



DINWIDDIE COUNTY
DIVISION OF ACCOUNTING & GENERAL SERVICES
POLICIES AND PROCEDURES

GRANTS MANAGEMENT

Adopted March 10, 2014

POLICY

Dinwiddie County wishes to take advantage of grant opportunities as a method of funding expenditures that are consistent with the County's mission and strategic priorities. Grants management is needed to ensure proper oversight of all grant funds appropriated to the County from federal, state and local governments, non-profit agencies, and other private sources; to minimize the County's risk of non-compliance with grant requirements; and to ensure proper administration and accounting of all grants. This policy applies to any Dinwiddie County program, department, Constitutional Officer, or division preparing and submitting grant applications to agencies outside the County government for funds, materials, or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent. Any submittal by any county program, department, Constitutional Officer, or division in violation of these procedures shall not bind the County.

DEFINITIONS

- A. Grant:** Bounty, contribution, gift, or subsidy (in cash or kind) bestowed by a government or other organization (the Grantor) for specified purposes to an eligible recipient (the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).
- B. Grants Committee:** Group formed to manage grant applications and awards, consisting of the County Grants Coordinator, County Division Chiefs, and County Administrator.
- C. Grants Administrator:** The employee who has been designated by the requesting Dinwiddie County program, department, Constitutional Officer, or division as being responsible for overseeing all phases of a particular grant award.

PROCEDURES

A. Grant Application and Award

- 1.** Once a grant opportunity has been identified by a Grants Administrator and/or the County Grants Coordinator, the Grants Administrator will submit a completed Grant Consideration Form to the County Grants Coordinator, who will then notify the Grants Committee.
- 2.** The Grants Committee will evaluate the grant opportunity for strategic alignment with the County's mission and goals; for the County's capacity to comply with terms and conditions of the grant; and for any impact on current and/or future County funding requirements.

3. The County Grants Coordinator will work with the Grants Administrator to complete the grant application and to obtain necessary signatures.
4. Per the County's budget adoption and appropriation of funds annual resolution, the County Administrator has been designated as the agent to execute grant applications and any subsequent grant award documents, unless the terms of the grant require specific actions by the Board.
5. If specific action is required of the Board of Supervisors, the Grant Administrator will prepare and present an agenda item memo at the Board's next regular meeting.
6. The County Grants Coordinator will submit the original approved grant application to the Grantor and a copy to the Grants Administrator.
7. The County Grants Coordinator will also provide a copy of the completed application to the Accounting Department, along with the signed Grant Consideration Form.

B. Grant Implementation and Reporting

1. Upon receipt of the grant award from the Grantor, the County Grants Coordinator will notify the Grants Administrator and the Accounting Department by sending them both a copy of the grant award documentation.
2. The Grants Administrator will then complete any additional documentation as may be required by the Grantor.
3. The Accounting Department will be responsible for identifying the appropriate revenue and expenditures account codes to be associated with the grant; for providing those codes to the Grant Administrator and County Treasurer; and for posting the grant appropriation to the current budget.
4. The Grant Administrator will be responsible for only spending grant funds on those items authorized by the grant and in accordance with Dinwiddie County Purchasing Policy and Procedures and any other conditions of the grant award, to include vendor suspension or debarment verification.
5. The Grants Administrator will prepare financial reports and/or reimbursement requests as required, with the Accounting Department reviewing the reports before submission to the Grantor.
6. The Grants Administrator will ensure that all special conditions, deadlines, etc. are completed in accordance to the grant specifications.

C. Grant Close Out & Audit

1. The Grants Administrator will be responsible for closing out the grant and forwarding all grant documentation to the Accounting Department.
2. The Grants Administrator will be responsible for maintaining an inventory of all items purchased with grant funding and for disposal of those items in compliance with the grant award.
3. The Accounting Department will maintain the required central file for all grants and act as liaison with independent auditors.



DINWIDDIE COUNTY GRANT CONSIDERATION FORM

**To Be Completed by Requesting Department & Forwarded to County Grants
Coordinator for Grants Committee Review and Approval**

| | |
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| Requesting Department | |
| Department Grant Administrator | |
| Grantor | |
| Application Deadline | |
| Attach Grant Application/Documentation and provide a brief description of project and purpose: | |
| | |
| Expected Grant Award Amount | |
| Local Cash Match Amount Required | |
| Amount of Local In-Kind Match | |
| Expected Grant Term | |
| Is Board action needed before grant submission? | |

Grant Approved for Submission

Grant Not Approved for Submission

Requesting Department Manager/Constitutional Officer Date

Division Chief Date

Division Chief, Accounting & General Services Date

County Administrator Date