

## **GRANT POLICIES**

The Health Department receives numerous grants and funds each year from many different agencies. The processes are complicated and the time frames often demanding.

The following grant policies were approved in the past and are intended to reaffirm the guidelines for effective grants management.

1. The Executive Director may approve the application for grants, which are consistent with the mission of the Department. Director(s) must assure, when appropriate, grants are submitted in a timely manner for review by Administration.
2. The Executive Director may approve the application for grants in which there is no local match. A local tax-levy match requires Board approval.
3. The Executive Director may accept and expend grant funds, which are a continuation, enhancement or expansion of current programs. This is contingent upon the Department having dollars available at the time in its appropriation for such expenditures.
4. The Executive Director shall seek Board acceptance for all new grants designated for new programs.
5. The Executive Director will inform the Board of all grants awarded.
6. The Executive Director may approve and sign grant documents such as the following:
  - a. Agency plans and revisions.
  - b. Documents stating that we will comply with Federal, State, and Local rules and regulations, including non-governmental grant fund requirements. Ensure grant funds are used according to funding agency requirements and submit the required reports.
  - c. Documents stating to the best of our knowledge no conflict of interest exists between any Board Member and the grant contracts.
  - d. Documents relating to Family Planning Program (Title X) and Social Services Block Grant (Title XX).
  - e. Documents assigning the duties of "authorized program representative" and the "organization, management, control and operation of the licensed treatment facilities."
  - f. Contracts and/or letters of agreement to receive and utilize grant funds and third-party payments.
  - g. Official reports per the grant and third-party payment requirements.
7. The Executive Director may in turn delegate to a Director the above activities and functions, as deemed appropriate.
8. All undergo a review process by Administration, Finance, and Human Resources.