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THE BOARD OF SUPERVISORS OFFICE
ATTENTION: Yolanda Duran
928-373-1133

REQUEST FOR RECORDATION

TYPE OF DOCUMENT:

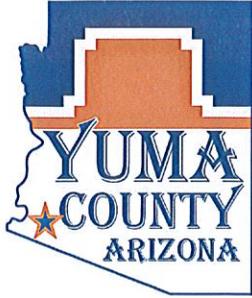
Resolution No. 2017-05

Adopting Amendments to the Yuma County Grants
Management Policy

Supercedes Grants Management Policy approved January
6, 1997, Amended March 19, 2012 and June 16, 2014

DOCUMENT APPROVAL:

Approved on: February 21, 2017, Item No. D1



YUMA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. 2017-05

ADOPTING AMENDMENTS TO THE
YUMA COUNTY GRANTS MANAGEMENT POLICY.

SUPERCEDES GRANTS MANAGEMENT POLICY APPROVED
JANUARY 6, 1997, AMENDED MARCH 19, 2012 AND
JUNE 16, 2014.

Revised by BOS on 02-21-17, Item No. D1

WHEREAS: The County's current Grants Management Policy was adopted by the Board of Supervisors on January 6, 1997 (item No. 15b (1-4), ID#: 9703), amended March 19, 2012 (item No. C5) and June 16, 2014 (Item No.C3, Resolution No. 2014-20) and;

WHEREAS: The existing policy contains language addressing both policy and procedures, and;

WHEREAS: A Grants Management Handbook has been developed to separately address procedures for applying and managing grants, and;

WHEREAS: The existing Grants Management Policy needs to be revised to address the County's policy pertaining to grant application, acceptance and implementation of grant awards.

NOW, THEREFORE, BE IT RESOLVED, the Grants Management Policy is hereby amended to read as follows:

INTRODUCTION

The County encourages its agencies and departments to seek supplemental grant funding to support functions and programs that are beneficial to the public. All County agencies and departments are subject to the policy for application, acceptance, and implementation of all grant awards. However, for grants that require no application (or received on an entitlement basis) and do not require budget amendment, the grant application and grant acceptance portions of the policy may not be applicable.

GENERAL PRINCIPLES

- The total additional costs associated with each new grant must be identified in all grant applications.
- When the grantor accepts indirect costs as an allowable cost, any expected indirect costs shall be included in the grant application, and any incurred and allowable indirect costs shall be computed and reported for reimbursement

charged at the rate calculated in the most current Yuma County Cost Allocation Plan or as stipulated by the grantor. All additional direct costs incurred to support a grant funded program shall be funded from the grant budget. Some expenditures may be charged to the operating budget of the agency or department benefitting from the grant (the grantee) as approved by the Board of Supervisors.

- Department and Agency Heads must obtain approval by the Board of Supervisors for the creation of any grant funded positions at the time of grant approval. Grant funded positions will be abolished upon expiration or termination of the grant. Grant funded employees must sign acknowledgment of the limited terms of their positions and employment is contingent on the availability of the grant fund. The acknowledgement must accompany the County's personnel action form to be submitted to the Human Resource Department.
- Department and Agency Heads must obtain approval from the Board of Supervisors for all applications requiring cash matching prior to grant submission. Any approved commitment of matching funds for a grant will end upon expiration or termination of the grant.
- The Board of Supervisors shall receive a summary of grant agreements during budget cycle.
- The grantee department is responsible for adhering to all policies and procedures attached to the grant by the grantor. Should there be any discrepancies between County and grantor policies and procedures; the grantee department is to follow the more stringent of the two.
- A Grants Oversight Committee is established to ensure necessary oversight for all grants in order to align grant programs to County strategic goals and mission; and to minimize the County's exposure to liabilities. County Departments or Agencies must notify the Committee prior to submitting applications for any new grants.
- A Grants Management Handbook shall guide departments/agencies in the application, acceptance, and management of grants and shall be periodically review and modify as needed by the Grants Oversight Committee. All County departments/agencies must follow the procedures outlined in the Grants Management Handbook unless otherwise authorized by the Board of Supervisors and/or County Administrator.
- The County Administrator has the authority to approve individual deviations from procedures outlined in the Grants Management Handbook.

APPLICATION APPROVAL

Agencies or departments may submit grant applications without the approval of the Board of Supervisors except in the following circumstances:

- The grantor requires it.
- There is hard cash matching fund (County General Fund) requirement.
- Additional staffing needed to operate the grant.
- There are future or ongoing contributions required after the grant period expires.
- The grant, if awarded, would require Board execution and the Board could not refuse to accept the grant.
- Controversy resulting from the application or receipt of the grant is anticipated.

INDIRECT/DIRECT COST RECOGNITION AND RECOVERY

Indirect costs are those that do not appear in an agency or project budget, but are necessary expenses to provide the service funded by the grant. Indirect costs incurred to support grant funded services will be reported for reimbursement when the grantor accepts indirect costs as an allowable cost in accordance with Yuma County's Indirect Cost Plan. Indirect cost expenditures and revenues will be analyzed at the end of each year and reclassified if necessary to prevent overstatement of revenues and expenditures among funds.

All direct costs incurred to support a grant funded program shall be funded from the grant budget or the operating budget of the grantee department or agency benefitting from the grant as approved. In the event the grantee is unwilling or unable to incur these additional direct costs in their operating or grant budget, it will be the grantee's responsibility to procure the additional funds needed and notify the Board of Supervisors at the time of grant approval.

GRANT ACCEPTANCE

In accordance with ARS §11-201, the Board of Supervisors is the only entity that has the authority to incur financial, legal, and other obligations on behalf of the County, its agencies, and elected officials. Although some agents or officers, acting under its authority, may have the authority to enter into contracts, all of their expenditures are subject to budgetary approval by the Board of Supervisors.

No multi-year agreement shall be executed without a "non-appropriation" clause permitting termination in the event of inadequate funding. Grants and intergovernmental agreements will identify how matching funds will be provided and their type. Matching funds may be in cash or in-kind.

In general, intergovernmental agreements require approval from the Board of Supervisors. For the purpose of grant agreements to or from other governmental units and other public, private, and non-profit organizations, the agency or department head and/or County Administrator may execute the grant agreements only if it is within budgeted appropriations and revenues, and are approved as to form by the County Attorney.

Adopted this 21st day of February, 2017.



MARCO A. "TONY" REYES
Chairman, Board of Supervisors

ATTEST:



SUSAN K. THORPE
County Administrator/Clerk of the Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF PERFORMANCE OF DUTY OF THE YUMA COUNTY BOARD OF SUPERVISORS:



JON R. SMITH, County Attorney