

Maury County Government

POLICY AND PROCEDURES FOR OBTAINING REIMBURSABLE GRANTS

When a Department receives notification that a grant is available for their department, if they are interested in applying for it, they will need to contact the County Attorney and the Finance Department to request a resolution which provides permission from the committee that your department reports to, the Budget Committee, and the Full Commission to apply. Please plan your time accordingly to allow for the appropriate officials to review it when requesting permission to apply.

If the deadline comes due before the Commission/Committee meeting, most state agencies will understand, and may allow an extension on the application date. Please proceed in taking the following steps if the deadline is before the Commission/Committee meetings:

1. Try extending the application deadline before applying for the grant without Commission approval.
2. If the agency allows for the extension, please proceed with obtaining a resolution to apply for the grant through the Commission by contacting Finance and the County Attorney. Please send documentation of the approved extension to Finance and the County Attorney.
3. If the agency will not allow for an extension, send Finance and the County Attorney the documentation of the agency's denial of the extension request, and proceed with the application in order to make sure Maury County does not miss out on grant funds.
 - i. Send a request for a resolution to the Finance Office and County Attorney asking to apply. ****(Note)**
4. If there is not an application to complete, and you receive an "award" letter (a letter stating that your department has been awarded a set amount), please use that letter as an application but still follow procedure on obtaining a resolution allowing you to pursue obtaining the grant.

The Finance Office will need copies of either the application that is submitted, or the notification about receiving a grant without applying.

Once you receive notification that your application has been approved, or when you receive the grant contract that requires signature(s), you must forward that documentation to the Finance

(Note**There have been occurrences that a Department Head has requested a resolution that seeks approval from the Commission to apply for the grant, AND accept the grant on one resolution. This is not common practice and the auditors/grant monitors do not recommend handling grants in this manner. Performing the two-fold resolution means there would only be one resolution for the application and approval of the grant. Therefore, it is more transparent to have one resolution giving approval to apply for the grant and a separate resolution providing the approval to accept the award of the grant.**)

Maury County Government

POLICY AND PROCEDURES FOR OBTAINING REIMBURSABLE GRANTS

Office. The Finance Office will create a Budget Amendment request with the needed account codes.

The Budget Amendment Request Form will be sent to the applying department. The department will need to send the form to the County Attorney, along with other necessary information, to request a resolution to accept the grant.

No grant funds can be spent until the Finance Office has a copy of the final and fully executed contract from the Grantor.

Departments must ensure the Finance Office has all of the grant documentation (including receipts). The auditors/monitors review the files in the Finance Office. Providing Finance documentation of grant application and grant activity is imperative for a successful and seamless audit result.

(Note**There have been occurrences that a Department Head has requested a resolution that seeks approval from the Commission to apply for the grant, AND accept the grant on one resolution. This is not common practice and the auditors/grant monitors do not recommend handling grants in this manner. Performing the two-fold resolution means there would only be one resolution for the application and approval of the grant. Therefore, it is more transparent to have one resolution giving approval to apply for the grant and a separate resolution providing the approval to accept the award of the grant.**)