LUBBOCK COUNTY GRANT PROCESSING PROCEDURE

The Lubbock County Auditor's Office (Auditor's Office) prescribes the procedures for all grants awarded to Lubbock County (County). In an effort to coordinate the flow of grant documents between offices seeking a grant, the Lubbock County Commissioners Court (Commissioners Court), the Auditor's Office, and the Lubbock County CDA - Civil Division Office (CDA - Civil Division), please review the grant processing procedures with staff members responsible for grant applications and awards:

Application

All grant applications must be presented to the Commissioners Court for approval prior to submission. Any cash matching requirements and corresponding account from which a cash match will be made must be identified at this time. Please provide the Auditor's Office with a copy of the signed application. The grant must align with the County's mission and strategic goals before applying. It must not supplant any existing services.

Departmental Review

It is imperative that the Elected Official or Department Head read and understand the grant application and any grant agreement.

Legal Review

Commissioners' Court requires CDA-Civil Division review the application and/or resolution prior to being placed on the Commissioners Court agenda.

Award

Upon award notification from the granting agency, contact the Contract Manager for grant agreement review, the Court Administrator to schedule the grant presentation on the agenda for Commissioners Court, and the Auditor's Office for budget assistance.

Court Approval

Once the CDA-Civil Division has reviewed the grant agreement, the department is responsible for presentation of the grant agreement 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. Please provide the Auditor's Office with a copy of the signed application.

Budget

It is the responsibility of the Department to add the budget in Munis during budget season or to prepare a budget amendment after a fiscal year has begun. All backup documentation is required to enter a budget or budget amendment. Contact the Auditor's Office for budget assistance. The budget will not be approved until presentation in Commissioners Court.

Bank Account

Separate bank accounts are rarely a requirement of the grant, but it 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.

Expenditure

Grant funds are spent according to grant allowability, if purchases are reasonable and necessary, and adherence to county purchasing procedures. Purchasing usually contacts the Auditor's Office prior to processing a purchase order to ensure the expenditure is allowed using grant funds, the proper line item is being used, and funds have been budgeted for the purchase.

Reporting

Generally, financial reports to the granting agency will be prepared and submitted by the Auditor's Office. Any progress reports are prepared by the Department. Grant budgets are entered into Enterprise ERP (Munis) by the Department and reviewed by the Grant Administrator. Timely and accurate reporting is a joint effort between the grant contact person and the Auditor's Office.

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