

Powder River County Grant Policy

It is the purpose of this policy to support creativity and innovation in identifying and addressing problems that cannot be resolved with existing resources, but might be suitable areas for seeking grant funds. It is important to emphasize the need for adequate planning and quality control in all activities related to the administration of grants that involve resources and personnel of Powder River County.

Projects funded in part or in full with grant money are not independent of County operations and should not be created simply in reaction to a notice of availability of funds, whatever the source. It is the practice of the County to be proactive in its pursuit of supplemental funding sources. County personnel should identify problems that cannot be solved with current resources, engage in broad-based planning to address those problems, and carefully consider whether grants are an appropriate resource to pursue, given their temporary nature.

For the purpose of the policy, a grant is an award of financial assistance for which the County, or a department thereof, has made application to a public or private entity and is subject to requirements imposed by the awarding agency. These requirements include, but may not be limited to, implementing an agreed upon program, being accountable for the use of those funds awarded to the County to accomplish said program, and providing cash or in-kind matching funds or other contribution of County resources.

The Clerk & Records office will be the fiscal agent through which all accounts must be established and all transactions processed for all grants where a County Department is the applicant and County personnel are the primary participants in the planned project. The only exception to this may be projects in which the County is one of several partners or, where the County, because of its status as a government entity, is not the most appropriate applicant for a particular funding source. Such exceptions will be considered on a case-by-case basis, however, exceptions will be granted only in the instance where County personnel and resources are not the primary implementer of a project and no County funding is involved with the project.

The existence of grant funds does not exempt County personnel or project staff from conducting project activities in accordance with County policies and procedures which govern fiscal processes, hiring of personnel, employee

travel, etc. Regulations and reporting requirements of the funding agency are in addition to, not replacement for, County policies and procedures. The County recognizes the additional effort that must go into grant projects at all stages of the process to ensure their proper implementation and ultimate success. This policy and the procedures that follow are intended to clarify and streamline that process where possible.

Procedures for Grants Received by the County

APPLICATION PROCESS

1. Official name to be used on all grant applications for the County as the applicant is **Powder River County**.
2. Notify the Clerk & Recorder as early as possible in the planning stages of specific projects that are a potential grant application.
3. Schedule a planning meeting(s) as appropriate with the Clerk & Recorder to review drafts of the application and the application budgets.
4. Please complete the Grant Application / Proposal Processing Form, obtain Department Head/Elected Official approval. Submit form and complete application to the Clerk and Recorders office for processing. This procedure applies to online applications as well. For any grant of more than \$5,000, or for any grant that requires a County cash match, processing is completed at the County Commissions approval. For grants \$4999 and under where no County cash match is required, the application form and Grant Award letter must still be completed. However, Commissioner approval/signature is not required.
5. Powder River County employees writing grants will be compensated at the current pay rate in their respective positions. If overtime is required to complete the grant, prior approval is needed from department head or elected official.
6. If a grant requires outside services for writing or administering, the grant writer/admin must have a valid contractors license. Prior to performing any work, they must enter into a written agreement/contract with Powder River County and be selected in compliance with Powder River County Procurement Policy.
7. For larger grants requiring professional services, Powder River County is a Member of SEMDC and upon approval, has access to professional grant writers at no extra cost.

AWARD PROCESS

1. Send a copy of the award letter, acceptance requirements and/or other notification to the Clerk and Recorders office with a copy of the approved Grant Proposal / Application Processing Form
2. Send a copy of any special conditions, regulations, contracts, report forms, revised budgets, or other requirements of the funding agency to the Clerk and Recorders office.
3. The Clerk and Recorder assigns a revenue account number and sets up funding lines for each grant. This process will vary depending upon the source of grant funds and the department monitoring the program.
4. Once accounts are established, the Department responsible for implementation of the grant should verify budget against the respective accounts. If no budget is established, please prepare a budget amendment request.
5. Grant money cannot be expended unless it has been through the budget process and appropriated in the final budget or a relevant budget amendment has been adopted.

GRANT IMPLEMENTATION

Fiscal Related:

- a. Fiscal records must be maintained at the Clerk and Recorders Office.
- b. All encumbrances, purchases, and payments are processed and submitted in accordance with County fiscal procedures.
- c. All grants will be reconciled at year end by the Clerk & Recorder for capital grants. Grant revenue will then be deferred or returned to the appropriate funding agency when applicable.
- e. Any revenue received in conjunction with the grant must be paid to Powder River County and be processed through the Clerk and Recorders office.

Carryover Budgets:

Once the fiscal year is complete and all expenses have hit the grant accounts and all grant draws have been processed through account receivable via a claims request, the County Department responsible for oversight of the grant should prepare their budget requests for the upcoming

fiscal year for all grants eligible for carryover. This would apply to multi-year awards as well as grants awarded on a Federal Fiscal Year basis.

Grant Funded Personnel:

- a. Positions for any personnel to be hired with grant funds must be posted and filled according to County Personnel Policies and Procedures with the exception of the Sheriff's Office. Sheriff Office positions hired with grant funds are done in conjunction with the Sheriff's Office Personnel Policies and Procedures.
- b. Employee(s) must be advised that grant-funded positions are only funded for the duration of the grant funding.
- c. Grant-funded positions must be rated and ranked through the county's classification process.
- d. Contractor or Employee: Employment status: Determine whether someone is an independent contractor or employee - refer to Clerk & Recorder on all hiring issues.

Relative to procurement of goods or services and sub-recipients:

- a. Procurement of goods or services must be made in accordance with purchasing and procurement policies of Powder River County and the State of Montana.

Relative to Reporting:

- a. Programmatic and fiscal reporting are the responsibility of the grantee department and must be filed in accordance with the funding agency's format, content requirements, deadlines and copies filed with the Clerk and Recorder. If additional help with reporting is needed please contact the Clerk and Records office. Requests for grant funds or reimbursements must be processed through the Clerk & Records office to ensure accurate financial reporting and accounting.
- b. Time and effort for Part Time personnel and Full Time Personnel spent on the grant project should be based on signed time sheets. Time sheets must be signed by the employee and their respective supervisor and be retained for auditing purposes.