

ORDINANCE NO. 2022-1003 ∇
**AN ORDINANCE ESTABLISHING A GRANT MANAGEMENT PROCESS FOR
WARREN COUNTY, INDIANA**

WHEREAS Indiana Code Chapter 36-1-3 permits any county in the State of Indiana to exercise any power or perform any function necessary to the public interest in the context of its county or internal affairs, which is not prohibited by the Constitution of the United States or of the State of Indiana, or denied or pre-empted by any other law, or is not expressly granted by any other law to another governmental entity;

WHEREAS the Board of Commissioners of the County of Warren, Indiana is the County executive and legislative body and is by law authorized to adopt ordinances and resolutions for the administration of Warren County Government;

WHEREAS it is the goal of the Warren County Commissioners that the application for all grants be informed and that all grants awarded be efficiently and effectively managed;

WHEREAS to facilitate these goals, the Warren County Commissioners deem it reasonable and appropriate to adopt this Ordinance in establishing a grant management process for Warren County, Indiana;

NOW, THEREFORE, BE IT ORDERED, RESOLVED, ESTABLISHED, AND ORDAINED by the Board of Commissioners of the County of Warren, Indiana as follows:

1. Establishment of Grant Management Process. The following grant management process is established for Warren County, Indiana to be contained in Chapter 38: General Provisions of Title III: Administration of the Warren County Code as follows:

CHAPTER 38: GRANT MANAGEMENT PROCESS

§ 38.01 ESTABLISHMENT

This grant management process is established for county government for all grants of any type or character, including federal, state, local, or private foundation. This grant management process shall not apply to the Warren Circuit Court or judicial grants.

§ 38.02 GRANT APPLICATION REVIEW

(A) Prior to applying for a new grant or a grant renewal, all available documentation regarding the grant opportunity and the proposed project/program must be submitted for review and approval at a public meeting of the Board of Commissioners. Ten (10) days in advance of the public meeting is preferred in order to include the request on the meeting agenda; however, it

is understood the discovery of new grant opportunities, grant cycles, and proposal deadlines may not allow for the ten (10) day preferred timeframe in every situation.

(B) The grant application review process requires, at a minimum, that the following information be provided on the Grant Review Form of the Board of Commissioners:

1. A presentation of the proposed project or program and a description of the proposed capital to be funded by the grant, with the presentation made by the department or office of county government seeking the grant;
2. An estimation of the county funding needed to support the grant project or program, for both the initial year of the grant and any proposed or projected subsequent year;
3. An examination of the initial and long-term impact on services and facilities provided by county government to the citizens of the county from the receipt or denial of the grant; and
4. An examination of the impact on other like services provided by public and private agencies in the county.

(C) The grant application review process is designed to meet the following goals:

1. To ascertain the requirements for office and operational space, personnel, and capital needed to fulfill the objectives of the grant;
2. To assure that grant-funded projects, programs, and capital are not duplicative or counterproductive to other grant-funded or county-funded projects, programs, and capital;
3. To assure that all grant programs are within the confines of the governmental services needed to be provided by county government; and
4. To examine the proposed grant's impact on current and future county government funding and programming.

(D) The Board of Commissioners will review all grant applications as provided in this sub-chapter and take action on the grant request as deemed appropriate by the Board. The Board of Commissioners reserves the right to appoint a Grant Board of Review to undertake the grant application review process and to make recommendations to the Board of Commissioners with respect to grant requests. The action taken on grant requests will be provided to the Warren County Council.

(E) Exceptions.

1. This Section shall not apply to grants with a total aggregate annual award of less than \$5,000. Further, the President of the Board of Commissioners or his/her designee, shall have the sole authority, in the best interests of the County, to waive the requirements of this Section and authorize a Department Head to submit a grant application without the formal Grant Application Review prescribed by this Section, if it is determined that the Commissioners would be unable to meet in compliance with Indiana Code 5-14-1.5-1, prior to the expiration of deadlines for applying for consideration under the grant.
2. The Commissioners may, after having approved a grant application, waive future requirements for compliance under this Section for a substantially similar reoccurring grant of the same value in consecutive years.

§ 38.03 GRANT APPROPRIATIONS

(A) After a grant is approved and a grant award announcement is made, the grantee must present its request for appropriation of the additional grant funds to the Board of Commissioners for review and recommendation and to the Warren County Council for approval.

(B) It is recommended that the grantee not make a formal commitment to the grant funds awarded until the appropriation request of the grant funds is approved by the Warren County Council. It is recommended that the grant agreement and award letter be provided with the appropriation request to the Board of Commissioners and the Warren County Council. The Board of Commissioners and the Warren County Council may request any additional supporting documentation in connection with the appropriation request.

§ 38.04 GRANT OVERSIGHT BY AUDITOR'S OFFICE

(A) After grant funds are awarded, a Grant Award Review Form containing such information as required by the Warren County Auditor must be completed and submitted to the Warren County Auditor's Office. The award letter, grant agreement, and any additional supporting documentation related to the grant and its requirements must also be submitted to the Warren County Auditor's Office. Such information is required prior to establishing a new grant fund number, receipting awarded funds to the grantee, or paying claims associated with the grant project or program.

(B) Additional supporting documentation, correspondence, and communications must be supplied to the Warren County Auditor's Office as appropriate or as dictated by the grant agreement, including but not limited to information:

1. indicating the need for multiple fund numbers;
2. designating multiple departments or projects being funded;
3. providing multiple applicable CFDA numbers;
4. giving directives on how funds must be receipted or disbursed;
5. providing necessary or required specifications for reporting, tracking, or audits; and
6. providing changes to the grant agreement, grant cycle, funding amounts, or payment schedules.

(C) Grant extensions and fund carryovers that bridge more than one fiscal year or calendar year must be communicated with the Warren County Auditor's Office promptly upon being issued.

§ 38.05 GRANT MANAGEMENT

(A) Grantees are responsible for the overall management of their grants. This responsibility includes:

1. managing the grant budget and grant fund;
2. reporting to the granting agency;
3. retaining all necessary records for reporting as dictated by the grant

agreement;

audits;

4. retaining all necessary records for county and individual department
5. supplying required documentation to the Warren County Auditor's Office;
6. managing unspent funds; and
7. communicating with the granting agency with respect to the grant funds, planning and designing of the grant program or project, implementing and executing the grant program or project, and closing out the grant.

(B) Grantees are also responsible for the management of grant-funded positions and personnel.

1. Prior to the grant funds being fully expended or the end of the grant cycle, grantees must eliminate grant-funded positions, transition grant-funded personnel into open positions, or transition grant-funded personnel into a permanent position, following county procedures.
2. The Warren County Auditor's Office must be notified of payroll fund adjustments for personnel prior to grant cycle conclusion or exhaustion of grant funds.
3. To ensure complete and accurate fund management and record maintenance for reporting and audit purposes, the submission of all documentation and information above is required. Failure to comply may result in a delay or denial of the establishment of a fund number, receipt of grant funds, payment of claims, or approval of future grant application requests.

2. Effective Date. This Ordinance shall be effective upon its date of adoption. Grantees for existing grants and proposed grantees of grant applications already submitted as of the effective date of this Ordinance are required to comply with and implement these procedures on a going-forward basis. All grant applications submitted after the effective date of this Ordinance are required to comply with and implement these procedures immediately.

ORDAINED this 3rd day of October, 2022.

BOARD OF COMMISSIONERS OF
WARREN COUNTY



Clay Andrews, President

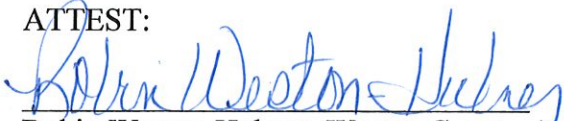


Adam Hanthorne



Craig Greenwood

ATTEST:



Robin Weston-Hubner, Warren County Auditor

Warren County Commissioners
Grant Application Review Form

10030
Ordinance 2022-0906

Completed form must be forwarded by requesting department to the Commissioners prior to application. A copy of the grant application MUST also be included. This rule is not being followed and is now being enforced by State Board of Accounts.

Applying Department _____ Date _____

Title of Grant _____

Grant Period: From _____ to _____

Calendar or Fiscal Year for multi-year or Renewing Grants _____

New Grant _____ Renewal _____

Dollar Amount of Grant _____

Grant Purpose or Intended Use: _____

Proposed Project or Program and a Description of the Proposed Capital to be funded by the grant:

County Funding Needed to support the grant project or program, for both the initial year of the grant and any proposed or projected subsequent year: _____

Initial and Long-Term Impact on the services and facilities provided by the county: _____

Impact on Other Like Services provided by public and private agencies in the county: _____

Form Completed By: _____

Job Title: _____ Phone: _____

Warren County Auditor's
Grant Award Review Form

1003D
Ordinance 2022-0906

Completed form must be forwarded by requesting department to the Auditor's office prior to ANY grant funds being spent. If it is a new grant application, a copy of the grant application MUST also be included. This rule is now being followed and is now being enforced by State Board of Accounts.

Please complete all information below as fully as possible. Attach a separate sheet with additional information or supplemental documents if necessary.

1. Title of Grant: _____

2. Grant Period: From _____ to _____

3. Grant Type (Federal, State, Local or Private Foundation):

4. Please provide the CFDA Number (N/A if not Federal):

5. What Federal Agency is providing the funds? (N/A if not Federal)

6. What is the Federal Program Title or Project Name? (N/A if not Federal)

7. Award name and Number:

8. IF applicable, List Pass-Through Agency (may be State or Local):

9. Are there any current programs in the County provided by either public or private agencies that perform like service? If so, do they impact or serve the same public as this grant will?

10. If this is a renewal or there is an existing fund number associated with awarded funds, please provide the fund number and location.

11. If this grant is a renewal, please provide the date and amounts of previous awards.

12. Are Grant funds reimbursed or advanced? _____

13. Will this grant be continued in the future or is it a single time award?

14. Please provide a detailed grant budget. Complete the personnel/capital expenditures sections if applicable.

Grant Budget Detail

		No. Of Personnel	In-Kind	County	State	Federal
Personnel	Full time		\$	\$	\$	\$
	Part Time		\$	\$	\$	\$
Fringe Benefits			\$	\$	\$	\$
Supplies (4200)			\$	\$	\$	\$
Services (4300)			\$	\$	\$	\$
Capital (4500)			\$	\$	\$	\$
Total			\$	\$	\$	\$

Comments or Additional Information:

1. This grant application was presented to the County Commissioners at their meeting on:

2. Was approval given? Yes or No

3. Date of approval: _____

Attest: _____

Auditor's Signature: _____ Date: _____