

Not in Minutes.

ADMINISTRATIVE ORDER NO. 76-1

OF THE

JEFFERSON COUNTY COMMISSION

March 2, 1976

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To facilitate the management of federal and state grant funds by implementing a grants management program for Jefferson County.

1. Policy. The utilization of Federal and State grant funds by the County is an integral part of our budgeting and fiscal process. The County will continue to actively seek funding from external sources to help meet the County's needs. To ensure that the use of both County and grant funds are used efficiently and that all grant programs are pursued in accordance with this policy, all requests for grant application shall be submitted to the Budget and Management Office (BMO) for review and recommendation prior to requesting approval from the granting agency or the County Commission.
2. System Implementation. In accordance with this policy, a grant system has been developed. Written procedures and forms have also been prepared and copies of each are attached. The forms are maintained by BMO and can be obtained by contacting that office.

3. Procedure - Grant Application. All applications for funding from outside sources will be prepared by the user department in accordance with Procedure No. 20. Upon completing all of the grant application forms, the user department will forward the proposal and any supporting documentation to BMO for review. If a grant application involves another County department, i.e., the acquisition of data processing software program, BMO will request the effected department to review the proposal and submit an independent recommendation. Upon completion of its review, BMO will submit written recommendations to the County Commission, who will then either approve or disapprove the proposal. The BMO or the County Commission may request a conference to discuss the proposal. The user department will allow adequate review time for both BMO and the Commission. Request for emergency processing should be rare and of an exceptional nature.

4. Procedure - Grant Progress Reporting. Proper reporting against stated objectives must be implemented to ensure that accountability is being maintained and that grant funds are being used effectively. Consequently, BMO will submit quarterly status reports to the Commission on each active and pending grant. At the close of each fiscal quarter, BMO will receive from each user department the progress made to date of each grant program and the amount of funds expended. This information will be compiled by BMO and any significant changes or problems will be highlighted so that the Commission can weigh the merits of individual grants and initiate action as necessary. For further details see Procedure No. 21.

ORDERED AT THE County Courthouse, Jefferson County, Alabama, to be effective immediately.



Tom Gloor, President
Jefferson County Commission

PROCEDURE

NO. 20

Subject: Request for Grant Application

Date: March 2, 1976

Policy Statement:

Department Request Grant User Personnel

The policy of this Commission will be to actively pursue grants from external sources in order to fund priority projects that would be difficult, if not impossible, to initiate otherwise.

1. Determines that grant funds may be available from outside agency/source.
2. Contacts granting agency and obtains necessary forms, eligibility requirements, regulations and filing deadline.
 - a. Obtains technical assistance from granting agency if necessary.
3. Obtains and completes "Notification of Intent to Apply for Grant Funding" form - BMO-41. (See attached example form).
 - a) Records appropriate departmental account number, function, departmental name, and departmental division, if applicable.
 - b) Fills in short title of project; grant number, if known; name of federal/state granting agency.
 - c) Gives name(s) of granting agency contact person(s) and name(s) of County department contact person(s). Fills in dates of funding period.
 - d) Checks type of application.
 - e) Completes expenditure data for 5-year period beginning with the present fiscal year.
 - (1) Gives estimated expenditures of project for 5-year period.
 - (2) List source of funds for project.
 - (3) Computes percentage of participation in project by County, federal/state or other agency.
 - (4) Determines change in operating costs for project over a 5-year period.
 - f) Completes detailed narrative. If necessary, uses additional pages.
 - (1) Describes the project, its nature, purposes, goals and objectives and alternative solutions to the problem.

PROCEDURE

NO. 20

Subject: Request for Grant Application

Date: March 2, 1976

User Personnel Cont'd:

Budget and Management
Office

County Commission

- (2) Notes budget relationship or if a budget amendment will be required.
- (3) Gives statement of alternative sources of funding.
- (4) Shows justification of need for this project.
- (5) If necessary, attaches supporting documentation.
- g) Obtains assistance from BMO, if necessary.
4. Forwards the original and one copy of the grant application and the BMO-41 form to BMO for review and analysis.
 - a) Allows BMO a minimum review time of five (5) working days. If BMO requires additional data then the appropriate additional time should be allowed. Ten (10) working days should be allowed for Commission review and appraisal.
5. Reviews, analyzes, and evaluates grant application and BMO-41 for compliance with Budget, administrative orders and established procedures.
6. If necessary, BMO will request additional information from User Department and/or will schedule a conference with the department head to discuss technical sections of the grant application or BMO-41.
7. If the grant project has a major impact on another department(s) or enters into a functional area external to the User Department, BMO will seek their recommendations concerning the grant project. For example, if a grant application requests the acquisition of data processing equipment or requires major building renovation, BMO will seek the concurrence of the Data Processing and Building Services Departments, respectively.
8. Forwards the grant application, written recommendations and recommended priority to the County Commission within 5 working days after receipt of all pertinent information. Sends copy of written recommendations to User Department.
9. Reviews BMO recommendation and assigns priority rating. If necessary, Commission may request conference with BMO and User Department.
10. Approves or disapproves grant applications.
 - a) If approved, BMO will notify User Department.

PROCEDURE

NO. 20

ct: Request for Grant Application

Date: March 2, 1976

County Commission Cont'd:

b) If disapproved, the Commission will return application to BMO. BMO notifies User Department.

Note: Once the application has been approved by the Commission, all major changes - i.e. changes in dollar amounts or any functional changes - will be reviewed by the BMO staff prior to being submitted to the County Commission for their approval.

12. Obtains all necessary signatures and forwards grant application approved by County Commission to Granting Agency.
13. Approves or disapproves grant application. Notifies the User Department.
14. Immediately notifies BMO of granting agency action.

Granting Agency

User Department

NOTIFICATION OF INTENT TO APPLY FOR GRANT FUNDING

ACCOUNT NUMBER:	FUNCTION: 3A	DEPARTMENT:	DIVISION:
PROJECT TITLE:	GRANT NUMBER: 3B	STATE OR FEDERAL AGENCY NAME:	
AGENCY CONTACT PERSON:	COUNTY DEPARTMENT CONTACT PERSON: 3C	INCEPTION: _____, 19____ TERMINATION: _____, 19____	

TYPE OF APPLICATION: ORIGINAL **3D** CONTINUATION REVISED

FISCAL YEAR	19 -	19 -	19 -	19 -	19 -	TOTAL
ESTIMATED EXPENDITURES:	\$	\$	\$ 3E.1	\$	\$	\$
SOURCE OF FUNDS:						
INTERNAL:	\$	\$	\$	\$	\$	\$
EXTERNAL:						
FEDERAL/STATE	\$	\$	\$ 3E.2	\$	\$	\$
OTHER	\$	\$	\$	\$	\$	\$
% PARTICIPATION						
FEDERAL/STATE	%	%	3E.3 %	%	%	%
COUNTY	%	%	%	%	%	%
OTHER	%	%	%	%	%	%
TOTAL	100%	100%	100%	100%	100%	100%
CHANGE IN OPERATING COSTS	\$	\$	\$ 3E.4	\$	\$	\$

PROJECT DESCRIPTION, NATURE, PURPOSE, GOALS AND OBJECTIVES, AND ALTERNATIVE SOURCES OF FUNDING:

3F

PROCEDURE

NO. 21

Subject: Grant Reporting Process

Date: March 2, 1976

Budget and Management
Office

Comptroller/Departmental
Budget Officer

Grant Project Director

Budget and Management
Office

1. Initiates BMO-42 - Federal/State Progress Report - 10 working days before the close of the fiscal quarter. (See attached example).
 - a) Fills in period that report covers; indicates whether report is interim or final.
 - b) Completes project title, County Department, funding agency, and time period.
 - c) Forwards to Comptroller's Office or, if applicable, departmental budget officer.
2. Completes grant fiscal data.
 - a) Lists approved items in grant project.
 - b) Completes amounts expended/obligated for the reporting period and to date.
 - c) Forwards to grant project director.
3. Completes narrative and signs form. If necessary, uses additional pages.
 - a) Describes progress from the beginning of project to reporting date.
 - b) Describes activities and accomplishments during reporting period citing specific examples.
 - c) Any major administrative or grant budget changes should be noted.
 - d) Problem areas should be explained in detail.
4. Forwards to BMO within 5 working days after the close of the fiscal quarter.
5. Compiles Progress Reports (BMO-42).
6. Issues quarterly Status Report on Federal and State grants to the County Commission and applicable Department Heads and Elected Officials within 15 working days after the close of the fiscal quarter.

FEDERAL / STATE GRANT PROGRESS REPORT

REPORT PERIOD ENDING _____ INTERIM _____ FINAL _____

1A

PROJECT TITLE:	COUNTY DEPARTMENT: 1B	FUNDING AGENCY:	TIME PERIOD: From: _____ 19 ____ To: _____ 19 ____
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GRANT FISCAL DATA

CATEGORY	BUDGETED (GRANT)	EXPENDED / OBLIGATED	
		THIS REPORT PERIOD	TO DATE
PERSONNEL			
CONTRACTURAL SERVICES (SUBVENTIONS AND GRANTS)			
TRAVEL		2	
OPERATING EXPENSE			
EQUIPMENT			
CAPITAL OUTLAY			
CONTINGENCY (LOCAL OPTION)			

NARRATIVE:

3

Submitted by: _____
Date: _____