

IOWA COUNTY GRANT APPLICATION POLICY – DECEMBER 2015

**1. Purpose**

The purpose of this Policy is to establish a procedure for the administration of grants in the County of Iowa.

This is a county-wide policy and affects all departments that research, apply for or administer grants.

Iowa County will comply with all funding grant agency requirements.

**2. Authority to Apply for Grant Funding**

a) All final grant applications must be approved by the County Administrator. However, if the grant being applied for by any County Departments requires the county to pay matching funds, the County Board must approve the appropriation of the matching funds prior to the grant application being sent in to the granting agency unless the matching funds required by the grant application were previously included in the department's budget and which budget was approved by the County Board

b) Only the County Board Chair or an authorized designee may sign and submit grant application on behalf of the County of Iowa.

**3. Coordination of Grant Policy and Grant Operations**

The County of Iowa must be able to track and manage grants at all stages of the grant process from application for the grant through project closeout. To accomplish this policy requirement, the following must be adhered to for grants.

a) Copies of the submitted grant application will be given to the County Finance Director, County Clerk and the County Treasurer. This should be in electronic format.

b) All departments need to ensure that they promptly request County Administrator and County Board if applicable approval to apply for the grant and further need to insure they promptly apply for the grant in advance of the grant deadline date.

c) Grant funds should be delivered to the County Treasurer's Office on the date that said monies are received by the department so that the monies can be deposited. The department head shall see to it that the County Treasurer is notified by the department head or an employee of the department as to the fact it is grant money, what grant program the monies are for, what department is receiving the grant money and in what account number the grant money should be deposited. If the granting agency requires that the grant money be directly deposited to a bank account of the county, the department shall timely notify the County Treasurer in advance of the deposit being made as to what account number the money will be deposited, the amount of the deposit, the estimated date that the deposit will be made of the grant monies, what department is receiving the grant, what grant program the money is for and what agency or organization is paying the grant money.

d) All departments need to ensure that the accounting system of the county is capable of tracking revenue and expenditures associated with every grant award regardless of how grant funding is appropriated.

e) Original, signed grant contracts will be forwarded to the Finance Department, or its delegate, for filing.

f) Copies of all reports or claims to the granting agencies will be forwarded to the Finance Department. For those reports or claims that are bulky, only a cover or summary page is required to be forwarded to the Finance Department. This should be done in electronic format.

Page 2 –GRANT APPLICATION POLICY

- g) Copies of any pertinent correspondence regarding variance from the grant requirements should also be reported to the Finance Department. This should include any additional awards granted or penalties assessed.**
- h) If a department receives a material noncompliance finding or penalty, a plan for corrective action of this problem must be approved by the oversight committee and submitted to the Finance Director within thirty (30) days of issuance of the finding.**