at least a week (Monday at 5 p.m.) before the application is submitted to the Commissioners’ Court for approval in order to evaluate the fiscal impacts.

Once the department head, or designee, receives award notification and prior to acceptance by the Commissioners Court, the department head must provide the following items to the Auditor’s office:

1. A copy of the grant award with any back-up documentation available. This helps determine the grant level – State vs Federal.
2. The starting and ending dates of the grant period, to include the reporting requirements.
3. An understanding of who is responsible for submitting reports to the granting agency.
4. A breakdown of the grant expenditures and matching budget amounts.
5. A point of contact within the department.
6. A point of contact at the granting agency, to include name, phone number, email and physical address (for external audit confirmation letters).

With this information the Auditor's Office can:

1. Create a new grant and project code for tracking the financial activity of the grant.
2. Create the applicable line items to allocate the grant budget.
3. Once the grant is accepted by the Commissioners' Court with the accompanying budget amendment – enter the grant budget.
4. If agreed upon (see #3 above) submit monthly/quarterly reports as required.
5. Maintain files of grants accepted and subsequent correspondence.
6. Certify new revenue to the Commissioners Court to adopt the grant budget.

Once the grant is awarded, the grant must be accepted by the Commissioners' Court. The department head, or designee, is required to submit a Commissioners Court agenda item for accepting the grant award. The request for acceptance must include a Budget Amendment increasing the revenue and the corresponding expenditures.

C. Reporting Requirements

Complete and accurate reporting on grant-funded projects is an important professional responsibility assumed by all departments who receive grant support. This is especially important as the grant deadline draws near. It is imperative that the Auditor's Office be informed of any last minute expenditures expected to be paid by the grant.

There are typically two types of reporting requirements – programmatic and financial. The department is responsible for any programmatic reporting requirements, while the Auditor's office is in charge of the financial reporting requirements.

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**TOM GREEN COUNTY
GRANT APPLICATION COVERSHEET**

Grant Name: _____

Grant Amount/Matching Funds: _____

Grant Agency: _____

Purpose: _____

Grant Period: _____

Auditor

Date

Information Technology (if applicable)

Date

Date Grant Application Approved by Commissioners Court

GRANT AWARD COVERSHEET

Applicable Grant Documentation Provided:

Budget Amendment Provided:

Auditor

Date

Date Grant Award Accepted by Commissioners Court

♦♦♦♦ Use this coversheet for all grant documents submitted to Commissioners Court ♦♦♦♦

TOM GREEN COUNTY GRANT APPLICATION CHECKLIST

Commissioners Court Date: _____

IF computer equipment, software, or peripherals will be purchased with grant funds:
Two (2) weeks prior to Commissioners Court Date submit grant information to IT (deadline Monday at 5 p.m.)

One (1) week prior to Commissioners' Court Date submit grant information to the Auditors Office (deadline Monday at 5 p.m.)

Submit a Commissioners Court Agenda item for grant application approval – include:

- The duty of the County that the grant fulfills or supports.
- The negative impacts of not fulfilling this obligation.
- The positive effects of receiving the grant.
- The additional costs incurred by accepting the grant
- New personnel requirements, if any
- Any matching funds the County may be required to contribute.
- How any matching funds will be funded.

GRANT AWARD CHECKLIST

Commissioners Court Date: _____

One (1) week prior to Commissioners' Court Date submit grant information to the Auditors Office (deadline Monday at 5 p.m.) to include:

- A copy of the grant award with any back-up documentation available.
- The starting and ending dates of the grant period.
- The individual responsible for submitting grant reports.
- A list of grant expenses and budget amounts.
- The department's point of contact.
- The granting agency's point of contact, to include name, phone number, email and physical address (for external audit confirmation letters).

♦ ♦ ♦ ♦ Use this checklist for all grant documents submitted to Commissioners Court ♦ ♦ ♦ ♦