





## Grant Application, Acceptance, & Reporting Procedures

### I. Scope

This policy applies to all staff involved in the application or administration of agency grants.

### II. Purpose

To provide a clear process for the consideration of, and application for, grants across the Health Department; to ensure uniform and acceptable criteria are used for grant applications.

### III. Background

The Toledo-Lucas County Health Department utilizes grants for the administration and provision of programs and services across all department divisions. A standardized process and criteria are to be used when considering new and continuation grant applications to ensure all grant deliverables can be met by the department and that funding is available when a funding match is required.

### IV. New Grants

#### A. Application

1. All staff seeking new grants must inform their Division Director, Supervisor, and the Grant Coordinators of the application requirements and timeframes.
  - a. As soon as the decision to apply has been made, a synopsis or link to the application requirements must be provided to the Grant Coordinators to ensure all eligibility/application requirements can be met.
  - b. Division Directors must discuss the new grant's purpose, budgetary and personnel needs, and deliverables with the Health Commissioner, Fiscal Director, Human Resource Director (as applicable), and Grant Coordinators.
2. Training
  - a. Staff that will have a role in managing or coordinating grants must complete training for the Grants Management Information System (GMIS). Training Documentation will be maintained by the Grants Coordinators.
  - b. Staff that will have a role in managing or coordinating grants should review the OGAP Manual.
3. Completed applications are due to the relevant Division Director 7 business days prior to the submission deadline.

4. Completed applications are due to the Grant Coordinators 5 business days before the submission deadline.
5. **Special Circumstances:**
  - a. If pursuing a grant with a time-sensitive deadline, the Director and Grant Coordinators must be notified as soon as the decision to apply has been made.
  - b. If a grant application cannot be submitted to the Grant Coordinators 5 business days prior to its deadline, a written justification for the special circumstances involved must be submitted and approved by the Health Commissioner or designee.

## **B. Board Approval**

1. All new grants for which the department is considering application must be reviewed and approved by the Board of Health's Audit Finance Committee prior to application.
  - a. The Fiscal Director will ensure that consideration for new grants is brought to the Audit Finance Committee for recommendation for approval at the full Board of Health meeting.
  - b. **Time-Sensitive Applications:**
    - i. In the event a time-sensitive submittal deadline exists, the department must obtain, at minimum, verbal recommendation from the Audit Finance Chair to proceed in the application process.
    - ii. Chair Recommendation shall serve as the committee recommendation for time-sensitive grants.
    - iii. Details of the application process will be brought to the next Board of Health meeting for discussion.
2. If a new grant application requires additional personnel, the Health Commissioner, Fiscal Director, and Human Resources Director will bring recommendations and requirements to the Personnel Committee to review and recommend positions for hire as necessary.
  - a. In the event a time-sensitive submittal deadline exists, the Health Commissioner or designee must obtain, at minimum, verbal recommendation from the Personnel Chair to proceed in the application process.
  - b. Chair recommendation shall serve as the committee recommendation for time-sensitive grants.
  - c. When it is unclear what positions a grant may fund prior to application, the Personnel Committee will be notified that actual positions funded may differ from the anticipated during the approval process.
  - d. The Personnel Committee's final hire recommendations may be amended as appropriate when final grant funding award is known.

3. Final approval for all grant applications rests at the Board of Health level.

## **V. Continuation Grants**

- A. When applying for Continuation Grants, staff must adhere to the same criteria as listed in section *IV. New Grants* to ensure timely and appropriate approval and submittal.
- B. Continuation grants are those that have previously been approved by the Board and are approaching their renewal.
  1. The Fiscal Director shall ensure the Audit Finance Committee is notified of any grants being renewed by the department, and the details surrounding renewal.
  2. Audit Finance Committee discussion and consideration shall suffice for continuation grants. These grants do not need to be brought back before the full Board unless there are extenuating or special circumstances, including:
    - a. Changes in the maximum level of funding that can be awarded;
    - b. Personnel Changes;
    - c. Feasibility of completing required deliverables;
    - d. Or if the grant will be switching from a base-grant to a deliverables based grant.

## **VI. Funding Match**

- A. As part of the budget process, the Fiscal Director will ensure a proposal for agency funding match allotments is provided to the Audit Finance Committee annually.
- B. The Board of Health will approve a match budget allotment based on the Audit Finance Committee's recommendation.
  1. The Board-approved budgeted match allotment may be increased with sufficient available funding and further Board approval. Once approved by the Board, TLCHD administration shall decide how the match allotment will be disbursed for grants according to operational need and grant requirements.

## **VII. Grant Reporting & Progress Review**

### **A. Progress & Review Period**

1. Directors shall set a calendar for regular meetings with the appropriate supervisors, program coordinators, and grant coordinators to discuss grant progress, reporting requirements, and finances.
2. Grant reports must be submitted for review to the appropriate supervisor/director 5 business days prior to the submission deadline.

- a. Regular grant progress/deliverable reports that do not include expenditure or financial components can be submitted to the funder once the supervisor/director approves their review.
  - b. The supervisor/division director must send all grant progress/deliverable reports to the Grants Office 2 or more business days prior to the submission deadline.
3. All grant reports that require the signature of the Health Commissioner must be initialed by the appropriate Director to ensure prior review.
- a. Grant reports that do not require the Health Commissioner's signature may be reviewed and approved electronically by the relevant Supervisor/Director (i.e., no physical paper transfer required).

#### **4. Monitoring & Audits**

- a. All staff who are notified or otherwise made aware of an upcoming monitoring visit or audit visit must immediately notify the grant coordinators and appropriate division director and forward all relevant materials (agenda, itinerary, etc.).
- b. All monitoring/audit correspondence to and from funders **must** be sent to the Grants Office for the annual audit file.

### **B. Report Submission Calendar**

1. The Fiscal Director shall ensure the creation and maintenance of a master calendar for all grant reporting deadlines. This calendar shall be shared with all directors, supervisors, grant coordinators, and program coordinators on the S-drive.
2. If a vacation or personal time request coincides with a grant submission deadline, approval of the request may be denied or revoked subject to the completion of all requirements necessary for submission.

### **C. Grant Finance Reporting**

1. The Grant Coordinators shall ensure that Directors, Supervisors, and Fiscal Director are provided with regular financial report update(s) for all grants under their supervision on a bi-monthly basis and/or by request. Directors may also access the FROGS system for immediate reporting needs.
  - a. Directors and Supervisors shall review these reports within 7 business days of receipt and submit any changes to the grant coordinators.

## **VIII. Maintenance**

### **A. Review**

1. The *Grant Application, Acceptance, & Reporting Procedures* are to be reviewed annually to ensure compliance with both agency and accreditation standards.

## **B. Revision**

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

