
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 035
EFFECTIVE DATE: 07-03-2012
REVISED: 06/19/18
AUTHORITY: BOC
COUNTY MANAGER: ___PAW

SUBJECT: GRANT APPROVAL

- I. PURPOSE:** The purpose of this policy is to provide procedures relating to the requirements for application and contracts for grants.
- II. POLICY:** It is the objective of Storey County to expand the county's grant activities without incurring a negative impact on the budget. The board encourages cooperation and collaboration between and among county departments, state and federal agencies, community groups, associations, and citizens so that projects and program needs are met without duplication of service or cost. The Commissioners board also recognizes the need for coordination and review of new and competitive grant applications. The review process will be kept simple yet informative.
- III. PROCEDURE(S):**
- A.** The requesting departments or agencies must provide information to the County Manager or Community Relations Coordinator relating to the purpose of the grant, the number of Storey County residents that will be served and in what manner, the local match requirements, including any associated local costs not specifically part of the grant for each year of the grant period and including any requirements that the locality continue funding the program or activity after the grant period expires. The requesting department making the application must provide the Community Relations Coordinator copies of the signed application.
- B.** Grants are to be approved, whenever possible, through the formal budget process. All requests for application and acceptance of grants should be made through the normal budget process, time permitting. If the grant is incorporated into the adopted count budget and appropriated (i.e., the revenue and expenditures, including local match), then no additional approval is required for the application and acceptance of the grant.
- C.** Application for grants outside the budget process. This policy recognizes that certain grant opportunities do not coincide with the formal budget adoption process. In these cases, the requesting agency shall provide information relating to the purpose of the grant, the number of Storey County residents that will be served and in what manner, the local match requirements, including any associated local costs not specifically part of the grant for each year of the grant period and including any requirements that the locality continue funding the program or activity after the grant period expires. In addition, the department or agency must identify where it recommends the local match come from, for example the department's operating budget, the non-dedicated contingency reserve or the general fund balance.
1. In cases where no local match is required and there is no continuing commitment of the local government to fund the program beyond the grant

period, the County Manager or Community Relations Coordinator may authorize the grant application.

2. In cases where a local match is required and the department has identified funds within its approved budget to provide the local match for the entire grant period (may require a base reallocation in several fiscal years) and there is no local government commitment to fund the program beyond the grant period, the County Manager or Community Relations Coordinator may authorize the grant application.
3. In cases where a local match is required and the department has identified funds within the approved budget to provide the local match for the entire grant period (may require a base reallocation in several fiscal years) and there is a local commitment to fund the program beyond the grant period that can be satisfied through the permanent reallocation of the department's current and future budgets, the County Manager or Community Relations Coordinator may authorize the grant application.
4. In cases where a local match is required and the department cannot identify funds within the approved budget that can offset 100% of the local match and does not require a funding commitment beyond the current fiscal year, the grant application may be approved the County Manager upon recommendation of the Community Relations Coordinator and County Comptroller.
5. In cases where a local match is required and the department cannot identify funds within their approved budget that can offset 100% of the required local match and requires a funding commitment beyond the current fiscal year, the grant application must be approved by the County Manager upon recommendation of the Community Relations Coordinator and County Comptroller.

- D.** Grant Acceptance: All grant awards involving federal, state or private funds must be approved by the County Manager and the Community Relations Coordinator with the approval of the County Comptroller unless already approved by the board as part of the adopted budget process.

III. RESPONSIBILITY FOR REVIEW: The County Manager or his/her designee will review this policy every 5 years or sooner as necessary.