

Policies and Procedures Manual for Establishing New Grants and Grant Renewals and Establishing New Financial Line Items for Grant Tracking and Reporting

This manual outlines the policies and procedures for applying for new Federal and State government or other entities providing Grants and then creating new Direct Grant line items (revenues, expenses and balance sheet accounts) and properly tracking these line items to ensure accurate and transparent Grant reporting then billing the Grant for the tracked Grant expenses.

Each Grant will be assigned line items specific to that Grant, which will include revenues and expenses directly tied to it. Adhering to these guidelines will streamline the process and maintain consistency across Grant-funded projects.

It is imperative that specific Grant related expenses be isolated from all other Grants and County related expenses.

All Grants must be administered in compliance with all Federal and State requirements.

Direct Grants are Grants received by Polk County for services provided by Polk County for the benefit of Polk County. Pass-through Grants are Grants for services provided by Polk County for which Polk County contracts with sub-recipients to perform the services to the beneficiary. Both types of Grants require monitoring, accounting and reporting to ensure the County and/or sub-recipients are using funds in accordance with Grant requirements.

Section 1: Requesting a New Grant or Grant Renewal

1.1 Eligibility for Requesting a New Grant or Grant Renewal:

Any department (“Grant Requestor”) may initiate a request for a new Grant or Grant renewal by emailing that request to the Grants & Contracts Coordinator, and copying their supervising Elected Official.

1.2 Documentation:

The Grant Requestor will include the following information in their Grant Request: the entity (Federal, State or other Grant funding entity) that is providing the Grant funding, Grant identification number, a detailed description of the purpose and goals of the Grant, an estimated budget with funding sources to include matching funds and the timeframe of the Grant.

The Grant Requestor, with the Elected Official’s approval, and assistance from the Grant and Contract Coordinator, will develop a detailed budget for the new Grant line items, ensuring compliance with Grant guidelines. They will clearly define criteria for allocating funds within the new line items, considering project milestones, deliverables, and any specific Grant restrictions.

1.3 Grant Application

If the Elected Official wants to pursue the Grant, that Elected Official or their designee will complete the Grant Application Form.

The completed draft Grant Application Form will then be submitted to Commissioner’s Court for approval.

If Commissioner's Court approves the Grant Application for submission, the Elected Official or their designee will submit the Grant Application to the appropriate funding agency.

1.4 Grant Award Acceptance

If the submitted Grant Application is approved for funding by the funding entity, the Elected Official or their designee will resubmit the Approved Grant Application to Commissioner's Court for Grant Acceptance.

Upon acceptance, by Commissioner's Court, the County Auditor will assign unique Grant codes to the new line items and notify the requesting party. A new Grant will require at least one revenue and one expense line item. Additional expense line items may be needed to separate personnel, operational, and capital expenses. Grants for personnel will have a specific department/grant for all expenses, with line items for associated wages, taxes and benefits. All other expenses will also have a specific Grant line item number.

Upon receiving Grant account code line items the Elected Official may begin utilizing the funds associated with that Grant in the manner that those Grant funds are to be utilized under the Grant terms.

Section 2: Record Keeping

2.1 Grant Documentation

The Grants and Contract Coordinator will maintain a file for each Grant identifying each Grant by the Grant Name, Contract Number, CFDA Number, whether it is a Federal, State or other entity Grant and the Granting agency name. The files should be separated by Federal, State or Other Entities and maintained both in paper and as a PDF file and retained for the specific timeframe required under the law. Each file should contain the following documents:

- Copy of the original contract - signed
- Copy of all contract modifications - signed
- Copy of Commissioner Court Minutes approving all Grant activities - signed
- Agency Approved Grant Budget line items received from the Granting Agency
- A summary catalogue of all County Grants containing important summary information for each Grant to include billing frequency, activity and reporting requirements and due dates, Grant timeframe as well as other important information related to each Grant

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- Agency Approved Grant Budget line items received from the Granting Agency
- Grant Revenue documentation to include Cash Receipt Ledgers and any supporting documents
- Grant Billing documentation to include all supporting expense documents that would include payroll registers and personnel benefit expense documents and copies of invoices charged to the Grant
- Excluding Official Grant documents the County Auditor will have all documents required to be submitted if a Grant Audit is requested

Section 3: Billing and Tracking Grant Related Expenses

It is important to segregate each Grants revenues and expenses from any other Grant or department financial information. Each Grant will be assigned line items specific to that Grant, which will include revenues and expenses directly tied to each Grant. Adhering to these guidelines will streamline the process and maintain consistency across Grant-funded projects while adhering to Federal and State Grant tracking guidelines.

3.1 Grant Billing Procedure

After calculating Grant expenses as outlined in 3.2 Tracking Personnel Grant Expenses and 3.3 Tracking Non-Personnel Grant Expenses those expense numbers will be used to bill the specific Grant before the deadline that is outlined in the Grant contract. Most Grants are typically billed either monthly or quarterly unless defined in the Grant contract.

3.2 Tracking Personnel Grant Expenses

Timesheets and the payroll register will be used to calculate personnel related expenses which include salary and fringe benefits. An approved *sample* Grant timesheet is attached (see Exhibit "A") to this manual. Each timesheet will include the following:

- Employee name and department worked
- Grant identifying information to include Grant Number or Name by each day
- Percentage of time worked on a specific day on a specific Grant
- Timesheet will be signed by both the individual providing the services and that individual's supervisor to verify that the hours being charged to the Grant have been verified by two individuals

Polk County pays its employees bi-weekly which creates a timing issue tying personnel related expenses to cut-off dates of each specific Grant and employee. The issue is timesheets for personnel related expenses will almost never begin on the first day of the month or end on the last day of the month which is typically when Grant billing periods begin and end. In order to ensure that the correct personnel related expenses are being used for Grant billing purposes each individual employee's hours and expenses will be input into a Grant expense reconciliation Excel spreadsheet that will calculate the personnel expenses for the period being billed. The calculated personnel expense numbers will then be compared to the general ledger corresponding numbers to ensure that they are the same.

3.3 Tracking Non-Personnel Grant Expenses

Grant expenses will be segregated from all other expenses and will be recorded in specific general ledger account numbers that are specific to a grant. These general ledger grant expenses will be reviewed by compiling invoices that represent the actual expense and billing time period and confirming that those expenses are Grant related to that specific Grant and are approved expenses as compared to the Grant budget. Once these billing steps have been completed these expenses will be incorporated into the Grant billing process. In addition, a periodic review of the budget needs to be completed to ensure alignment with project objectives and make adjustments as necessary.

3.4 Grant Billing and Grant Budget Comparison

At the time of Grant billing the expenses that are anticipated to be billed to the Grant will be reviewed against the Approved Grant Budget and Grant Contract to ensure that those expenses meet the Grant expense criteria/budget.

The appropriate Polk County employee will complete the billing process by submitting the billing documents to the appropriate Grant funding entity within the time period outlined in the Grant.

3.4 Grant Matching Funds

The County Auditor will insure that matching Grant funds are being properly tracked and that the amounts are in compliance to the Grant contract.

Section 4: Communication and Documentation

4.1 Internal Communication:

Establish clear channels for communication between the County Auditor, project managers, and relevant stakeholders regarding the new line items and reporting requirements.

4.2 External Reporting:

Clearly communicate any changes or updates related to the new line items to external stakeholders, including funding agencies and regulatory bodies.

4.3 Documentation Retention:

Retain and archive all documentation related to the Grant, ensuring compliance with record-keeping policies. Determine the retention schedule and ensure the documents are maintained for the appropriate period.

This manual provides a comprehensive framework for the establishment, budgeting, and reporting of new line items. Adherence to these policies and procedures will enhance accountability, transparency, and the overall success of Grant-funded projects.