

# Hurricane Fire & Rescue

Hurricane, WV

## Administrative Guidelines

<b>Subject</b>
<b>Guideline Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

Grant Administration
800.109
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**Purpose:** The purpose of this guideline is to establish the responsibilities for, and basic procedures related to the application for, the administration of, and the coordination of grant funded programs.

**Scope:** Personnel who are involved with the grant.

**Responsibility:** It is the responsibility of the Chief and/or the Chief's designated grant assistant to adhere to this policy.

### GRANT PROGRAM RESPONSIBILITIES

The Chief and/or the Chief's designated Grant assistant will be responsible for the following grant documentation:

- A. Manage the grant activities for their respective program.
  1. Maintain current and accurate financial accounts, records, and reports.
  2. Ensure compliance with all grant terms and requirements.
  3. Provide for proper closeout and retention of required records at the conclusion of each grant.
- B. The Chief and/or grant assistant will act as the Grant Administrator to monitor proper use of grant funds and appropriate budget accounts on all grant-related documents and expenditures; i.e., quarterly reports, purchase orders, etc.
- C. Initiate all grant applications, identifying the purpose, scope of work, requirements and sources of matching funds or in-kind services.
  1. Each Program for which expenditures are made will be submitted to the Board for their review. The Chief and/or grant assistant will prepare a monthly report for the Board reflecting the program's submissions.
- D. Inform the membership for all capital purchases made with grant funds that equal or exceed the current capitalization threshold provided by the Budget.
- E.
  1. The chart of account should be used to indicate what portion of the purchase was made with state, federal, or county match funding.

2. The grant title and/or agreement number should be indicated in the description field.
  
3. Most grantor agencies require that a grantee seek permission to dispose of capital purchases made with grant funding. This requirement is for all purchases. This makes it necessary to keep an internal record of all purchases under the capitalization threshold provided by the Chief. It is important to review grant agreements carefully, and discuss this issue with the Board.

**II. RISK ASSESSMENT**

Assess during the planning phase, the liability to the department that is proposed by grant-funded activity.

**III. HURRICANE FIRE & RESCUE ATTORNEY**

Review all grant awards to assess legal liability, legal sufficiency and form.