

Board of County Commissioners
Leon County, Florida

Policy No. 98-3

Title: Grant Review Process
Date Adopted: 7/14/98
Effective Date: 7/15/98
Reference: n/a
Policy Superseded: Policy 98-2, "Grant Review Process," May 19, 1998

It shall be the policy of the Board of County Commissioners that Policy No. 98-2, "Grant Review Process," adopted on May 19, 1998, is hereby repealed and superseded, and a new policy adopted in its place, to wit:

1. Approval to submit a grant application shall be delegated to the County Administrator if the grant is:
 - a. an entitlement or competitive grant; and
 - b. is used for the same activity each year or to make a one-time purchase; and
 - c. does not require a cash match (can use in-kind).
2. The Chairman shall sign grant applications that meet the criteria in Number 1 above, but which also require the Chairman's signature for submittal.
3. The Board shall continue to approve submittal of a grant application if the grant:
 - a. is an entitlement or competitive grant; and
 - b. creates a new program/service or adds staff; and/or
 - c. requires a cash match.
4. All grants will continue to come before the Board for approval to accept and enter into contract.
5. Approval to accept additional funding for an ongoing grant-funded program shall be delegated to the County Administrator if:
 - a. the grant does not require an additional cash match (can use in-kind);
 - b. the additional funding does not materially change the scope of the program.
6. The Chairman shall be authorized to sign contract amendments that meet the criteria in Number 5 above.
7. The Board shall continue to approve grant contract amendments if the grant:
 - a. requires an additional cash match;
 - b. materially changes the scope of the program.