

# ORDINANCE

2022-07-\_\_\_\_\_

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

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

**WHEREAS**, the Livingston 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 this County Board of Livingston County, Illinois that the procedures for grant application, consideration, acceptance and renewal/extension for Livingston 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 only be initiated with grant funds if the activity or service can be terminated in the event the grant revenues are discontinued.

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 which would exceed their appropriations, 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 and other relevant information to the Executive Director and Finance Director, in order for it to be forwarded on to the Finance Committee for consideration at their next meeting.
2. 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.
3. If the County Board does *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.
4. If the County Board accepts 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.
5. 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).
6. Grants that are sought by and awarded to Public Health, Mental Health or the Veterans Assistance Commission, shall not be subject to the afore-mentioned requirements of this

ordinance. Grant procedures for these entities shall be contained within their own fiscal policies established by their respective Boards/Committees.

**PRESENTED, PASSED, APPROVED AND RECORDED** this 14th day of July, 2022.

\_\_\_\_\_  
Kathy Arbogast, Chairperson  
Livingston County Board

ATTEST:

\_\_\_\_\_  
Kristy A. Masching, County Clerk

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_