



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
2009-01	Grant Applications for Taylor County	03/02/09

#### PURPOSE

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To establish guidelines for the Board of County Commissioners, the County Administrator, Staff, the Grants Coordinator and the public regarding the development, writing, coordination and submittal of all grant allocations on behalf of the Board of County Commissioners.

#### REFERENCE

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N/A – New Policy

#### POLICY

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**This policy applies to all grants when** any one of the following applies. The grant:

- o Is newly created, controversial, or unique in its scope and design;
- o Requires either engineering, permitting, matching funds, in kind services, or any staff time other than that already authorized by the Board or County Administrator;
- o Commits or promises that the County will fund, build, complete items, programs, staffing or continued maintenance after the grant funding ends or is outside of authorized funding
- o Proposes a program that is not a part of the Taylor County Board of County Commissioners – Board Approved Capital Improvement Plan
- o Involves partnerships with organizations or individuals.

**Note:** Grants in this category must be identified to the Board through the Board's Capital Improvement Plan (CIP) process. Grant applicants are expected to submit ideas for possible grants to the County Administrator for consideration in the CIP. Applicants are responsible to ensure that grant gates are met.

**Note:** Adequate lead time is necessary to ensure that affected parties( public, engineering, building & planning, planning board, County Administrator, Grant Writer and the Board of County Commissioners) have sufficient time to properly analyze the impact of not only the grant but future impacts on this and other grants / projects

**Note:** In –Kind Service is not to be written into a grant or assumed without specific permission of the County Administrator and the Board of County Commissioners and then only after the Grant Technical Review Committee, the County Administrator, and the Board have all conducted a review of current plan projects, Board priorities and the Capital Improvement Plan.

**GRANT REQUEST:**

Any and all applicants including staff or commissioner will forward all “Grant Request” to the Board’s Designee - the County Administrator

-The “Grant Request” as a minimum will include a completed “Taylor County Grant Request Form” includes statement of need, project summary, scope of work, budget, etc. (attached). The Budget must be specific and include a detailed cost breakdown and include the requirement for future grants or spending.

-Once County Administrator reviews the “Grant Request” and determines it’s complete the Administrator will convene a meeting of the Grant Technical Review Committee.

- The Grant Tech Review Committee will conduct an impact study and needs analysis and provide a report back to the grant applicant.

- The applicant then has the opportunity to refine the request or move ahead with scheduling a formal presentation of the grant concept to the Commission in a properly noticed public hearing to obtain authorization to expend additional staff effort on the grant and assigns a grant/project manager

**APPROVALS NEEDED:**

1. County Administrator

2. Grant Technical Review Committee  
(Consists of Grants, Engineering, Building and Planning, Public Works, and the County Administrator)

3. County Commissioners (Is the Grant Consistent with Board Priorities and the CIP?)

**1<sup>st</sup> BOARD AGENDAL FORMAL CONCEPT BRIEFING / PUBLIC HEARING:**

- Concept Briefing /Public Hearing The applicant or representative's briefing will include a statement of need, project summary, scope of work, budget, any anticipated or known issues, staffing, impact and timeline.
- The applicant must provide copies of all materials to be presented to the Board in the agenda package. (Coordinate through the County Administrator’s Office
- After the presentation the Board will receive Public Input and ask questions, if any of the staff. Approve or disapprove the concept, then designate its place in the Board’s CIP & prioritize.
- If approved assign Grant/ Project Manager

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**Note:** The Grant Tech Review Committee will review completed grant prior to going before the board & provide comments / revised final as well if necessary

## **2<sup>nd</sup> BOARD AGENDA COMPLETED GRANT BRIEFING / PUBLIC HEARING:**

The Grant Writer, Grant Manager, and the Project Manager may be the same person or may be two or possible three individuals. The lead person designated as determined by the Board

- The Full Grant Brief / Public Hearing will include a full briefing on the complete grant including details not only on the concept of the grant but all commitments and/or amenities that are being written into the grant including any for the future.
- A completed site plan that address all amenities, permitting, etc.
- Discussion of controversial issues
- Impact on other projects and Staff responsibilities
- Brief Project Budget and Timeline
- Receive public input and discussion
- Board Approves or Disapproves
- Grant Writer / Project Manager revise grant if necessary IF NOT SIGN & SUBMIT GRANT

## **3<sup>Rd</sup> BOARD AGENDA REVIS ED COMPLETED GRANT BRIEFING / FINAL P UBLIC HEARING:**

- If necessary to revise the completed grant based upon public input and changes directed by the Board the Grant
- The revised grant will again be briefed in a public hearing to the board. Included in the package will be a summary sheet identifying by page #, paragraph, etc. where such changes were made and can be reviewed by the board.
- All Grant materials must be submitted on time to be included in the Board's agenda package.
- Board Approves or disapproves. If approved grant is signed- submitted

### **RESPONSIBLE DEPARTMENT**

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Office of the County Administrator

**Sunset Date: none**

Last Updated: 09/05/08