

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20021200

1. REQUESTED MOTION:

ACTION REQUESTED: Adopt a resolution to amend Lee County Administrative Code 3-17 Grant Program Administrative Procedures.

WHY ACTION IS NECESSARY Board of County Commissioner's must approve amendments to the Lee County Administrative Code.

WHAT ACTION ACCOMPLISHES: Amends Administrative Code 3-17 Grant Program Administrative Procedures to update Grant procedures and responsibilities.

MS

2. DEPARTMENTAL CATEGORY:

01
COMMISSION DISTRICT
#Countywide

CIA

3. MEETING DATE:

MS
11-12-2002

4. AGENDA:

CONSENT
ADMINISTRATIVE
APPEALS

PUBLIC
WALK ON
TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

STATUTE
 ORDINANCE
 ADMIN. 3-17
 CODE
 OTHER
Grant Application

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER
B. DEPARTMENT COUNTY ADMIN
BUDGET SERVICES

BY: Antonio B, Majul Jr. Director

7. BACKGROUND: The Administrative Code is amended as necessary to reflect changes in policy and procedure. Section 3-17 was adopted 08/08/90 and amended on 04/28/93 and 09/12/00.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>C. Majul Jr.</i> 10/17/02				<i>K. D.</i> 10/17/02	<i>OA</i> 10/16/02	<i>COM</i> 10/21/02	<i>Risk</i> 10/23/02	<i>GC</i> 10/16/02	<i>[Signature]</i>

10. COMMISSION ACTION:

APPROVED
 DENIED
 DEFERRED
 OTHER

~~Rec. by County
Date
Time
Forwarded by~~

RECEIVED BY
COUNTY ADMIN. *ID*
10-17-02
9:45
COUNTY ADMIN.
FORWARDED TO: *BL*
11/28/02

REC'D.
by CO. ATTY.
10/16/02
4:15
CO. ATTY.
FORWARDED TO:
Budget
10/17/02 9:27 AM

LEE COUNTY RESOLUTION NO.

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed

amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of the Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code No. 3-17 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and, being put to a vote, the vote was as follows:

ROBERT P. JANES

DOUGLAS ST. CERNY

RAY JUDAH

ANDREW W. COY

JOHN E. ALBION

DULY PASSED AND ADOPTED this _____ day of _____, 20_____.

ATTEST:
CHARLIE GREEN, CLERK

**BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By: _____
Office of the County Attorney

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-17
TITLE: Grant Program Administrative Procedures	ADOPTED: 8/8/90
	AMENDED: 4/28/93; 09/12/00, 11/12/02
	ORIGINATING DEPARTMENT: County Administration/Budget Operations Services

PURPOSE/SCOPE:

The purpose of this Administrative Code is to establish the responsibilities for and basic procedures related to the application for, the administration of, and the coordination of grant funded programs.

POLICY/PROCEDURE:

I. DEPARTMENTAL RESPONSIBILITIES

Each Department/Division ("collectively referred to as "Department") will be responsible for the following grant activities:

- A. Manage the grant activities for their respective organizations.
 - 1. Maintain current and accurate financial accounts, records, and reports.
 - 2. Ensure compliance with all grant terms and requirements.
 - 3. Provide the proper closeout and retention of required records at the conclusion of each grant.
- B. Designate a Grant Administrator to *ensure grant contract compliance*, monitor proper use of grants funds and appropriate budget accounts on all grant-related documents and expenditures; i.e., quarterly reports, purchase orders, etc. The Grant Administrator or designee will become a member of the Grants Committee and attend meetings as notified.
- C. Initiate all grant applications, identifying the purpose, scope of work, requirements and sources of matching funds or in-kind services.
 - 1. A bluesheet is required *for a grant application* if an enabling resolution is required. ~~for the grant application~~. A bluesheet must *also* be prepared for applications ~~that require Board action~~ *wherein the grantor agency requires Board approval for grant application*.
 - 2. Each Department is required to submit to the Grants ~~Coordinator~~ *Analyst in Budget Services*, notification of completed grant applications on the Grant Application Data Form, regardless of dollar amount. The Grants ~~Coordinator~~ *Analyst* will prepare a ~~monthly~~ *quarterly* report for the Board of County Commissioners reflecting the Department's submissions.
- D. Prepare a bluesheet to request the Board of County Commissioners' approval for all grant awards. ~~This includes "Certificate of Acceptance"~~.
 - 1. ~~If an award has a Certificate of Acceptance and an agreement that requires execution. In those cases wherein the grantor agency requires both a "Certificate of Acceptance" and the agreement executed by an official, it is only necessary to bluesheet the agreement. Unless the grant specifically requires the elected official to sign, the~~ Any Certificate of Acceptance

should be forwarded to the County Administrator Manager for signature, accompanied by a memorandum that summarizes the assurances of the Certificate and grant agreement. ~~If~~ However, in the event the Certificate of Acceptance is the only binding documentation, a bluesheet and Board approval is required for the grant award.

~~2. A bluesheet and Board approval is required to amend existing grants unless the grant specifies that the designated Grant Administrator has the authority:~~

E. Prepare a bluesheet to request Board approval to amend existing grants.

1. In the event the grant specifies that the designated Grant Administrator has the authority to amend an existing grant, then Board approval is not necessary as long as no additional County funds are committed.

E.F. Prepare a property control form for all capital purchases made with grant funds that equal or exceed the current capitalization threshold provided by Finance.

1. The correct source code should be used to indicate what portion of the purchase was made with state, federal, or County match funding.

2. The grant title and/or agreement number should be indicated in the description field.

3. Most grantor agencies require that a grantee seek permission to dispose of capital purchases made with grant funding. This requirement is for all purchases. ~~The capitalization threshold provided by Finance for inclusion on the County's property control internal record of all purchases under the capitalization threshold provided by Finance.~~ It is important to review grant agreements carefully, and discuss this issue with the agency program administrator.

II. BUDGET OPERATIONS SERVICES RESPONSIBILITIES

Budget Operations Services, through the Grants Management, will be responsible for the following activities:

A. Provide limited assistance to a grant development consultant with identifying potential grant opportunities, and the preparation of grant applications.

B. Provide budgetary account codes for all grant awards. ~~and monitoring for compliance with the contract and state or federal regulation.~~

C. Maintain a central grants inventory.

D. ~~Coordinate the preparation of the Single Audit Financial Assistance Report.~~

E. D. Coordinate with Departments to ensure adherence to grant related County policies.

F. E. Conduct routine departmental grant compliance audits, by evaluating grant contract adherence, and departmental fiscal management activities.

III. RISK MANAGEMENT

Assess during the planning phase, the potential liability to the County that is proposed by pursuant to any grant-funded activity.

IV. COUNTY ATTORNEY

IV. FINANCE AND RECORDS DEPARTMENT

The Finance and Records Department will coordinate the preparation of the Single Audit Financial Assistance Report.

V. COUNTY ATTORNEY

Review all grant awards to assess legal liability, legal sufficiency and form.

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

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- B. Designate a Grant Administrator to ensure grant contract compliance, monitor proper use of grants funds and appropriate budget accounts on all grant-related documents and expenditures; i.e., quarterly reports, purchase orders, etc. The Grant Administrator or designee will become a member of the Grants Committee and attend meetings as notified.
- C. Initiate all grant applications, identifying the purpose, scope of work, requirements and sources of matching funds or in-kind services.
 - 1. A bluesheet is required for a grant application if an enabling resolution is required. A bluesheet must also be prepared for applications wherein the grantor agency requires Board approval for grant application.
 - 2. Each Department is required to submit to the Grants Analyst in Budget Services, notification of completed grant applications on the Grant Application Data Form, regardless of dollar amount. The Grants Analyst will prepare a quarterly report for the Board of County Commissioners reflecting the Department's submissions.
- D. Prepare a bluesheet to request the Board of County Commissioners' approval for all grant awards.
 - 1. In those cases wherein the grantor agency requires both a "Certificate of Acceptance" and the agreement executed by an official, it is only necessary to bluesheet the agreement. Any Certificate of Acceptance should be forwarded to the County Manager for signature, accompanied by a memorandum that summarizes the assurances of the

Certificate and grant agreement. However, in the event the Certificate of Acceptance is the only binding documentation, a bluesheet and Board approval is required for the grant award

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 - 1. In the event the grant specifies that the designated Grant Administrator has the authority to amend an existing grant, then Board approval is not necessary as long as no additional County funds are committed.
- F. Prepare a property control form for all capital purchases made with grant funds that equal or exceed the current capitalization threshold provided by Finance.
 - 1. The correct source code should be used to indicate what portion of the purchase was made with state, federal, or County match funding.
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- A. Provide limited assistance to a grant development consultant with identifying potential grant opportunities and the preparation of grant applications.
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