



Grants Update

Lauren Long
Grant Coordinator

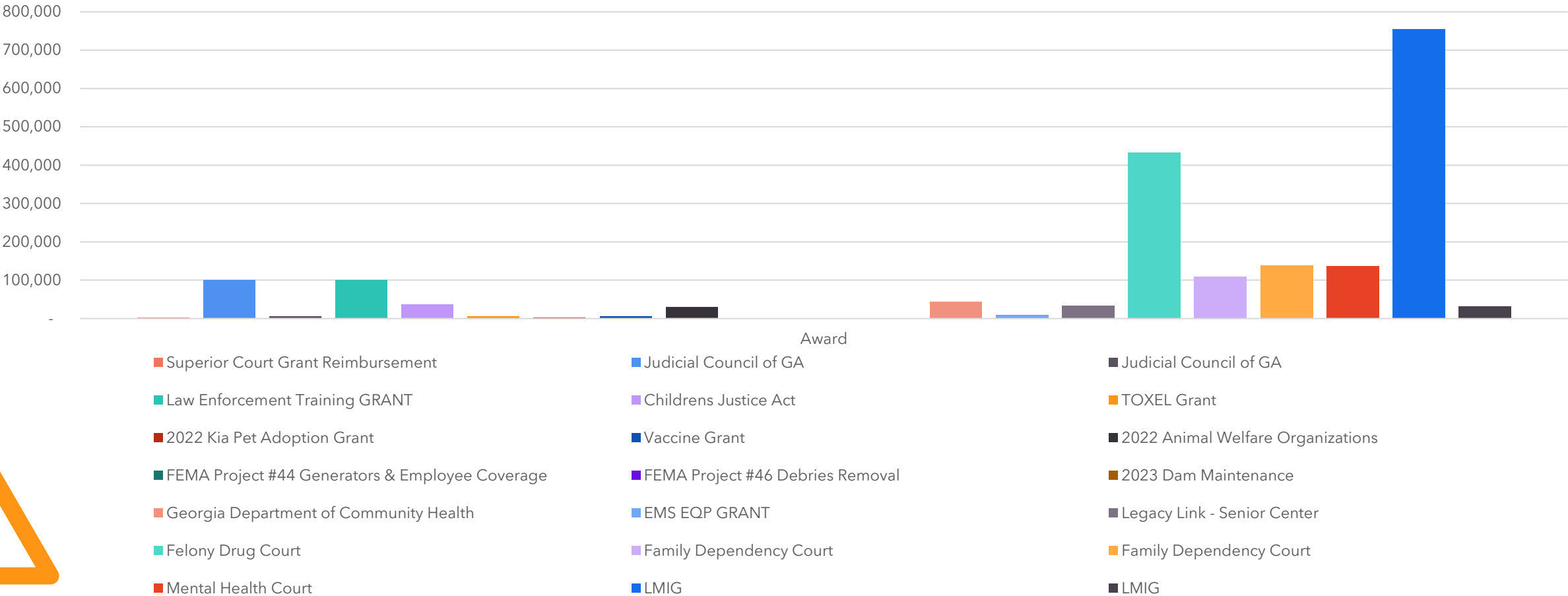


State Grants FY23

Grants	Award
Superior Court Grant Reimbursement	\$2,844
Judicial Council of GA	100,000
Judicial Council of GA	6,000
Law Enforcement Training GRANT	100,000
Childrens Justice Act	37,557
TOXEL Grant	6,200
2022 Kia Pet Adoption Grant	2,000
Vaccine Grant	5,400
2022 Animal Welfare Organizations	30,000
2023 Dam Maintenance	1,500
Georgia Department of Community Health	43,700
EMS EQP GRANT	8,438
Legacy Link - Senior Center	33,349
Felony Drug Court	432,747
Family Dependency Court	108,459
Family Dependency Court	138,210
Mental Health Court	137,081
LMIG	755,260
LMIG	31,700
Total State Grants	\$1,980,445

Grants Overview FY23 - State

• 20 Total State Grants - \$1,980,445



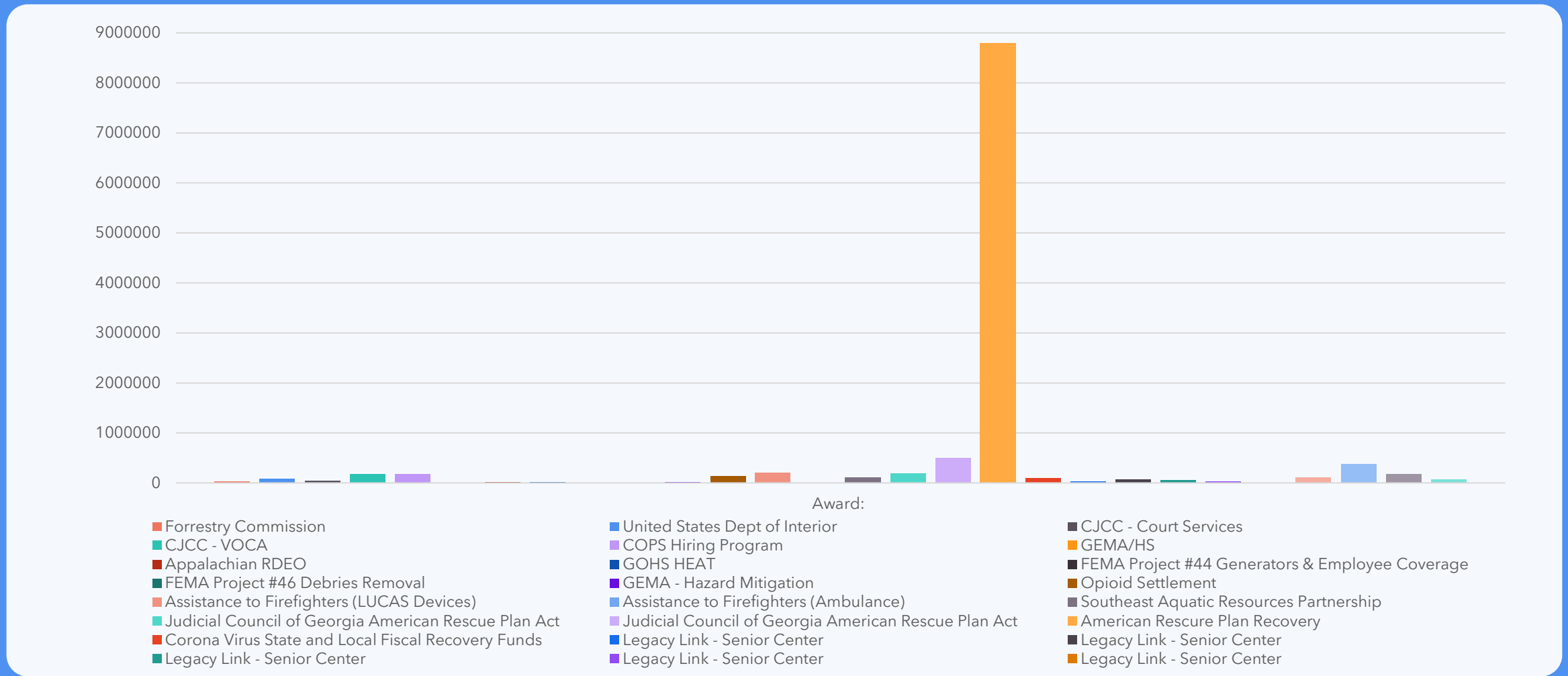
Grant	Award
Forestry Commission	\$33,036
United States Dept of Interior	88,175
CJCC - Court Services	82,223
CJCC - VOCA	197,231
COPS Hiring Program	174,818
GEMA/HS	2,999
Appalachian RDEO	11,558
GOHS HEAT	22,357
GEMA - Hazard Mitigation	21,241
Opioid Settlement	133,689
Assistance to Firefighters (LUCAS Devices)	210,549
Assistance to Firefighters (Ambulance)	240,909
Southeast Aquatic Resources Partnership	227,749
Judicial Council of Georgia American Rescue Plan Act	446,163
Judicial Council of Georgia American Rescue Plan Act	1,245,067
American Rescue Plan Recovery	8,804,434
Corona Virus State and Local Fiscal Recovery Funds	186,818
Legacy Link - Senior Center	29,586
Legacy Link - Senior Center	76,367
Legacy Link - Senior Center	62,421
Legacy Link - Senior Center	26,831
Legacy Link - Senior Center	8,245
T&T Transportation- Senior Center	112,158
Mountain Accountability Court Enhancement	487,929
Solar Resiliency Funds	175,815
GDOT - Transit Operating	69,039
Total Federal Grants	\$13,177,408



Federal Grants FY23

Grants Overview FY23- Federal

• 28 Federal Grants \$13,177,408



Grant	Award
Superior Court	\$874
Superior Court	\$33,098
VOCA Grant C18-8-263	\$30,260
D.A. Salary Reimb Victim Assist	\$7,291
Juvenile Court Judge Salaries	\$50,000
CJCC Judicial Council of Georgia	\$7,778
TOXCEL Grant	\$1,086
Opioid Settlement	\$30,103
ARPA - Mountain Judicial Circuit	\$19,988
ARPA - Broadband	\$1,748,491
American Rescue Plan Recovery Funds	\$93,409
Senior Center Transportation and Legacy Link	\$79,082
Drug Treatment/Education	\$18,523
State Road Grants	\$1,042,301
AVITA Community Partners	\$3,567
Total	\$3,165,852

Grant Revenues FY24

State & Federal

Awarded Grants FY24

Grant	Award
ARPA Mountain Judicial Circuit - Operating	\$364,080
ARPA Mountain Judicial Circuit - A/V Equipment	880,987
DHHS SAMHSA	383,683
Title II Prevention and Intervention Grant	50,000
Safe Streets 4 All	160,000
BRIC - Hazard Mitigation	75,224
Senior Center - State	18,662
Senior Center - Federal	32,894
Total	\$1,965,530



Grants Management Reporting



- Monthly, Quarterly, and Yearly Financial Reports with Backup
- Monthly, Quarterly, and Yearly Progress Reports with Backup
- Must maintain all records → Excel
- Coordination with Departments Regarding Personnel Reimbursements
- Coordinating with Entities for Pass-through Grants
- Reporting Questionnaires
- Monthly Submittals (Smart fusion):
 - Check Detail
 - Benefits
 - Labor Distribution
 - Retirement
 - Invoices and Proof of Payment
 - Labor History

Grants Management - Audit



Ensure proper grant documentation is up to date, and readily accessible for auditors.



Information includes: CFDA Number, Grant Award, ALL Grant Transactions



Accounts Receivable and Accounts Payable

- Coordination Amongst all Departments
- Coordinating with Auditors
- Executive Summaries for Commission Approvals
- Miscellaneous Administrative tasks

Grants Management - Purchasing

Development of
RFP/Q for Awarded
Grants.

Development of
Grants Time-tables
for RFP/Q.

Development of
Advertisements for
RFP/Q's.

Scope and phasing
of project details.

Establish Bid
Committees.

Development of
Scoring Guidelines
for Received Bids.

Pre-award and post-
award meetings

Management of
selected bidder→
coordination, ensure
adherence to project
guidelines

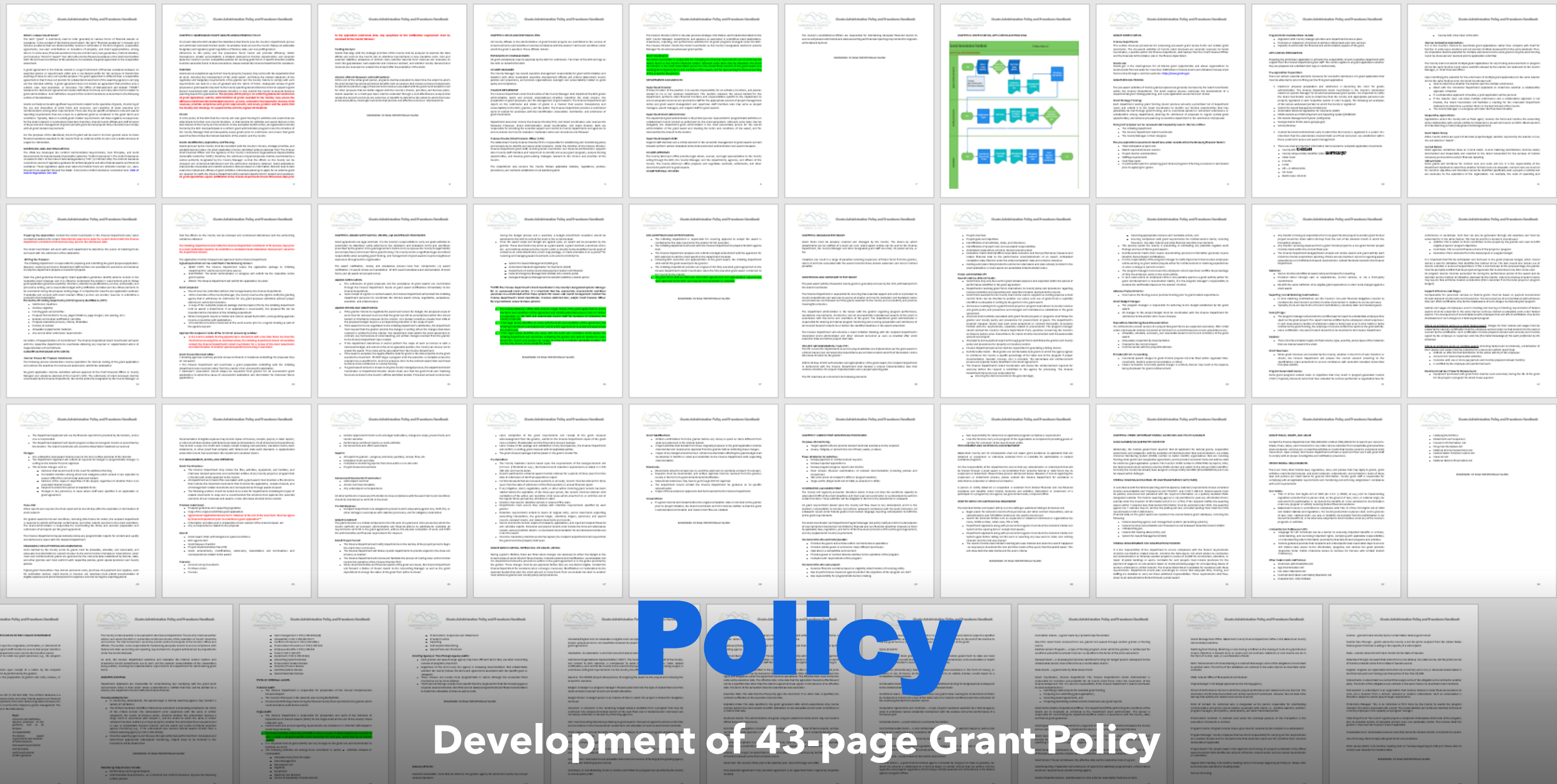
Answer questions
from prospective
bidders in News Ad.

Ensure legal
adherence to
guidelines in bid
process

Grants Policy

The right side of the page features several large, colorful geometric shapes: an orange triangle pointing right, a purple circle, a red checkmark, a purple circle with a white center, a blue circle, and several teal dashes and lines.

- **CHAPTER 1: PURPOSE, SCOPE, AND AUTHORITY**
- **CHAPTER 2: HABERSHAM COUNTY GRANTS ADMINISTRATION POLICY**
- **CHAPTER 3: ROLES AND RESPONSIBILITIES**
- **CHAPTER 4: IDENTIFICATION, APPLICATION AND TRACKING**
- **CHAPTER 5: AWARD NOTIFICATION, REVIEW, and ACCEPTANCE PROCEDURES**
- **CHAPTER 6: MANAGING THE GRANT**
- **CHAPTER 7: SUBRECIPIENT MONITORING PROCEDURES**
- **CHAPTER 8: OTHER IMPORTANT FEDERAL GUIDELINES AND POLICY GUIDANCE**
- **GLOSSARY OF TERMS**



Development of 43-page Grant Policy

Grant Procedure



Office of County Commissioners
130 Jacob's Way, Suite 302, Clarkesville, GA 30523
706-839-0206 Fax: 706-839-0209
www.habershamga.com

Habersham County Employees, |

The following outlines the Grant Procedures that MUST be followed throughout the entire grant process.

Grant Application Process:

- 1.) In order to apply for a grant, you MUST notify the Financial Administrator, the CFO, or the Grant Coordinator.
- 2.) If preparing a grant application without the assistance of the Grant Coordinator, you must provide ALL grant application materials, including but not limited to: Grant Amount, Match Amount, Grant Proposal, ALL Financial Documents pertaining to the grant application, dates of the period of performance, and the web platform the grant application is to be submitted to.
- 3.) Following steps 1 and 2, you must obtain a signature from Financial Administrator, the CFO, or the Grant Coordinator on the attached form (Appendix A) stating that you have written approval to apply for said grant.
- 4.) You must identify the individual who will assume the responsibilities of the Department Grant Administrator. The department grant administrator is the primary person responsible for programmatic activities on a Habersham County project as authorized by the grant agreement. Although some tasks may be delegated, the department grant administrator is the chief accountable person for the overall administration of the grant and meeting the terms and conditions of the award, and for representing the project to the grantor. This responsibility may be shared with the Grant Coordinator at the request of the department, and the Finance department will provide all necessary guidance needed throughout the grant process.

Post Grant Application Process- Grant Awards:

- 1.) If awarded the grant, you MUST send the grant award letter and grant contract to the Grant Coordinator **immediately** upon receiving notification.
- 2.) If awarded the grant, you must fill out the form in Appendix B and provide it to the Financial Administrator, the CFO, or the Grant Coordinator to be signed. This form provides certifies that you have been awarded the grant, have followed procedure, and have approval to present the Grant Award to the Board of Commissioners, who will determine award acceptance. It is against County Policy to accept a grant award without the approval from the Board of Commissioners and the signature of the Authorized Official- the Chairman. Failure to obtain approval from the Board of Commissioners will result in disciplinary actions, and will be investigated by H.R.

Questions

