

# **Glynn County Grants Policy**

**Originally adopted by the Board of Commissioners on April 20, 2000**

**Amended February 19, 2004**

- Section I:** Evaluation of Grant Application Feasibility  
**Section II:** Procedures for Preparing Grant Application  
**Section III:** Procedures if Grant is Awarded  
**Section IV:** Procedures for Grants Reporting for Reimbursements and Drawdowns  
**Attachment 1:** Grant Rating Sheet

## **I. Evaluation of Grant Application Feasibility**

A. In considering and application for a grant, the following minimum criteria are necessary:

1. Proposed project must first be identified in the County's approved Comprehensive Plan, the County capital budget or equipment listing, or set forth in Commissioner-adopted Masterplans.
2. In general, grants will not be pursued for non-capital acquisitions such as personnel or start-up of a new program, unless such activities are approved by the Board of Commissioners during the budget process.
3. Any proposal for grant application authorization must include a Long-Range Grant Strategy. The strategy must be written by the Department in which the grant request originates. For evaluation purposes, said strategy must include the following components:
  - The strategy must identify both the project start-up costs as well as the costs for continuing the program two (2) years after the grant is expended.
  - Staff and material resources for the project must be identified both for the grant application process as well as for the duration of the grant period and for continuing the program after the grant is expended.
  - Sources of the matching funds by the County must be identified. Any "in-kind" match provided by the County must be evaluated in terms of work that will not be accomplished as a result of this commitment, or conversely, the total value of labor, equipment and materials involved.
  - A listing of outside sources, such as matching commitments by outside agencies, must be identified. As a

contingency, if such outside resources are withdrawn, an estimate on the financial impact on the County must be made.

4. If the project under consideration meets the criteria identified above, a grant evaluation team will meet to determine the feasibility for applying for the grant. The team will be comprised of the Finance Director or her designee, the Grants Coordinator, County Engineer or his designee, representatives from the department the grant will affect, and any other staff members deemed necessary by the County Administrator to provide input based on the grant requirements.
5. This team will prepare evaluation data on a grant-rating sheet to include costs for applying for, obtaining, administering, constructing, maintaining and replacing the grant product. Specifically, life cycle costing is required which includes:
  - costs (staff time) to prepare and administer the grant
  - costs for the matching portion, both cash and “in-kind”
  - planning and design costs-specify personnel involved
  - operation, maintenance and long-term replacement costs
  - staffing costs and time commitments if grant is awarded.
6. Only upon completion of the above grant rating sheet will the grant application be given further consideration.

## **II. Procedures for Preparing Grant Application**

- A. The grant application team will submit its completed grant rating sheet (see Attachment 1) and recommendation concerning the grant to the County Administrator.
- B. At the beginning of each calendar year, the County Commission will vote on whether to provide the County Administrator with the authority to approve the filing of grant applications for the coming calendar year. If such authority is provided, then the County Administrator will make the final determination to apply for grants during the calendar year, and direct staff to prepare grant applications for the Chairman’s execution and signature. If such authority is not provided, then each prospective grant application will be submitted to the County Finance Committee and full Board of Commissioners for approval prior to grant application submittal.
- C. Deleted
- D. Deleted

E.Deleted.

- F. If the County Administrator, pursuant to the authority vested in him by the County Commission, authorizes the filing of a grant application, the department (s) that the grant will affect will work under the direction of the Grants Coordinator top prepare the grant application and provide the necessary legwork to submit a competitive proposal.
- G. The Grants Coordinator will assist with securing necessary endorsements of grant applications either prior to or upon their submittal.

### **III. Procedures if Grant is Awarded**

- A. The County Attorney will review and comment on any grant contract documents prior to presentation to the full Commission.
- B. The award acceptance will be placed on the next scheduled County Commission meeting for consideration. If necessary, the department(s) whom will benefit from the grant award will present the grant award to the County Commission.
- C. Upon grant award acceptance by the County Commission, the County Administrator will assign a “Project Manager” who will be in the department that benefits from the grant award. The Project Manager will be the one-contact person for project implementation. The department will be responsible for cost estimates, work scheduling, and project management. The Grants Coordinator will assist with grants administration through interagency correspondence and filing quarterly reports.

The original grant award documents, including the application award and budget, will be kept on file in the Finance department with copies made available to the Project Manager, and Grants Coordinator.

- D. The Finance Department will maintain a grant file for each approved project. The Finance Director will maintain a grant file for each approved project. The Finance Director will assign Program and Object Codes to each project. (Note: Original grant files can be destroyed after three years, provided applicable audits have been released).
- E. The County’s assigned Project manager must provide a project status update to the finance department monthly.

### **IV. Procedures for Grant Reporting for Reimbursements and Drawdowns**

- A. Any grant reporting, such as the filing of monthly or quarterly reports to outside agencies, must first be reviewed by the Finance Department to verify expense and revenue data. Once the finance Department confirms

the data is correct, then the report can be signed by the appropriate County official and submitted to the grantor agency.

- B. Drawdowns and requests for reimbursement must be processed and mailed from the Finance Department at 1725 Reynolds Street so that such requests are encumbered as accounts receivable.

**[See Grant Rating Sheet below:](#)**

## Attachment 1: GRANT RATING SHEET

**Name of Grantor Agency:**

**County Project under consideration:**

**Impact on Comp. Plan, or dept. masterplan:**

**Grant App. Due Date:      Expected Grant Award Date:**

*Attach additional sheets as necessary to document answers to each question:*

1. Cost to apply for grant (include estimate of staff time for preparation, matching costs, advertising costs, or any other expenses associated with application):
2. Costs to administer grant, if awarded (include est. of staff time to prepare reports, drawdowns, audit preparation reports, or documents required by grantor agency):
3. Estimate of Planning and Design Costs, to include County staff and outside consultants:
4. If grant is constructed or implemented, provide estimates of the following and document the costs to the extent possible:
  - Annual Operating and Maintenance Costs:
  - Annual Staffing Costs:
  - Annual Replacement Costs:
5. **Total** budgetary impact if grant project is performed or constructed:
6. Realistic Probability of Grant Award if Applied for (base this estimate on award criteria given by the grantor agency):
7. **Staff Recommendation:**

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Charles Stewart, County Administrator  
Approve staff recommendation as stated

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Date

