

GRANT MONITORING POLICY/PROCEDURE

Policy

It is the policy of Woodbury County to have a comprehensive Grant Monitoring Policy/Procedure. The purpose of this standardized procedure is to provide transparency of all Woodbury County grant details to the Board of Supervisors, citizens, county auditor and independent auditor and to ensure Woodbury County maintains accurate and reconciled financial reports for all grants.

Scope

All grants and agreements with monetary rewards involving Woodbury County and their designated component units shall be included in this Policy.

County Departments governed by the Board of Supervisors should follow these procedures in its entirety.

County Offices and Departments other than those governed by the Woodbury County Board of Supervisors must follow their appropriate policies and procedures for grant approval. Upon the approved monetary award from a grant or agreement, these County Offices and Departments should provide the Grant Monitor with the grant details to begin the monitoring process necessary for inclusion in the Schedule of Expenditures of Federal Awards (SEFA).

Procedure

Board Process for County Departments

The Grant Administrator should provide the Board with the grant title or the entities party to an agreement to be included on the Board Agenda for presentation by the recipient department.

The Grant Administrator presents the grant application or agreement to the Board of Supervisors to approve and authorize the Chairman to sign the documents. The request for approval to apply should include all available information such as match requirements and other fiscal concerns.

Grant Application Submission

The Department or Office requesting the grant submits the grant application to the grantor agency.

Upon submission, the Grant Administrator will provide a complete copy or screen prints of the application to the Grant Monitor.

Notification of acceptance or denial of award

A copy of the grant award letter or notification of denial should be sent to the Board of Supervisors office for the inclusion in the Board Packet.

A copy should also be sent to the Grant Monitor in the Auditor's office.

The Grant Monitor should prepare an updated Grant Monitoring Inventory (GMI) worksheet including all introductory information and budget documentation.

If a grant application is denied it should be marked as denied by the Grant Monitor and removed from the quarterly grant summary at the end of the fiscal year.

Grant Financial Accounting

Upon notification of the acceptance of the award, the Budget and Financial Analyst will issue Fund-Department-Division accounting codes and unique expense and revenue codes if required.

A request will be made by the Grant Administrator to the County Treasurer for a separate grant checking account if it is determined that a grant has a trust fund account requirement. This request will also be shared with the Grant Monitor so the appropriate Fund-Department-Division accounting codes can be created.

Approval of invoices for payment should be completed by the Grant Administrator and forwarded to the Auditor's office for payment. This approval should include the proper Fund-Department-Division code to ensure proper coding of the disbursement. The payments will be made in synch with the routine accounts payable deadlines and procedures.

The Grant Administrator is responsible for contacting the Human Resources Department to initiate the hiring process for any new or reassigned employees funded by the grant. This should only be done when a grant application has been approved.

During the term of the grant, the Grant Administrator is responsible for submitting monthly grant status reports to the Grant Monitor by submitting copies of expenses and supporting documentation. If there was no activity during the month, the Grant Administrator should notify the grant monitor via email that there was no activity.

The Grant Monitor is responsible for recording the expenses and revenue on the Grant Monitor Inventory Sheet and verifying the accuracy by comparing the Department Administrator submissions with the account activity and detail reports for the Fund-Department-Division(s) involved.

The Grant Monitor is responsible for preparing quarterly reports to present to the Board of Supervisor's to shows a compilation of all grant funding including beginning balance, quarterly expenses, revenue, and ending balance.

Grant Financial Reporting

All grant financial reports should be completed using the Cash Basis of accounting (June 30th of the fiscal year).

Following the grant guidelines, the Grant Administrator prepares all grant financial reports and submits the same to the Grantor Agency for quarter, annual, and other report requirements.

Prior to submission the Grant Administrator is responsible for submitting the financial reports to the Grant Monitor to ensure the reconciliation of the financial reports to the general ledger. Any discrepancies noted by the Grant Administrator should be included in the pre-filing reports submitted to the Grant Monitor and reconciliation reports completed to document the variances.

Each financial report must be reconciled to the general ledger prior to submission to the Grantor Agency.

The Grant Monitor will notify the Grant Administrator when the financial reconciliation has been reviewed for accuracy and the financial report can be submitted. This must be done prior to the due date of any financial report.

Audit Preparations

The Grant Monitor is responsible for maintaining a comprehensive grant summary. The quarterly county-wide summaries presented to the Board of Supervisors is used by the Grant Monitor to prepare the Schedule of Expenditures of Federal Awards (SEFA) on an annual basis to be submitted to the external auditor as required by OMB Circular A-133.

All expenditures of Federal funds must be accounted for in the annual SEFA whether funds are received directly from a Federal agency or indirectly from a pass-through entity. To ensure that Federal funds are properly included in the SEFA report and spent in accordance with Federal requirements at Woodbury County, this Grant Policy helps to mitigate the risk of inaccurate reporting and helps to promote compliance with Federal laws, regulations and provisions of agreements related to Federal programs.


The grant monitor will include the following on the SEFA:

- The name of the Federal grantor agency or organization;
- The official program title of the Federal award;
- The applicable CFDA (Catalog of Federal Domestic Assistance) number for each award;
- The contract or grant numbers assigned by Federal or state agencies;
- Current year expenditures;
- Footnote disclosures

Grant Monitor = County Auditor's Office

Grant Administrator = Department

Approved and Adopted Date

 4-17-18

Signature of Board of Supervisor Chairperson



Attestor