



BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2023- 5

A RESOLUTION ADOPTING GUNNISON COUNTY GRANT POLICIES

WHEREAS, Gunnison County is a statutory county with an elected Board of Commissioners that is responsible for setting policy, appointing administrative personnel and the adoption of an annual budget in accordance with state statutes; and

WHEREAS Gunnison County applies for and administers grant funds from other organizations; and

WHEREAS Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

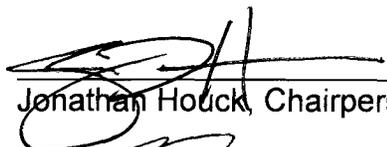
WHEREAS, Gunnison County currently has no formal, stand-alone grant policy; and

WHEREAS, the attached Grant Policy (Policy 1.2.1.3.2: Exhibit A) was created to reflect Gunnison County's current policy related to the application, acceptance, execution and reporting of grants for funding from organizations external to Gunnison County.

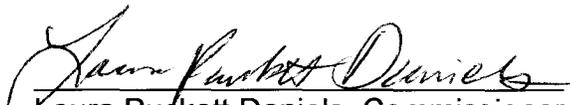
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the attached Grant Policy (Policy 1.2.1.3.2: Exhibit A) is adopted;

INTRODUCED by Commissioner Smith, seconded by Commissioner Puckett Daniels, and adopted this 21st day of February, 2023.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO


Jonathan Houck, Chairperson


Elizabeth Smith, Commissioner


Laura Puckett Daniels, Commissioner



(SEAL)

Attest:



Melanie Bollig
Deputy Clerk/Secretary
Board of County Commissioners
Gunnison County





Policy Name:	Gunnison County Grant Policy		Policy Number:	1.2.1.3.2
Approval Authority:	Gunnison County Board of County Commissioners		Adoption Document	Resolution #2023-?
Date of Initial Adoption:	2/21/2023	Effective Date:	1/1/2023	Policy Custodian: Finance Department
Last Review / Revision Date:	2/21/2023	Review Frequency:	Every five (5) years.	Next Review Due: 2/21/2028

PURPOSE

- This policy provides standard procedures for grant procurement, coordination, oversight, reporting and record retention.
- A centralized repository will be maintained in the Finance department to identify, catalog and report all grants.
- The implications of Tabor and other implicated laws will be considered when applying or accepting grants.

SCOPE

This policy applies to all County departments.

DEFINITIONS

- Grantor: Provider of funds
- Grantee: Recipient of funds

GUIDELINES

- Grants will follow the requirements of the grant contract.
- The accounting system will capture revenues and expenditures, including supporting documentation, for each individual grant via the general ledger and/or project accounting system.
- Grants will be reconciled and reviewed monthly, to ensure revenues and expenditures are appropriately coded.
- Only allowable costs will be allocated to a grant.
- Grants identified and sufficiently quantifiable but for which a grant award letter has not yet been received can be included in department budgets during the regular annual budgeting cycle.
- Grants applications submitted after the annual budget is approved will only be budgeted when the grant award letter has been received. These mid-year grants received following budget adoption will require submission of a budget amendment to be approved by the CFO and County Manager and then submitted for Board of County Commissioners with all other annual amendments at the close of the year.
- Recipient departments are responsible for all aspects of the grant process including:
 - Planning for grant acquisition
 - Preparation and submission of grant proposals
 - Preparing requests to accept funds
 - Developing grant implementation plans
 - Managing grant programs
 - Managing and adhering to grant reporting deadlines
 - Working with Finance to meet all reporting requirements
 - Closing out grant projects and making final reports

All policies are subject to amendment. Refer to the Gunnison County website (www.GunnisonCounty.org/Policies) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

Gunnison County, CO
 2/22/2023 3:08:54 PM
 447
 689781
 Page 3 of 5
 R 0.00 D 0.00



- During the grant period of any grant received, the Finance Department and/or Auditors may review the files associated with the grant and the project or program it funds.

PROCEDURES

Applications

- Grant applications for which the total budget (requested funding plus match) is less than the indexed contract-execution authority for the County Manager set forth in Policy 1.2.1.2 may be submitted with approval of the County Manager.
- Grant applications for which the total budget (requested funding plus match) is greater than the indexed contract-execution authority for the County Manager set forth in Policy 1.2.1.2 shall require formal approval by the Board of County Commissioners.

Acceptance/Contracting Authority

- All contract, agreements and final acceptance of grant funding shall require review for legal sufficiency by the County Attorney’s Office and formal approval by the County Manager and/or Board of County Commissioners where appropriate.
- Amendment to such contracts shall also require review for legal sufficiency by the County Attorney’s Office and formal approval by the County Manager and/or Board of county Commissioners where appropriate.
- Should the County Attorney, Deputy County Attorney, or Assistant County Attorney recommend against entering into a contract or agreement for grant funding because of a legal issue or concern, only the County Manager and/or Board of County Commissioners may override this recommendation where appropriate.

Receipt of funds

- The recipient department must identify the type of money transfer: Electronic Funds Transfer or Check, from grantor and coordinate with Finance/Treasurer departments for EFTs.
- The recipient department must obtain and secure private passwords and log-ins for creation of payment requests from grantor unless the grantor authority requires other methods for requests through common requesting systems managed by Finance.

Reporting of Grant

- Recipient departments shall prepare all reports required by grantor.
- Finance department shall ensure the collection of required financial information related to grant reporting and coordinate with recipient departments to assist with timely reporting to grantors.

File Management

- Recipient departments shall maintain files, in a centralized electronic location of the County, grant related documents, including separate sections for:
 - Copy of grant application
 - Statistical or other information supporting request for grant
 - Copy of award letter
 - Reports to grantor
 - Copy of payment requests
 - Copy of closing documents

Record Retention

- Grant records will be maintained for seven years after the end of the fiscal year that includes the date of the grant.
- If any litigation, claim, negotiation, audit or other action involving records has been initiated before the expiration of the seven-year period, or if the County has received a

Gunnison County, CO
 2/22/2023 3:08:54 PM
 447



689781
 Page 4 of 5
 R 0.00 D 0.00



request to preserve records related to actual or potential litigation or criminal investigation, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular seven-year period, whichever is later.

- Grantors may require retention periods in excess of seven years.

Gunnison County, CO
2/22/2023 3:08:54 PM
447

689781
Page 5 of 5
R 0.00 D 0.00

