

## **CARROLL COUNTY, New Hampshire**

### **Carroll County Government Rules for Public Grants**

#### **PURPOSE:**

The County recognizes that grant funding provides significant resources to enhance the County's ability to provide services and activities not otherwise available. The County will seek grant funding for activities and programs that are determined by the Commissioners to further the funding core of county functions or that provide for activities which are in the best interests of our citizens.

The following policy shall apply to any department or agency of Carroll County regarding the application for, acceptance, and administration of grant funds from any federal or state grant program. The purpose of this procedure is to ensure that all grants are appropriate and directly related to programs supported by the Carroll County Commissioners. Further, it is to ensure that all grant programs are administered in accordance with all requirements and guidelines specified in the particular grant and that all County departments and agencies are accountable for proper grant documentation, administration, and activities.

#### **PROCEDURE:**

##### **1. Application for Grant Funding**

- a. It is the policy of the County that all grant programs, regardless of the source, are subject to the approval of the County Commissioners. Any County department or agency wishing to apply for grant funds of any kind shall submit the grant proposal to the Commissioners along with any supporting documentation.
- b. The department/agency head or his/her designee may be requested to appear before the Commissioners to present the grant proposal, answer questions, and provide any and all information requested.
  - i. The proposal should include an accounting of all expected startup costs, indirect costs, and reimbursable costs.
  - ii. The proposal will list any unreimbursed costs that will be incurred following the expiration of the grant.
- c. There are occasions where grant opportunities become available with very short application deadlines that could expire before a regularly-scheduled meeting of the County Commissioners. In this circumstance, the department or agency head will consult with the County Administrator or Finance Controller for review before initiating an application.
- d. Grant applications submitted via grants.gov, with which the County is registered, are to be coordinated through the County Finance Office.

**2. Acceptance of Grant Funds**

- a. After submission of the grant and prior to acceptance of the grant, the Department Head shall convene the Grant Review Committee for acceptance of the grant. No grant may be accepted without the prior approval of the Grant Review Committee.
- b. Upon acceptance by the Commissioners, grant funds shall be deposited into the County treasurer with an account code within the appropriate department/agency budget as designated by the Finance Office.
- c. All expenditures related to the grant shall be charged to that grant code and not to any other departmental account code.
- d. Under no circumstances will a department, agency, or employee of the County accept grant funding as a sub-recipient of the county without the express approval of the County Commissioners, the Grant Review Committee, and the County Delegation.

**3. Administration of Grant Funds**

- a. The department or agency head will designate a manager/point of contact for the grant program. Some federal grant programs (most notably those from the U.S. Department of Justice) require both a programmatic point of contact and an alternative contact. The department head will be responsible to ensure that the appropriate representatives are assigned to submit any required reports (i.e., quarterly progress reports, quarterly financial reports, annual reports, and closeout reports). The grant administrator is responsible to ensure that appropriate passwords and access are obtained for grant programs requiring online reporting.
- b. The grant administrator shall be responsible for the timely completion and submission of all progress and financial reports as required by the granting authority during the life of the program, to include final closeout requirements.
- c. The County Administrator and Finance Controller shall be provided with printed copies of all financial grant reports filed, along with related documents (purchase orders, invoices, etc.), whether submitted electronically or printed.
- d. The grant administrator shall be responsible for verifying the County's compliance with all practices and policies regarding non-discrimination, employment practices, and any related federal laws or regulations cited in the grant.
- e. The department/agency head shall ensure that the grant manager notify the Finance Controller of any unusual events or notable activities occurring during the life of the program.
- f. The County Administrator and Finance Controller shall conduct periodic on-site financial review of the sub-recipient grant programs to ensure that all grant requirements are complied with. The Finance Controller will ensure that all grant financial activities are reported and reviewed annually by the County's independent auditors.
- g. The County Administrator or Finance Controller will report any deficiencies in grant programs to the department/agency head immediately and will ensure that corrective action is taken where necessary.

h. Any fixed assets purchased with grant funds are to be clearly identified in the County's fixed asset inventory. If purchased with federal grant funds, the inventory will require a complete description of the property, serial number or other identification number, source of finding, who holds the title, the acquisition date, and the cost and percentage of federal participation in the cost of the property, the location of the property, the condition and use, and any ultimate disposition including the disposition date and sale price of the property.

i. Depending on the nature of the asset and grant requirements, a depreciation schedule for the property may also be required.

j. Capital items or equipment purchased with grant funds shall be subject to competitive bidding or government pricing programs wherever possible.

**4. Provisions for sub-grantees or sub-contractors**

a. Services provided with grant funds by private consultants or sub-contractors will also be subject to thorough vetting and competitive bidding wherever possible.

b. All sub-grantees and sub-contractors shall be required to submit written proof of bond and certificate of insurance prior to the issuance of any sub-grant or sub-contract.

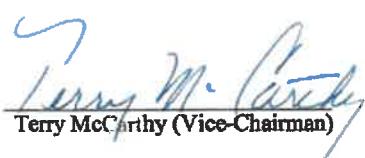
**5. Records Retention**

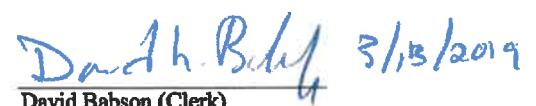
a. The grant administrator shall be responsible for maintaining all applications, reports, and related documents for 3 years after the expiration of the grant, or in compliance with the departmental records retention policy, whichever is more restrictive.

b. In the event the grant manager leaves the employment of the County during the life of a grant, he/she shall coordinate the transition of the grant management with his/her department head, who will designate a replacement, grant manager.

APPROVED: March 13, 2019  
Carroll County Commissioners:

  
Amanda Bevard (Chairman)

  
Terry McCarthy (Vice-Chairman)

  
David Babson (Clerk) 3/13/2019