

Anderson County Grant Management and Administration Policies & Procedures

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Overview

Introduction

The purpose of this manual is to develop, implement and maintain effective grant oversight and coordination for the County; limit the County's exposure to grant-related legal liability; improve the efficiency and impact of programs and services funded through grants; and increase grant-related revenue.

Procedures represent an implementation of policy and will evolve over time as new tools emerge, new processes are designed, and risks change.

Policy Statement

The Anderson County Grant Management Policies and Procedures Manual provides a uniform method of applying for grants and a framework for the administration, management, and compliance requirements of grants received by the county.

Pre-Application, Application, and Award Acceptance Procedures (Pre-Award Phase)

A department considering applying for a grant must submit a Pre-Application Notification Form (Attachment A) to the Grant Coordinator. This must be done well in advance of the grant application submission deadline to allow adequate time for the Pre-Application Approval Procedure. A pre-application assessment must be done to assist in accurate completion of the Pre-Application Notification Form.

Pre-Application Assessment

The factors listed below must be identified and evaluated in consultation with the Grant Coordinator and appropriate departmental and fiscal staff.

Programmatic

- Alignment with County's strategic priorities and/or department's business plan
- Provision or expansion of services to address critical needs
- Department's capacity and staffing to administer the programmatic and administrative aspects of the grant
- Identification of the Departmental Program Manager

Financial

- Total anticipated project cost
- Match requirements and sources
- Costs that will be incurred by the agency as a result of implementing the grant program that will not be recouped in the grant award.
- Program income considerations
- Staffing requirements of the grant (including salary and benefits increases for multi-year grants)
- Documentation of a clear continuation plan (post grant obligations). Departments must develop continuation plans (plans for sustaining grant-funded programs if funding is reduced or terminated) prior to applying for grants. This plan should reflect the potential for loss of funding and the subsequent loss of grant-funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding. If activities will not be continued absent grant funding, this should be indicated as well.

Pre-Application Approval Procedure

Requests for approval to submit a grant application shall be presented to the County Commission only after obtaining approval of the Pre-Application Notification Form from the Department Head, Grant Coordinator, and Budget Committee.

Application Submission

The Program Manager submitting the grant application is responsible for ensuring that pre-application assessment factors and approval procedure noted above have been evaluated and completed prior to application submission.

Each grant application submitted by or on behalf of the County must be aligned with established County priorities and goals; meet the County's expectations of document quality; have matching funds available if required by grantor; and ensure that realistic consideration for continuation of the project or program after the grant period ends has been given.

To ensure consistency and accountability in securing and managing grant funds, all grant applications must be submitted to the County Grant Coordinator for review.

Application Submission Procedure

The County Grant Coordinator will provide critical review of grant applications to ensure:

- Application accuracy and document quality
- Coordination of roles and responsibilities
- Policy and procedures are followed

If County approval is required by the grantor at the time of application submission, the Program Manager must coordinate with the Grant Coordinator to get consideration for approval on the County Commission meeting agenda in advance of the application submission deadline.

Award Notification, Contract Review, and Award Acceptance Process

Grant agreements are legal contracts. It is the County's responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all of the terms and conditions prescribed by the grantor. Failure to do so increases the County's exposure to legal and financial liability and compromises current and future grant funding. Therefore, the County carries a significant legal, financial, and ethical responsibility when accepting grant funding.

The award notification, grant contract review, and acceptance process has two components: (1) award notification and contract review, and (2) County's approval to accept the award.

- (1) Award Notification and Contract Review Procedure
 - a) All departments that receive a grant award shall date stamp, duplicate, and forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to the Grant Coordinator within two days of receipt.
 - b) The Program Manager is responsible for reviewing and understanding the grant contract; ensuring that a legal review is conducted by the Law Director; and ensuring that County approval to accept the award is received by the date required by the grantor for full contract execution.
 - c) The Law Director shall conduct a grant contract review as to "legal form". Review as to legal form ensures that the contract meets or exceeds all requirements under Tennessee law. Upon approval as to legal form, the contract is ready for the County Approval to Accept Grant Award Procedure.

2. County Approval to Accept Grant Award Procedure

The purpose of this procedure is to ensure that acceptance of each grant awarded to the County is formally authorized by County.

- a) Upon receipt of contract approval as to legal form, the Deputy Purchasing Agent shall determine the appropriate routing for County approval.
- b) The Program Manager must request and receive general ledger accounting codes (including cost center designation) for the grant revenues and expenditures.
- c) The department receiving the grant award must prepare a Budget Amendment for consideration on the Budget Committee Meeting agenda. The Budget Amendment must be accompanied by a copy of the award letter and a copy of the grant budget section of the agreement.
- d) The department receiving the grant award must place the request for contract approval on the Purchasing Committee Meeting Agenda. (Note: This step is not required for contracts that are less than twelve months in duration, unless they cross fiscal years.)
- e) Budget Committee and Purchasing Committee approvals will place the request for contract and award acceptance approval on the County Commission Meeting Agenda.
- f) Upon County Commission approval of the contract, the Deputy Purchasing Agent shall route the contract for signatures from the Mayor and the Finance Director, and forward the signed contract to the Grantor for their signature.
- g) The Program Manager is responsible for ensuring that any required award activation documents are submitted to the grantor by the grant award due date. The Grant Coordinator can assist the Program Manager with the technical aspects of activating a grant.
- h) Upon receipt of the fully executed contract, the Deputy Purchasing Agent shall send a copy to the Program Manager and Grant Coordinator; add it to the County's electronic contract filing system; and place the original paper copy in the County's contract files.

Exceptions to the County Approval to Accept Grant Award Procedure

In the event that funds awarded by the granting entity are reduced from those requested in the original grant application, or factors previously evaluated at the time of application have changed, the Program Manager must ensure that the goals, objectives and evaluative components of the grant can still be accomplished within the prescribed timeframe set by the grantor.

If award terms need to be amended before the grant award can be accepted, the Project Manager shall contact the grantor and obtain any changes to the grant award in writing.

When the changes have been received in writing from the grantor, the Program Manager must submit the grant contract, any memoranda of understanding and written changes from the grantor to the Grant Coordinator within two business days of receipt.

If the award satisfactory terms cannot be reached, upon authorization by the County Mayor, the Department Head of the submitting department shall prepare a letter to the granting entity declining the award; and forward a copy of the letter to Law Director, the Grant Coordinator, and the Finance Director.

Grant Execution and Reporting (Post-Award Phase)

Requirements for Use and Receipt of Grant Funds

The purpose of this policy is to ensure that grant funds are properly used and received by the County. Violations can result in a range of penalties, including suspension of future funds from the grantor, return of all funds associated with the award, including those already expended, and civil and/or criminal penalties.

- 1) No grant funds shall be utilized until:
 - the Program Manager has requested and received general ledger accounting codes for the grant revenues and expenditures; and
 - the Program Manager has prepared a Budget Amendment form, and submitted it to the Finance Director for inclusion on the Budget Committee Agenda; and
 - the grant contract has been approved by County Commission and is fully executed.
- 2) Modifications to the budget associated with a grant-funded project in such a way that alters the grant amount or moves funds from one budget line item to another must adhere to grantor requirements and County policy and procedures for budget modifications.
- 3) Grant funds awarded to the County shall not be used to supplant an existing appropriation for expenditure so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
- 4) All income resulting from a grant-funded project or program shall adhere to County policy and procedure and be managed, maintained, and reported as established in the award letter, grant agreement, contract, special conditions, or other requirements generated by the granting entity.
- 5) All procurement and vendor contracting activity associated with grant-funded projects or programs shall follow the procedures outlined in County's Purchasing Policy, Financial Policies and Procedures Manual and/or any requirements set forth within the terms of the grant, the grantor's grants manual, and any applicable federal rules or regulations.
- 6) All property acquired with grant funds shall be subject to the County's Purchasing Policy, Fiscal Policies and Procedures Manual, and/or any requirements set forth within the terms of the grant, the grantor's grants manual, and any applicable federal rules or regulations.
- 7) All grant funding and any related matching fund revenues and expenditures shall be recorded in the designated general ledger accounts and cost centers.
- 8) The Project Manager is responsible for informing the Finance Department of incoming reimbursements and supplying the correct general ledger accounts and cost centers to ensure reimbursement timeliness and accuracy.
- 9) The Project Manager shall review program financial and budget reports at least monthly in order to appropriately monitor and manage the budget. These reports shall be provided by the Grant Coordinator.
- 10) The Project Manager is ultimately responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

Grant Oversight and Monitoring

The purpose of this policy is to ensure that all grant-funded programs or projects are managed according to the terms set forth in the grant agreement, this Manual, and other applicable County policies and procedures.

Implementation Plan

All departments that receive grant awards must develop an implementation plan. The plan must be submitted to the County Grant Coordinator within 15 days of County Commission approving the grant award.

Departments with existing work plans that provide the elements noted below, and plans already included in the grant application or grant award are acceptable implementation plans.

The grant implementation plan shall have the following elements:

- Project overview
- Project goals and objectives
- Identification of activities and dates
- Identification of roles and associated responsibilities
- Anticipated expenditure schedule
- Evaluation matrix that identifies the measurable objectives, the metrics used to measure them, the anticipated completion date, and fields to enter the actual completion date and outcome measures.

Grant Monitoring

The Grant Coordinator, Finance Director, or their designee may review the files, activities, equipment, and facilities; and interview relevant personnel and contracted entities of any County project or program that is funded with grants awarded to the County.

Programmatic Reporting and Reimbursement

Grants awarded to the County require that periodic progress, programmatic, and financial reports be submitted to the grantor. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Late or inaccurate reports may negatively impact current or future funding.

Grant Reporting Procedure

- a) The Project Manager must prepare timely and accurate progress or programmatic reports as required by grantor.
- b) The Project Manager shall submit all financial reports, grant budget adjustments, and reimbursement requests to the Grant Coordinator for review and approval before submitting them to the grantor.
- c) The Grant Coordinator will review the financial reports for content and accuracy and address any issues with the Project Manager.
- d) Upon approval of the report, the Grant Coordinator will notify the Project Manager that the report is ready to submit to the grantor.
- e) Copies of all financial and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the Grant Coordinator at the time of submission to the grantor.

Grant Closeout

Upon completion of the grant term of each grant award, the Program Manager shall alert the Finance Department that there should be no further activity in the grant's general ledger account/cost center codes.

Grant Closeout Procedure

- a) Upon completion of the grant period of each grant, the Program Manager must fulfill all closing requirements specified by the grantor.
- b) The Program Manager must submit a Closeout Memorandum to the Finance Department and Grant Coordinator that identifies the name of the grant, the project number and describes the final disposition of the funds and required activities.
- c) Upon review of the memorandum and resolution for any discrepancies, the Finance Department will update the budget and accounting system and confirm grant closeout with the Grant Coordinator.
- d) The grant closeout memo shall be placed in the grant's master file.

File Management, Access, and Retention

File Management Procedure

The grant master file shall be maintained by the Grant Coordinator. A copy of all grant proposals, applications, award letters, contracts, memoranda of understanding; and programmatic and financial reports shall be maintained in the file.

All departmental grant files and master grant files must maintain a file structure that includes clear separations between fiscal years for each item below:

- a) Application or Proposal (e.g., application guidance, a copy of the application and research including statistical information used in preparation of and support of the grant)
- b) Award Documents (e.g., award letter, County agenda item, grant agreement, grant amendments, modifications, extensions, cancellations and terminations and anything else related to the award)
- c) Finance (e.g., account set up, purchase orders, invoices, reimbursement requests)
- d) Programmatic Reports (e.g., reports to granting entity and evaluation components)

File Retention Procedure

- a) Grantors may require retention periods in excess of the County's policy. Departments must ensure they comply with retention requirements specified by each grantor in each contract.
- b) If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the specified retention period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the retention period, whichever is later.
- c) Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.
- d) Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include time and

attendance reports; personal activity reports or equivalent documentation for all individuals reimbursed under the award.

- e) Recipient departments are also obligated to protect records adequately against loss, theft, fire, or other damage in accordance with statutory provisions.

Grant Management Roles and Responsibilities

Program Manager/Project Manager (Departmental Grant Program Manager)

With assistance from the Grant Coordinator, the Program Manager is responsible for conducting all grant-related activity including:

- planning for grant acquisition;
- preparing the pre-application assessment;
- obtaining pre-application approval;
- developing grant implementation plans;
- preparation and submission of grant proposals, including proposals for continuation of current awards;
- understanding, and complying with, the requirements of the Grant Contract;
- managing the timeline for the grant contract review and approval process;
- preparing Budget Amendment requests to accept grant funds;
- preparing the County Commission agenda item to accept grant awards;
- managing grant programs and projects;
- managing the grant budget;
- preparing and submitting grant budget revisions;
- preparing and submitting programmatic reports to grantors;
- properly closing out grant projects as detailed in this policy and as specified in the terms and conditions of the grant contract.

Program Managers are assisted with the financial and technical management of the grant by the Grant Coordinator and the Finance Department.

(Note: Grantors may also use the term Program Manager for their internal staff.)

Grant Coordinator (County Grant Coordinator)

The Grant Coordinator is responsible for general management and administration of the County's grant activities; identifies grant opportunities; provides "pre-award" and "post-award" technical assistance to departments to enhance programmatic administration of grants; assists in preparing grant budgets; may submit grant reimbursement requests; reconciles grant accounts in coordination with the Finance Department; ensures programmatic reporting requirements are met; and identifies and investigates issues that may arise with respect to the management of agency grants.

Finance Department

The Finance Department is responsible for the oversight of grant-related financial activity. In this role, the department reviews financial reports generated by the Grant Coordinator, and provides general oversight of other grant-related issues, including proper budgeting and accounting. The department has ultimate responsibility for the accurate "drawdown" of funds and must approve all departmental financial reports and reimbursement requests prior to submission, unless prior written approval is obtained.

Finance Director

Under the County Financial Management System of 1981, the Finance Director oversees the operation of the Finance Department including the county's purchasing, payroll, budgeting, accounting, and cash management systems. (T.C.A. §§ 5-21-101 through 5-21-130). The Finance Director functions as the county's Purchasing Agent. The Finance Director's signature is required on all County contracts.

Law Director

The Law Director provides a review as to "legal form" for grant agreements, contracts, memoranda of understanding, procurement contracts, and employment contracts arising from initiation of a grant program. Review as to legal form ensures that the document meets or exceeds all requirements under Tennessee law. County policy requires that the Law Director review all documents of this type.

Legal guidance and advice regarding specific provisions in the contract is available on request.

Mayor (County Mayor)

The Mayor is the "Authorized Official" and signatory for all grants to the County. The Mayor has authority to approve and sign grant applications for the County, and signs grant agreements that have been approved by County Commission.

Deputy Purchasing Agent

Under the direction of the Finance Director, the Deputy Purchasing Agent performs the day-to-day duties of the Purchasing Department. This includes the routing of grant-related documents for review, approval, and signature.

Grant Terms and Definitions

Activities: A component that describes what a program does with the inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise a program's service and methodology.

Award: Financial assistance that provides support to accomplish a public purpose. Awards include grants and other agreements in the form of money or property, by the grantor to an eligible recipient.

Cash Match: Includes actual cash spent by grant recipients for project-related costs. Accounting records should be verifiable and trace back to source documentation.

CFDA Number: The unique identifying number assigned to a specific Federal award in the Catalog of Federal Domestic Assistance (CFDA).

CFDA Program Title: The assigned title of the program under which the Federal award was funded in the CFDA.

Contracts: Written agreements entered into by the awarding agency, recipients or sub-recipients, and commercial (profit-making) and non-profit organizations. All contracts are to be processed by the Anderson County Purchasing Department unless prior written approval is obtained from the Deputy Purchasing Agent and County Finance Director.

Cost Center: The last five characters of the General Ledger Account Code, assigned by the Finance Department, that the County uses to identify a specific grant program.

Direct Cost: Costs that can be specifically identified with a particular project or program; charged directly as a part of the cost of the program.

Drawdown: A process whereby a request is made to receive grant funds, either as reimbursement for expenses incurred or in advance of expenditure of funds.

Fund Source Type: A Grantor classification that identifies the funding sources as Federal Direct, Federal through State, State Direct, or other.

General Ledger Account Code: The State prescribed set of accounting codes that the County uses to budget and record program revenues and expenses.

Grant: A financial award given by the federal, state or local government, or a private entity to an eligible grantee, usually with a defined scope of activities or programmatic objectives. Grants are not expected to be repaid by the recipient. Grants do not include technical assistance or other forms of financial assistance such as a loan or loan guarantee, an interest rate subsidy, direct appropriation or revenue sharing.

Grantor: The primary awarding agency (e.g. federal government, state government or non-governmental entity).

Grantee: The direct recipient of a grant award who is legally bound by the terms and conditions of the grantor's award and contract.

Indirect Cost: Costs that are incurred by a grantee for common or joint objectives and cannot be identified specifically with a particular project or program.

In-kind Match: In-kind match does not involve a monetary transaction. 'In-kind' is the value of something received or provided, which is beneficial to the program, but for which no cash exchanges hands. In-kind contributions related to a particular grant program must be allowable under the grant program, verifiable from grantee records, necessary and reasonable, and not included as a contribution under any other award.

Match: The grant recipient's share of the project cost. Under Federal grants, match is restricted to the same use of funds as allowed for the Federal funds. Match must be directly related to the project goals and objectives and must be documented in the same manner as grant-funded activities. (See cash match and in-kind match.)

Pass-Through Entity: A non-Federal entity that provides a sub-award to a sub-recipient in order to carry out part of a Federal program.

Pass-Through Funding: Funds awarded by a federal agency to a state agency or institution that are then transferred to other state agencies, units of local government, or other eligible groups per the award eligibility terms. The state agency or institution is referred to as the "prime recipient" of the pass-through funds. The secondary recipients are referred to as "sub-recipients." The prime recipient makes the sub-awards available on a "competitive" or "non-competitive" basis as dictated by the prime award terms and authorizing legislation.

Program Fund Source: The underlying Federal or State agency, and authorizing program legislation, providing the funding for the grant award. Certain program fund sources may have additional requirements in addition

Program Income: Gross income earned by the recipient during the funding period as a direct result of the award. This may include interest earned on deposits. Program income is subject to special accounting and reporting requirements.

Program Manager: The lead staff member responsible for conducting the required activities under a particular grant program.

Project Cost: Total allowable costs authorized under a Federal or State award. This includes all required cost sharing, voluntary committed cost sharing, and third-party contributions.

Project Period: The total time for which support of a funded project has been programmatically approved. A project period may consist of one or more budget periods.

Recipient: A non-Federal entity that receives a Federal or State award directly from the awarding agency to carry out an activity under a grant program. The term recipient does not include sub-recipients.

Reimbursable Grant: A reimbursable grant provides funding to grant recipients after expenses have been incurred. The grantee must follow a certain procedure to obtain the reimbursement for project expenses. Reimbursements are provided on a set payment schedule after the organization has submitted sufficient documents to verify expenses.

Sub-award: An award of financial assistance, generally a monetary award, made to a sub-recipient as a result of a Federal award made to a direct grant recipient or contractor to a sub-recipient or sub-contractor respectively.

Sub-contract: Contracts between the sub-recipient and an entity or individual who provides professional services, for a fee, to the sub-recipient's clients or otherwise performs professional services on behalf of the sub-recipient.

Sub-recipient: The legal entity to which a sub-award is made and which is accountable to the recipient for the use of the funds provided. Sub-recipient and sub-awardee are interchangeable terms. Generally occurs when the County receives funds from the State which were awarded to them from the Federal Government (Fed-thru-State).

Supplanting: Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. An example would be: When County funds are appropriated for a stated purpose and Federal or State funds are awarded for that same purpose, the County replaces its County funds with Federal or State funds; thereby reducing the total amount available for the stated purpose. "Supplant" means to "replace" or "take the place of" as compared to "Supplement" which means to "build upon" or "add to."

Questioned Costs: Costs that, in the opinion of the auditor or program monitor, may not comply with or may not be consistent with the requirements set forth in contracts, statutes, or regulations governing the allocation, allow-ability, or reasonableness of costs charged to awards and programs, and thus may not be reimbursable.

Key Information and Resources for Grant Applications and Management

When applying for a grant the following information is generally required in order to complete the application:

- System for Award Management Registration Status (SAM Account)
 - The System for Award Management (SAM.gov) combines the federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into a single system.
 - Any entity applying for grants that rely on federal funding must have an active SAM registration. The Finance Department has the sole responsibility of establishing, maintaining, and renewing the County's SAM account.
- Unique Entity Identifier (UEI)
 - A UEI is a number issued by the System for Award Management (SAM) to identify businesses and other entities that do business with the federal government.
- CAGE Code
 - A CAGE code is a five-character alpha-numeric, unique identifier assigned by the Defense Logistics Agency (DLA). CAGE codes are assigned to businesses, organizations, etc., that wish to pursue contracts or grants from the United States federal government.
- Employer Identification Number (EIN)

- An Employer Identification Number (EIN) is a unique Tax Identification Number (TIN) made up of nine (9) numbers assigned by the Internal Revenue Service (IRS). EINs are used for tax purposes as well as verification of the County's business status with banks.

All of the information above is available from the Grant Coordinator upon request.

Grant Fund Source Types and Resources

Independent of the fund source type, the grant contract should outline the specific administrative requirements. These requirements must be strictly followed in order to avoid the potential of audit findings, losing funding and other legal issue.

Federal Awards Direct to the County

For Federal grants awarded to the County, grant administration must follow guidance in the Uniform Administrative Requirements for Federal Awards (CFR), which is located in Title 2 of the Code of Federal Regulations at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

The guidance is divided into subparts for acronyms and definitions, general provisions, pre-federal award requirements and contents of federal awards, post-federal award requirements, cost principles, and audit requirements.

Federal Awards passed through the State to the County

Federal Awards passed through the State will likely have additional and/or different requirements compared to federal direct funds.

State Awards direct to the County

These awards are generally governed by the policies of the state agency grantor. A partial listing of state agency policies includes, but is not limited to:

- The Office of Criminal Justice Programs (OCJP)
<https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html>
- Tennessee Department of Environment and Conservation (TDEC)
<https://www.tn.gov/environment/about-tdec/grants-home.html>
- Tennessee Department of Health
<https://www.tn.gov/health/search-results.html#q=grants%20manual&tab=department>
- Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS)
<https://www.tn.gov/behavioral-health/for-providers/grants-management.html>
- Tennessee Department of Transportation (TDOT)
<https://www.tn.gov/tdot/government/g/gr/tdot-grant-information.html>
- Tennessee Department of Tourist Development
<https://www.tn.gov/tourism/statewide-partners/grants-initiatives.html>

Attachment A

ANDERSON County Government Grant Pre-Application Notification Form	
Department/Office/Agency Applying for Grant:	Application Deadline:
Fund Source Type (i.e. State-Direct, Federal thru State, Federal-Direct, Other):	
Funding Agency Name:	
Grant/Program Title:	
Grant Period Begins:	
Grant Period Ends:	
Total Grant Project Costs: \$	
Grant Amount Provided by Funding Agency: \$	
Is a County Match Required? (Yes/No): Cash <input type="checkbox"/> or In-Kind <input type="checkbox"/> or Both <input type="checkbox"/>	
County Matching Amount Required: \$	
Grant Revenue Type (Advance Payment or Reimbursement) :	
Indirect Cost Availability (Yes/No):	
Purpose of Grant:	
Person Responsible for Grant Program Management (Program Manager):	
Person Responsible for Approving Allowable Costs:	
Person Responsible for Requesting Revenue Claims:	
Post Grant Obligations(Yes/No):	
Post Grant Obligation Information (ongoing staffing, programing, maintenance, etc.):	
Grant Requirements for Equipment, Ownership & Insurance :	
Grant Requirements for Annual Cost of Upgrade/Maintenance, etc.:	
Grant Requirements for Contracted Services:	
Will this grant add Value to Anderson County Fixed Assets? (Yes/ No):	
Will this grant add Expense to Anderson County's Insurance Expense? (Yes/No):	
Funding Agency Contact Information	
Contact Name/Title	
Phone	
Email	
Submitting Department Head Signature: _____	
Date: _____	
Grant Coordinator Signature: _____	
Date: _____	