

# **Grant Procedures**

(Amended January 20, 1994)

Questions or comments?

Call the County Manager's Office at (910)798-7185  
or contact Susan Wynn at [swynn@nhcgov.com](mailto:swynn@nhcgov.com)

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### 2.1 Approval of Grant Application

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### **1.0 Completion of Grant Application**

The department head, in conjunction with the Grants Coordinator, shall be responsible for completing the application documentation.

### **2.0 Approval and Acceptance of Grant Application**

#### 2.1 Approval of Grant Application

The County Manager must approve all applications for grant funds. Requests for this approval shall be made through the Grants Coordinator in the Finance Office. If the County Manager deems it necessary to obtain the County Commissioners' approval for submitting the grant application, he shall do so by placing the item on the agenda.

#### 2.2 Formal Acceptance of Grant

Formal acceptance of the grant must be made by the County Commissioners at a regularly scheduled meeting. The County Manager is responsible for scheduling this item

on the agenda for the Commissioners' meeting. Any contracts or legal documents pertaining to the grant must be reviewed and signed by the County Attorney prior to being placed on the Commissioner's agenda. The Grants Coordinator shall prepare a budget amendment (or Capital Project Ordinance) if necessary. When any grant is awarded to the County and accepted by the County Commissioners, a copy of the grant agreement or contract shall be sent to the Grants Coordinator. Once formal acceptance has been made, the Grants Coordinator will establish the necessary accounting controls and accounts.

### **3.0 Responsibility for Expenditure of Grant Funds**

The department head will be responsible for ensuring that all grant funds are expended in accordance with the grant regulations. The Grants Coordinator will be responsible for monitoring all grants to provide additional assurance that all major compliance provisions are met. The Grants Coordinator will also assist the department head in the preparation of any grant program progress reports.

### **4.0 Maintaining of Files**

DSS shall maintain complete files on any grants for which they are responsible. All others are maintained by the Grants Coordinator.

### **5.0 Preparation and Reconciliation of Reimbursement Requests**

#### **5.1 General Requirements**

DSS shall prepare reconcilements between finance records and state reports or reimbursement requests prior to submission. A copy must be sent to the Grants Coordinator for review, etc. All other reimbursement requests are to be prepared by and reconciled to Finance Office records by the Grants Coordinator. They should be reviewed, prior to filing by the applicable department head as well as the Finance Director.

No matter what the grant requirements, a reimbursement request and reconciliation shall be prepared as of June 30 each year.

#### **5.2 Process**

When a reimbursement request is submitted, the Grants Coordinator shall: a. Set up receivable and place reimbursement request in "tickler" file to be held until money is actually received.

b. When money is received, make copy of check, attach copy to reimbursement request and file in proper file.

c. Periodically reconcile the "tickler" file to finance records.

### **6.0 Contents of a Complete Grant file**

The County policy is to maintain complete grant files. A complete grant file shall contain the following, at a minimum:

- a. Grant application.
- b. Grant agreement and any pertaining documents (signed copy).
- c. List of major compliance provisions.
- d. Contracts for work done under grant, including change orders.
- e. Bid documents.
- f. Advertisements.
- g. Reference to Commission meetings where any aspects of grants were discussed.
- h. Reimbursement requests with original documents supporting all expenditures.
- i. All pertinent correspondence.
- j. Letter from grantor finalizing grant.

### **7.0 Schedule of Federal and State Assistance**

Grants Coordinator prepares "Schedule of Federal & State Assistance" on an ongoing basis - final schedule is part of CAFR.