



SECTION: GA
TOPIC: GRANTS 01
GENERAL
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: GRANTS RESEARCH/SUBMISSIONS

Dane County agencies operate numerous grants in aid programs funded by state and federal agencies. Those grants are administered according to various financial, accounting and program rules and regulations. Most, if not all of these grants, require the routine submission of reports to the grantor agency detailing expenditures and revenues and program implementation data. In order to insure that information provided to funding agencies is correct (both in fact and presentation) the following policy is established.

END OF NARRATIVE



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Grants are defined as a competitive proposal for funding, not entitlement funding. Potential sources of grants are published in the Federal Register as "Notices of Funds Availability" (NOFA's). Copies of proposed rules or grant notices are distributed to appropriate departments for review. Technical assistance for submitting a federal grant application is available from the Department of Administration. Other sources of information on a variety of potential funding sources will be looked at by Department of Administration with information to be distributed to the appropriate departments whenever possible. This will include state, local, and private funding resources.

The Dane County Personnel & Finance Committee adopted the following effective December 1, 1986: All reports generated by Dane County departments for grantor (funding) agencies shall be reviewed and approved in writing prior to distribution by a member of that department's management staff not directly responsible for preparing the report. This review shall include at a minimum the following concerns:

- Accuracy of facts contained in the report
- Clerical correctness of the report
- Completeness of the report
- All columns are added down and across as appropriate

Written approval shall, at a minimum, constitute:

- A. The word "approved" written by the approving manager.
- B. The approving manager's signature
- C. The date approved.

Items A through C listed above shall appear on the face of the original and all copies of reports submitted to grantor (funding) agencies.

END OF POLICY