



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> May 2, 2017
<b>SUBJECT:</b> Grants Management Policies and Procedures Manual
<b>FROM:</b> Raymond Gonzales, Interim County Manager; Bryan Ostler, Interim Deputy County Manager; Benjamin Dahlman, Finance Director
<b>AGENCY/DEPARTMENT:</b> Finance Department and Grants Management Team
<b>HEARD AT STUDY SESSION ON:</b> March 21, 2017
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves the Grants Management Policies and Procedures Manual

### **BACKGROUND:**

Adams County has contemplated the development of a Grants Management Policies and Procedures document for several years. In 2016, a cross-functional team with representatives from various Departments and Elected Offices collaborated to draft a comprehensive grants policies and procedures document to complete this task. This effort is in response to grant best practices and certain requirements from some of the County's grantors. The policies and procedures document outlines the process and requirements for County staff to follow in the application, authorization, approval and implementation of grants.

The draft policies and procedures proposed were prepared by the Grant Management Team and presented in Study Session on March 21, 2017. The County sent the draft policies and procedures for 10 days to the Department Directors and Elected Officials for input from the wider organization for edits and comments. Only minor comments were received and were incorporated into the document.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Team Members and the Department or Elected Office they represent:

Brian Kenna – Human Services

Marc Osborne – Sheriff's Office

Joelle Greenland – Community and Economic Development

Gloria Janisch - Community and Economic Development

Mary Ha – Finance Department

Laura Garcia – Finance Department  
Dmitriy Chernyak – Finance Department  
Nick Beston – Finance Department / Human Services Accounting  
Mark Kluth – County Manager’s Office/Budget  
Liz Estrada – Finance Department/Purchasing  
Ben Dahlman – Finance Department

E-mail Sent to All Department Directors and Elected Officials on March 21, 2017.

**ATTACHED DOCUMENTS:**

Resolution  
Draft Grants Management Policies and Procedures Document

**FISCAL IMPACT:**

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

**Fund:****Cost Center:**

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			

**New FTEs requested:** ☐ YES ☐ NO

**Future Amendment Needed:** ☐ YES ☐ NO

**Additional Note:**