



## Grants

The Board encourages all departments to identify and pursue appropriate grant opportunities. However, since the Board is the County's only legal signature authority, the Board must sign all grant applications and grant acceptance documents.

Any Elected Official, Department Head or appointed Board intending to apply for grant funds must first obtain pre-approval from the Board, regardless of the source or amount of the grant. Pre-approval will require submission of a Grant Application Proposal form (Attachment A), containing basic information about the proposed grant. The Board will review the Grant Application Proposal during a regularly scheduled meeting and may request further review by the Prosecutor. After pre-approval is received, the department may complete the grant application, which must be submitted for final review and approval by the Board.

The need for pre-approval will be waived for two types of grants: (1) Grants which do not require a monetary match; and (2) Grants from the State of Idaho or other government entities that are awarded annually and have been specifically itemized within a department's approved annual budget. Such grant applications will still require Board review and signature prior to submittal.

Grant opportunities will occasionally arise at the last minute. The need for pre-approval and final approval by the Board will be waived for last-minute grant applications, provided that: (1) The grant does not require a monetary match; (2) At least one member of the Board has reviewed and signed the Grant Application; and (3) The grantee office, department or board provides an informational Grant Application Proposal to the Board at the first regular meeting after the grant application has been signed and submitted.

The acceptance document for any grant must be signed by the Board.

The grantee office, department or board is solely responsible for: (1) Compliance with all performance requirements of the grant; (2) Providing all information necessary for financial compliance; (3) Proper tracking within the county's financial system; and (4) Maintaining a complete copy of all documents pertaining to the grant as a permanent county record. These tasks are the responsibility of a grant manager that has been designated by the responsible Elected Official, Department Head or appointed Board. The grant manager will be responsible to ensure that all project reporting requirements and deadlines for submission are observed. The manager shall maintain a record of all grant transactions (revenues and expenditures) and shall coordinate with the County Clerk to ensure that all grant funds are correctly receipted and disbursed. If allowed by the granting agency, all grant revenues and expenses should be processed through the county's financial system and not paid directly to vendors.

Upon receiving a notification of grant award, the departmental grant manager should deliver a one-page financial budget summary to the County Clerk. If necessary, the Clerk will schedule an appointment to discuss grant logistics and appropriate revenue/expense account numbers. The funds and account numbers used will differ according to the type of grant received, as described below. The grant manager is responsible for using the correct budget account numbers for all grant revenues and disbursements and should notify the County Clerk whenever grant reimbursement funds are requested. The manager is also responsible for actively tracking payment status and must keep the Clerk's office apprised of payment status.

**Recurring Grants.** Several departments receive recurring grants from the State of Idaho or other government entities. These grants are used to fund salaries and/or operating expenses. Such grants include the Federal Emergency Management Program Grant, DUI and seat-belt enforcement grants, and Idaho Department of Juvenile Corrections grants. *These types of recurring grants should be itemized within the departmental operating budgets approved each year.*

**One-Time Grants for Special Projects or Purchases.** A department may occasionally receive a one-time grant for a special project or for item that would not otherwise be included in the operating budget. Examples of such grants include FEMA project grants, LHTAC grants for road and bridge projects, E911 grants, and Federal STOP Grants related to domestic violence. *These types of grants should be tracked within one of the County's "grant" funds.* This will provide the most transparent accounting record possible and will also prevent the inflation of annual operating budgets. (It's important that annual budgets only reflect ongoing expenses so that managers have accurate information when making financial decisions.)

All required cash match amounts for special one-time grants must be budgeted within a departmental budget, because the match will be paid with local dollars. In some cases, cash match amounts may be transferred into the appropriate grant fund so that all grant-related payments are made out of a single fund. Such transfers will typically be done only for large and/or multi-year grants in order to simplify grant tracking and reporting.

**One-Time Grants for Necessary, Routine Items.** A department may be able to obtain grants to help offset the cost of necessary items that would otherwise be paid entirely with local dollars. Examples of such grants include Bulletproof Vest grants, E911 grants for dispatch equipment and other small grants for law enforcement items. It is assumed that these types of grants will replace the local dollars budgeted for such necessary items and that the department's annual operating budget includes amounts to purchase the items needed. *Therefore, these types of grant-funded purchases should be tracked within the departmental operating budgets approved each year.*

## Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Intended Project Manager: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Granting Agency: \_\_\_\_\_

Date of Award Decision: \_\_\_\_\_

Grant Timeline: \_\_\_\_\_

Dollar Amount of Grant Request: \_\_\_\_\_

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

\_\_\_\_\_  
\_\_\_\_\_

Other contingencies of grant: \_\_\_\_\_

\_\_\_\_\_

Other agencies involved in the grant and their obligations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Brief written overview of grant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefit of grant to citizens Teton County: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

*(Contact Person Listed Above)*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*(Responsible Elected Official or Department Head)*

Date: \_\_\_\_\_

Board of Commissioners Decision:  Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature. )

Denied

Signed: \_\_\_\_\_

*(Commissioner)*

Date: \_\_\_\_\_