



Franklin County Indiana Government
GRANT POLICY

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Definition and Purpose

This policy is a living document which contains Federal, State, and County policy that, by its nature, will need to be revised over time as regulations change, new tools emerge, new processes are designed, and risks change. The County Commissioners, Council, and Auditor will review this document and make any revisions and/or updates fitting for the County and the people which it serves.

A grant defined for this policy is an award of financial assistance in one or more forms of currency, land, assets, hours worked, and/or supplies. Grants are intended to support a public purpose. The assistance comes from the following sources: Federal, state, and local government, not-for-profit organizations, and private companies and donors.

The Franklin County Indiana Commissioners, Council, and Auditor have the right to accept and/or decline a grant as defined above for any County Department, Contractor, and/or passthrough Subrecipient.

Purpose of this policy is to address the following:

- Roles and Responsibilities
- Grant Application and Approval
- Grant Award Notification and Acceptance
- Grant Reporting, Managing, Monitoring, and Accounting
- Personnel
- Purchases
- Grant Close-out

The above-listed items are important (1) to ensure proper oversight of all grants, (2) to minimize the county's risk of non-compliance legal liability with grant requirements, and (3) to ensure the proper administration, accounting, reporting, and record keeping of all grants.

Failure to comply with requirements can lead to a loss of good will, legal liability, and possibly payback of the grant. Grants should be reviewed by the Commissioners, Council, and Auditor to ensure requirements are followed and any county funds are properly utilized. The review should be a proactive process to understand a grant's relationship with county funds so that reimbursement, matches, staffing, spending beyond the grant and/or grant period, and reimbursement back to Grantor of monetary funds is fully understood before accepting or declining a grant.

This policy is not a comprehensive listing of all rules, regulations, and/or laws relating to grants administration. This policy is being put in place to provide standardized procedures to direct county personnel in the pursuit and management of grants. All respective county departments are responsible for the creation any necessary internal procedures that will be used to ensure compliance with this policy.

Roles and Responsibilities

Definitions:

Franklin County, Indiana Board of County Commissioners (Commissioners)

All grant applications, contracts, required reports, extensions and changes to terms and/or contract will require Commissioners approval..

Franklin County, Indiana County Council (Council)

All grant applications, contracts, and financial budget/obligations will need to be approved or declined before Council.

Franklin County, Indiana Auditor's Office (Auditor/Fiscal Agent)

The Auditor is responsible for maintaining official records. In this capacity the Auditor is responsible for

- (1) maintaining adequate records to ensure compliance with Federal and State accounting and reporting requirements for all grants administered by the elected officers and/or county departments, and
- (2) conducting independent and objective evaluations of all relevant activities under the Commissioners/Council, and coordinating with the Indiana State Board of Accounts.

The Auditor shall ensure compliance with internal control systems and procedures of the county and its departments. The Auditor will require access to all grant reporting systems and have permission within the reporting system to review all grant reports submitted. All documents associated with a grant (including grant electronic records and email) need to be provided to the Auditor for internal control record keeping.

Program Coordinator or Supervisor/Elected Official/Department Director (Coordinator)

A Coordinator is the person responsible for coordinating and executing all requirements outlined in the grant agreement/contract, including but not limited to reporting requirements. Coordinator is responsible for delegating responsibilities and tracking staff hours (to track chargeable hours and to understand the commitment to County offices) to execute the grant requirements. The Coordinator is responsible for communication and accountability of Contractors and Subrecipients. The Coordinator is accountable for obtaining all records and reports associated with a grant including assets purchased with grant funds in association with Contractors and Subrecipients.

County Departments with Project/Award Manager (Manager)