



# NATURAL & CULTURAL HERITAGE GRANT PROGRAM

## Administrative Award Policy

### 1) GRANT AGREEMENT

- a) Following the approval of the grant awards from the Douglas County Board of County Commissioners, the Heritage Coordinator will draft a grant agreement and send to each Grantee for signature.
- b) Once the agreement is fully executed, project work may begin.
- c) For projects that were awarded partial funding or added conditions to the receipt of the award, the Heritage Coordinator will will work with the Grantee to ensure any amendments benefit the impacts of the project and the capacity of the Grantee. They may also work together to revise the scope of the project if necessary.

### 2) REPORTING SCHEDULE

- a) **Quarterly Reporting:** All Grantees are expected to submit a Quarterly Report using the Quarterly Report template provided by the Heritage Coordinator. These reports will be submitted via email to the Heritage Coordinator by the end of the day on the third Thursday of each June, September, December, and March.
- b) **Final Reporting:** All Grantees must submit a Final Project Report. Grantees will use the Final Project Report template provided by the Heritage Coordinator. Final Project Reports will be submitted via email to the Heritage Coordinator within 90 days of completing the project.
- c) If Grantees fail to submit reports, they may be ineligible to apply for subsequent grants from the Douglas County Natural and Cultural Grant Program.

### 3) PAYMENT SCHEDULE

- a) Once a grant performance agreement has been fully executed, the Grantee may begin project work.
- b) **Grants less than or equal to \$5,000**
  - i) Once a grant performance agreement has been fully executed, the Grantee will receive a check from Douglas County for entire award amount.
  - ii) Within 90 days of the completion of the project, the Grantee is required to submit the receipt of fiscal documentation and a Final Project Report. Failure to submit this report may disqualify Grantee from being eligible to apply for future Douglas County Natural & Cultural Grants.

**c) Grants greater than \$5,000**

- i) Once a performance agreement has been fully executed, Douglas County will issue a payment of 30% of the project work.
- ii) When the initial 30% of funds have been expended, the Grantee can request the next 60% of the grant award by submitting a Payment Request Form.
- iii) The Payment Request shall include all financial records related to use of the initial 30% of project award, as well as explicit plans for the use of the next project award payment. The Payment Request Form is available from the Heritage Coordinator or on the HCC website.
- iv) The Payment Request must include a record with documentation of how all County funds have been spent to date. This can include receipts for purchases, paid invoices, or a time log of hours spent on the project by personnel or volunteers. A Personnel Expense Log template is available from the Heritage Coordinator or on the HCC website.
- v) Unless a signed amendment states otherwise, the Project Number, Grantee, Project Title, Authorized Official, and all other Project information should be the same as written in the signed Grant Agreement.
- vi) Once the Payment Request is reviewed and approved by the Heritage Coordinator, and if the Grantee has submitted all Quarterly Reports, Douglas County will disburse the requested amount up to 90% of the project award.
- vii) If the Payment Request form is completed correctly, the Grantee can expect to receive payment within 30 days from the date it is submitted.
- viii) The final 10% of the total grant amount will be distributed as a reimbursement and will be issued once the Final Project Report with a Payment Request Form has been reviewed and approved by the Heritage Coordinator and the Heritage Conservation Council.
- ix) If a circumstance arises where the Grantee may need to access the final 10% of the grant award before submitting the Final Report, the Grantee may contact the Heritage Coordinator to request a waiver of the reimbursement requirement.

**d) Unused Funds**

- i) At the end of the agreement period or once the project has been completed, the Grantee shall return to the County any unspent funds or funds that were paid but not actually spent on expenses related to the awarded project.

**4) CHANGES TO PROJECT SCOPE OR BUDGET**

- a) If a change occurs in key project personnel (Authorizing Official, Project Director, grant-funded staff, or consultants), or a substantial change is contemplated in the project budget, scope, or schedule as described in the approved application and signed agreement, approval must be requested by the Grantee to the Heritage Coordinator.
- b) Any changes in the proposed project budget should be reflected in the submission of a Budget Revision Form to the Heritage Coordinator. The Budget Revision Form is available from the Heritage Coordinator or on the HCC website.

- c) Budget changes may include, but are not limited to, revising cost estimates, changing expenses to match unanticipated changes in project scope or schedule, and noting additional project funding sources.

5) **AWARD ACKNOWLEDGEMENT**

- a) When issuing press releases, official statements or documents that describe the project funded by Douglas County, an acknowledgement of the Douglas County Heritage Conservation Council and the Natural and Cultural Grant Program should be included.
- b) **Written acknowledgement:** The following template is provided as an example of what should be included in printed materials or communications related to the grant project: “This project/program has been funded [in part/entirely] by a Natural & Cultural Heritage grant from the Douglas County Heritage Conservation Council.”
- c) **Logo:** The Douglas County government logo will be provided by the Heritage Coordinator and shall be included with the written acknowledgement whenever possible.
- d) **Project Sign:** The Heritage Coordinator has yard signs and window decals available for public display for Grant Projects.