

**TOM GREEN COUNTY  
GRANT APPLICATION COVERSHEET**

Grant Name: Other Victim Assistance Grant

Grant Amount/Matching Funds: \$42,000/None

Grant Agency: Texas Office of the Attorney General

Purpose: Continuation of the Crisis Intervention Unit

Grant Period: 09/01/16 - 08/31/17

\_\_\_\_\_  
Auditor Date

\_\_\_\_\_  
Information Technology (if applicable) Date

5/5/15 *Biennial Application*  
Date Grant Application Approved by Commissioners Court

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**GRANT AWARD COVERSHEET**

Applicable Grant Documentation Provided:  YES

Budget Amendment Provided:  YES — *Will also include in changes to 2017 budget to consider with adoption.*

*Nathan Corddunk* 8/12/16  
Auditor Date

\_\_\_\_\_  
Date Grant Award Accepted by Commissioners Court

# TOM GREEN COUNTY GRANT APPLICATION CHECKLIST

Commissioners Court Date: 5/5/15

**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.

*Biennial Application*

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## GRANT AWARD CHECKLIST

Commissioners Court Date: 08/16/16

**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 ♦ ♦ ♦