

**TOM GREEN COUNTY
GRANT APPLICATION COVERSHEET**

Grant Name: National Disaster Resilience Competition (NDRC)

Grant Amount/Matching Funds: UNKNOWN / NO MATCH

Grant Agency: TEXAS GLO

Purpose: Become more resilient to disasters (flood, wildfires)

Grant Period: UNKNOWN

Nathan Cadden
Auditor

7/24/15
Date

N/A
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: 28 July 2015

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.). N/A

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.

See attached justification.

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 ♦ ♦ ♦