TRINITY COUNTY

Policy and Procedures For Presenting Supplemental Income Grant Applications and Awards

Policy Statement:

Trinity County Texas Commissioners' Court requires that all grant income not typically budgeted in the County's budget process including any applications and any awards presented to Commissioners' Court be accompanied by a standardized cover sheet (Grant Request Form) so that all aspects of the application/award can be reviewed including any required:

- Verification of applying entity as Trinity County, Texas
- Authorized Signatory as the County Judge
- Match and its source
- Obligation to continue the program past the term of the award
- Other costs to operate the program, or
- Other special circumstance that would impact the County budget or operations

Definitions: Donations and Grants can be confusing.

A GRANT is an award of financial assistance in the form of money, property, or other financial assistance paid or furnished by the federal or state government, a nonprofit foundation or organization, a local business or an individual.

A DONATION is a gift, solicited or unsolicited, to a cause in the form of financial assistance in the form of money, property or other financial assistance for programs or activities previously approved by Commissioners' Court. Donations usually do not require a proposal or application. (Does not require Grant Request Form.)

Procedures:

- 1) Department Heads and Elected Officials are to complete and sign a grant cover sheet and submit it with any proposal or application documents to the County Judge for review at least one week prior to Commissioners' Court. The County Judge will review the documents and, if approved, forward them to the County Auditor for review of the proposal budget and match source. The Auditor will determine if the documents may need to be reviewed by the County Attorney. The County Auditor will return the cover sheet and documents, if approved, to the Department Head or Elected Official for submission to the Commissioners' Court.
- 2) Department Heads and Elected Officials are to submit the executed grant cover sheet and all financial assistance documents, i.e. proposals, applications, to the Commissioners' Court for consideration and approval prior to submission to the funding agency.

- 3) Department Heads and Elected Officials may make adjustments, additions, or corrections to any proposal or application that is not approved by the County Judge or the County Auditor and re-submit them for approval.
- 4) If approved by Commissioners' Court, the Department Heads and Elected Officials are to submit the proposals or applications per the funding agency's requirements by surface mail, delivery service, email or other electronic means.
- 5) Department Heads and Elected Officials are to present any grant award documents to Commissioners' Court for acceptance. For those items of financial assistance previously requested through the above process, the original grant cover sheet should be appended to the award documents. If the award differs from the original submitted request, the first grant cover sheet and a new grant cover sheet showing the adjusted amount or conditions should be appended. Department Heads and Elected Officials are to provide the County Judge and the County Auditor the adjusted grant cover sheet for approval before placing the item on the Commissioners' Court agenda.
- 6) The County Judge and the County Auditor will make every effort to offer a speedy review of submitted requests. Involvement of the County Judge and the County Auditor during the development of the proposal or application is encouraged.

In order to make for the smoothest possible review process, Department Heads and Elected Officials are requested to provide all documentation for review at least one week prior to the targeted Commissioners' Court date.

Approved this 8th day of September, 2014

/s/ Doug Page	
Doug Page, County Judge	Attest: Shasta Bergman, County Clerk
/s/ Grover "Tiger" Worsham_	/s/ Richard Chamberlin
Tiger Worsham, Commissioner, Pct. 1	Richard Chamberlin, Commissioner, Pct. 2
/s/ Neal Smith	/s/ Jimmy Brown_
Neal Smith, Commissioner, Pct. 3	Jimmy Brown, Commissioner, Pct. 4