

Logan County Government Grant Application and Administration Policy

This statement of Policy shall be applicable to any grant application submitted on behalf of Logan County Government.

The Board of County Commissioners generally supports applying for grants to augment tax dollars that benefit the residents of Logan County. The Board of County Commissioners has the sole authority to approve grant applications and resulting grant awards, except as provided otherwise by statute or regulation.

This policy applies to applications for grants that will be used directly for County purposes and grants that will be “passed-through” to other organizations, such as a local non-profit organization. It is imperative that grants be properly administered and closed out to avoid audit problems and repayment obligations. This statement of policy is intended to create a process for the review and approval of grant applications and grant awards, including resulting grant contracts, and outline the responsibilities of various County staff members with respect to the review, approval and administration of grants.

Pre-Application Approval:

1. Except when otherwise authorized by statute or regulation, no grant application shall be submitted to any granting authority on behalf of Logan County until and unless the application has been approved by the Board of County Commissioners.
2. The department applying for the grant will have the responsibility for monitoring any resulting grant activities and responsibilities.
3. Before any grant application is considered by the Board, the initiating department head/agency shall submit a draft of the grant application to the Finance Department and Board of County Commissioners for preliminary review, as well as a written narrative describing the grant program under which the grant application will be made and a statement of the expected benefits to the County and any expected costs to the County, as well as any other pertinent information. Be sure to indicate whether any other department within Logan County may be affected if such grant is awarded – i.e. information systems for computer, software, etc. or possibly building and maintenance if ADA requirements are being required in the grant. The initiating department/agency should also include any written informational materials concerning the grant program.
4. After review by the Finance Department and the Board of County Commissioners, the Board will determine whether the grant application should be approved and submitted for consideration by the granting authority.

Grant Contract Approval:

If a grant is awarded, the Department proposing the grant shall compile and submit the grant contract documents to the Finance Department and County Attorney for review. Upon finalization of all terms of the applicable grant contract, the Board of County Commissioners may approve sign the grant contract during a regular business meeting.

Grant Administration:

If the submission of a grant application and any resulting contract is approved, the Board of County Commissioners may appoint from County staff a Project Director or Administrative Officer to oversee the administration of the grant. The appointee must identify all critical tasks, deadlines and any tasks assigned to outside agencies (in the case of a "pass-through" grant), and oversee that the work required by the grant is properly carried out. When applicable, any matching funds for a grant will be tracked by the department proposing the grant and will only be expended for items that directly correlate to an approved activity identified in the grant proposal. Only allowable costs will be allocated to a grant, and grant funds may only be obligated after the grant contract is finalized. The appointee will assemble and maintain the documentation required for the grant and work with the Finance Department to close out the grant when the work is completed.


The Finance Department is responsible for general oversight and monitoring of the grant receipts and expenditures. Financial monitoring will include revenue, accounts payable, payroll, purchasing, accounting for capital assets, and records management, as specified and required by each individual grant. The accounting system will separate revenues and expenditures for each individual grant and supporting documentation will be maintained for all grant expenditures to the same extent as any other county expenditures. Grant project accounting will be reconciled monthly to ensure all revenues and expenditures are being appropriately coded to the correct grant. Federal grant funds will not be commingled with funds from other Federal grants or other local match money. The Finance Department will retain all project records, as will facilitate an effective audit, for the length of time determined by the requirements of the grant.

Adopted May 7, 2019
Effective Period: Until Superseded
Review Schedule: Annual

BOARD OF LOGAN COUNTY COMMISSIONERS
LOGAN COUNTY, COLORADO



Joseph A. McBride, Chairman



Byron H. Pelton, Commissioner



Jane E. Bauder, Commissioner