

RESOLUTION 10 - 2019

**THE BOARD OF COMMISSIONERS OF MONTROSE COUNTY, COLORADO
ADOPTING A REVISED GRANTS POLICY AND REPEALING/REPLACING ALL PREVIOUS VERSIONS**

WHEREAS, C.R.S. 30-11-107(1)(aa) states that the Board of County Commissioners has the authority to "...establish policies and procedures regarding entering into contracts binding on the county, and to delegate its power to enter into such contracts pursuant to such policies and procedures..."; and

WHEREAS, the Board of County Commissioners approved the current Grant Policy on August 14, 2013; and

WHEREAS, the grant policy adopted in 2013 was based on the centralized administration of all county grants; and

WHEREAS, the county has decentralized administration of grants through the use of responsible administrators and no longer employs a county Grant Writer or Grant Manager; and

WHEREAS, the county desire to have a Grant Policy with which compliance can reasonably be achieved; and

WHEREAS, the Board hereby finds and determines that the attached **GRANT POLICY** dated March 13, 2019 adequately and efficiently addresses the county's needs with regard to administration of grants;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Montrose County that:

1. The attached **GRANT POLICY, dated March 13, 2019** is hereby adopted as the official policy of Montrose County.
2. All prior versions of the Montrose County Grant Policy are hereby repealed and replaced.
3. Staff is directed and authorized to make the **GRANT POLICY, dated March 13, 2019** available to all elected officials and employees, and to conduct such training as the County Manager and Deputy County Manager deem advisable in order to acquaint

elected officials and employees with this policy and to implement this policy effective immediately.

Approved and adopted this 13 day of March 13, 2019

ATTEST:

Tressa Guynes

Eloise Lentz

Clerk to the Board



BOARD OF COUNTY COMMISSIONERS

Montrose, Colorado

Sue Hansen

Sue Hansen, Chairman

Roger Rash

Roger Rash, Vice-Chairman

Keith Caddy

Keith Caddy, Commissioner

Montrose County Grant Policy

March 13, 2019

1. Purpose: This policy is intended to provide guidance to Montrose County staff and elected officials with regard to administration of grants and related obligations, agreements/contracts and activities.
2. Applicability: This policy is applicable to all grants administered by Montrose County.
3. Applications and Contracts:
 - a. Authority for Applications
 - i. Grant applications for which the total budget (requested funding plus match) is \$25,000 or less may be submitted with approval of the applicable division director or elected official.
 - ii. Grant applications for which the total budget (requested funding plus match) is between \$25,000 and \$50,000 may be submitted with approval of the County Manager.
 - iii. Grant applications for which the total budget (requested funding plus match) is greater than \$50,000 shall require formal approval by the Board of County Commissioners.
 - b. Contract Authority: All contracts, agreements and final acceptance of grant funding shall require formal approval by the Board of County Commissioners. Amendment to such contracts shall also require formal approval by the Board of County Commissioners.
4. Grant Administration: The responsible administrator for a grant shall be the individual(s) designated in the grant application and/or grant agreement/contract. The responsible administrator shall assure that the grant is administered in accordance with applicable requirements through the conclusion of the grant process.
5. The responsible administrator shall promptly communicate any grant application approved by the Board to the Finance Department. Such communication shall include the grant budget, grant timing and any other information required by the Finance Department in order to anticipate budgetary impact related to the potential award of the grant.
6. Funding: Staff preparing and submitting a grant application shall be responsible for assuring that any required match (cash, in-kind, additional labor, etc.) is feasible prior to submittal of a grant application or acceptance of a grant agreement/contract.

Montrose County Grant Policy

March 13, 2019

7. **Sub-Grantees:** For grants in which the county authorizes a sub-grantee, a separate written agreement/contract shall be required between the county and sub-grantee which addresses relevant issues to the satisfaction of the Board of County Commissioners.

8. **Authorization of Additional Employees:** Approval of a grant agreement/contract by the Board of County Commissioners does not constitute or imply an authorization of additional employees. Any additional employees that may be associated with a grant request are subject to approval by the Board as part of the annual budget cycle. Mid-year or unbudgeted requests for employees require prior authorization by the County Manager and Board of County Commissioners in accordance with applicable policies.