

11-16-GO-2

RESOLUTION NO. 389-16 11/22/16 ADM GrantVettingPolicyREV

**ADOPTING A GRANT APPLICATION AND POLICY PROCEDURE**

BY: Hon. Ryan Foley, Chair, Government Operations Committee  
Hon. Aileen McNabb-Coleman, Chair, Ways & Means Committee

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, Cayuga County Legislature recognizes that services, equipment, and other resources valuable to the citizens of Cayuga County are available through a variety of grants that are proffered by New York State agencies, Federal agencies, not-for-profit organizations, and private foundations; and

WHEREAS, Cayuga County Legislature supports the efforts of the departments to obtain grants to offset expenses to Cayuga County for providing these services, obtaining equipment, or other resources; and

WHEREAS, the Cayuga County Legislature wishes to make sure that a grant's objectives and terms align with the County's needs and at the same time wishes to allow for the flexibility needed to take advantage of these grant offers; now therefore be it

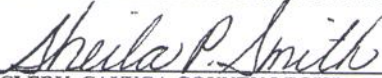
RESOLVED, the County Legislature does hereby adopt the attached Policy and Procedure for Grant Applications policy number 81; and be it further

RESOLVED, that said policy number 81 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that the policy will be implemented and effective as of January 1, 2017

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 22<sup>ND</sup> DAY OF NOVEMBER 2016 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

11-23-16 8:10AM

  
CLERK, CAYUGA COUNTY LEGISLATURE

# CAYUGA COUNTY POLICY MANUAL

## Section No. 81

**POLICY TITLE:** Grant Application and Policy and Procedure

**DATE ADOPTED:** November 22, 2016

**EFFECTIVE DATE:** January 1, 2017

**RESOLUTION NO.** 389-16

**SUPERSEDES POLICY:** none, new policy

**OBJECTIVE:** To allow the members of the Legislature to fully consider the terms and conditions of a prospective grant award.

**POLICY:**

The Legislature recognizes that services, equipment, and other resources valuable to the citizens of Cayuga County are available through a variety of grants that are proffered by New York State agencies, Federal agencies, not-for-profit organizations, and private foundations, and that the County's departments seek to obtain grants to offset expenses to Cayuga County for providing these services, obtaining equipment, or other resources.

While the Legislature supports these efforts to provide value to the citizens of Cayuga County, the Legislature feels a responsibility to review the grant's objectives to determine if the grant being sought aligns with the priorities of the Legislature, and to review the terms and conditions of the grant to ascertain whether or not the County is committing to ongoing costs for employees, equipment, or maintenance. Ongoing costs will not automatically eliminate a grant application, but it is important for the Legislature to fully understand the commitments contained in the grant application or terms and conditions.

At the same time, the Legislature desires to allow flexibility to the departments to take advantage of available grants, which sometimes have very short windows of opportunity.

The entire commitment may not be able to be known at the time of application, but the department requesting support in applying for a grant is responsible for fully disclosing any financial impacts known at the time of application.

**Procedure:**

1. The department head is expected to brief the oversight committee about competitive grants being sought during the normal course of meetings. The briefing should include the elements that are outlined in the attachment.
2. If the deadline for a grant application does not allow for discussion with the department's oversight committee prior to the application deadline, the department head will review the terms and conditions of an available grant with the chair of the applicable oversight committee. The chair of the committee will determine whether the grant presents any terms or conditions that require discussion with the oversight committee prior to the department submitting an application to the granting agency.
3. In either case, the grant documents should be made available to the legislators through the Box or equivalent mechanism.
4. If the grant application is submitted and awarded, the department head is responsible for reviewing the terms and conditions and updating the oversight committee, especially any terms or conditions that may be different than originally presented.

**CAYUGA COUNTY  
GRANT APPLICATION SUMMARY**

**DATE:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**GRANT TITLE:** \_\_\_\_\_

**Describe the goal to be accomplished by the grant:** \_\_\_\_\_

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**How will this benefit the people of Cayuga County:** \_\_\_\_\_

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**If the application is successful, what financial contribution will be required from Cayuga County?**

**PERCENTAGE:** \_\_\_\_\_ **DOLLAR AMOUNT:** \_\_\_\_\_

**What will be the County's cost of continuing operations?**

**PERSONNEL, WAGES & BENEFITS:** \_\_\_\_\_

**EQUIPMENT PURCHASE:** \_\_\_\_\_

**EQUIPMENT MAINTENANCE:** \_\_\_\_\_

**EQUIPMENT STORAGE:** \_\_\_\_\_

**PROFESSIONAL SERVICES:** \_\_\_\_\_

**TERM OF GRANT:** \_\_\_\_\_

**DATE GRANT WAS OFFERED:** \_\_\_\_\_

Is the grant renewable: \_\_\_\_\_

Can the grant be terminated by the County: \_\_\_\_\_

What administrative requirements are imposed on the County by the grant: \_\_\_\_\_

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When is the grant application due: \_\_\_\_\_