

# Champaign County Grant Procedures

## ORDINANCE No. 635

### AN ORDINANCE ESTABLISHING PROCEDURES FOR GRANT APPLICATION CONSIDERATION, ACCEPTANCE and RENEWAL/EXTENSION

WHEREAS, the Champaign County Board supports efforts to pursue grant revenues to provide or enhance county mandated and non-mandated service and capital needs; and

WHEREAS, the Champaign County Board has determined that it is necessary to develop procedural guidelines for County departments engaged in the pursuit and maintenance of grant funding.

NOW, THEREFORE, BE IT ORDAINED by the County Board of Champaign County, Illinois, that the procedures for grant application, consideration, acceptance and renewal/extension for Champaign County departments are as follows:

Grant revenues shall be pursued to provide or enhance County mandated and non-mandated services and capital needs.

Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met:

- The activity or service can be terminated in the event the grant revenues are discontinued.
- The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding.

All staff positions supported by grant funds will exist only for the term award of the grant, unless specific action is taken by the County Board to extend the position.

Any County department considering application for grant funds or renewal/extension of existing grant funds should comply with the following:

1. Upon the identification of a grant to be pursued, the department will provide a copy of the grant application, Financial Impact Statement, and other relevant information to the Finance Committee at the *next* meeting of that committee. The County Board recognizes that because of grant application deadlines, there will be instances where a department will submit a grant application to the grantor before the Finance Committee is notified.

2. Upon receiving notice of a grant application, the Finance Committee will review and determine whether input from other county departments is appropriate in making a determination as to the County Board's interest and willingness to accept the grant, if awarded. If the Finance Committee determines additional input from other departments or sources should be obtained, it will direct the County Administrator to obtain that information and report back at the next regularly scheduled Finance Committee meeting.
3. When the Finance Committee has received all requested information regarding the grant application, it shall make a recommendation to be forwarded to the County Board as to whether the County will accept the grant, if awarded.
4. If the County Board accepts a Finance Committee recommendation to *not* accept the grant, the department/office applying for funds shall be directed to notify the grantor that the County Board withdraws its application for said funds.

*Section 5 Amended 4/19/12 by Ordinance No. 903*

5. If the County Board accepts the Finance Committee recommendation to accept the grant, the Board shall on that date approve the acceptance of the grant, whether or not the granting agency has formally notified the County of the grant award.

*Section 6 Amended 4/19/12 by Ordinance No. 903*

6. Upon final notification of award of the grant, the applying department/office shall notify the Board Chair to obtain the Board Chair's signature on the final grant document(s). If the terms of the final notice of award are different than the terms of the grant at the time it was approved by the County Board, the County Chair shall, before signing the grant documents, convene the Grant Executive Committee who will review the changes in grant terms, and determine whether to accept the grant award or determine that final acceptance is directly referred back to the County Board for approval. The Grant Executive Committee shall be comprised of the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Caucus Chair.

*Section 7 Amended 2/21/13 by Ordinance No. 920*

7. Grants that are sought by and awarded to the Regional Planning Commission in Funds 075 and 475 shall not be subject to the afore-mentioned requirements of this Ordinance. The County Board Chair is hereby authorized to execute grant documents on behalf of the Regional Planning Commission, when the granting agency requires execution of the grant by the County Board Chair. With this exception, the County Board notes that all grants received by the Regional Planning Commission are documented in the annual budget which is approved by the County Board, and/or documented with a budget amendment during the fiscal year which is also subject to approval by the County Board. None of the grants received and administered by the Regional Planning Commission shall ever become an expense or demand upon the County's General Corporate Fund.

PRESENTED, PASSED, APPROVED and RECORDED this 16<sup>th</sup> day of October, A.D. 2001.

Patricia A Avery, Chair  
Champaign County Board

ATTEST:

Mark Shelden, County Clerk and  
Ex-officio Clerk of the County Board