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Lubbock County Auditor's Office

Date: May 18, 2010
To: All Elected Officials and Department Directors
From: Jackie Latham, County Auditor 
Re: Grant Processing Procedures

Occasionally job responsibilities change and those seeking grants in your office may not be aware of all the steps necessary to process a grant through the County. In an effort to coordinate the flow of grant documents between an office seeking a grant, the Commissioners' Court, the Auditor's Office and the Civil Division of the CDA's Office, please review with your staff members responsible for grant applications and awards the attached procedures.

Robin Wilmot handles all the grants in the Auditor's Office and will be happy to help you. Please come by our office, email or call if you have any questions.

Thank you!

GRANT PROCESSING PROCEDURES

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- Application All grant applications must be presented to the Commissioners' Court for approval prior to submission. Any matching requirements and corresponding account from which a cash match will be made must be identified at this time. Please supply the Auditor's office with a copy of the signed application. The Commissioners' Court requires that CDA-Civil review the application and/or resolution prior to being placed on the Commissioners' Court Agenda.
- Award Upon award notification please contact the Contract Manager in Purchasing for contract review and for scheduling on the agenda for Commissioners' Court, and the Auditor's Office for budget assistance.
- Departmental Review It is critical that the Elected Official or Department Head read and understand the grant application and any grant contract.
- Legal Review The Grant Contract must be reviewed by the Civil Division prior to presentation to Commissioners' Court for approval.
- Court Approval Once the Civil Division has reviewed the contract, present the contract to Commissioners' Court for approval and any required signatures. At this time the Budget can be approved and any required matching funds previously identified can be appropriated to the grant.
- Bank Account Separate bank accounts are rarely a requirement of the grant, but you may be asked to complete an ACH Vendor/Miscellaneous Payment Enrollment Form for direct deposit. Contact the Auditor's Office for guidance on completing the form and/or opening up a bank account.
- Expenditures Grant funds are spent according to grant documents and county procedures. Purchasing usually contacts the Auditor's Office prior to processing a purchase order to insure the proper line item is being used and funds have been budgeted for the purchase. Please keep the Auditor's Office apprised of your grant expenditures to facilitate this process.
- Reporting Generally, financial reports to the granting agency will be prepared and submitted by the Auditor's Office. Any progress reports are usually prepared by the Department. Timely and accurate reporting is a joint effort between your grant contact person and the Auditor's Office.

Grant Supervisor
Auditor's Office

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