

## **AGENDA**

### **12:00 PM | EXECUTIVE SESSION**

### **1:00 PM | GRANTS BUDGET WORKSHOP**

1. Submitting Grant Budgets
  - a. Submit to Clerk's offices AND Grant Management Specialist
  - b. Use exact contract amount if known
  - c. Grant Management Specialist will work with departments & Clerk's office to adjust budget to contract amounts.
    - i. Grant budgets will be adjusted to contract amount
    - ii. Carryover or multi-year grant budgets should be adjusted after the Request for Reimbursement for June 2023 is final.

**Note: Do not include worker's comp in grant budgets for FY24.**

2. Grant Procedures (Grant Management, Standards of Documentation) & Processes (Tyler) Drafts
  - a. Feedback and questions due by April 24<sup>th</sup>
  - b. Grant Trainings will be scheduled
3. Grant Single Audit FY23 Preparation
  - a. Project Central – Using Tyler to manage grant compliance
  - b. Expense String – required on all grant expenses, including all journal entries
  - c. Managers: Please reject grant P.O.s for grant expenses (accounts beginning in 310) if there is no expense string
4. What's next for grants:
  - a. Grant Training/Onboarding Program
  - b. Sub-recipient Monitoring & Onboarding Program
  - c. Site Visits
  - d. Procedure & Process update/department feedback due April 24th
  - e. Grant Fiscal Policy Updates
5. Questions:
  - a. Minimum limit on grants for Commission approval
  - b. Adding Indirect funds to grant awards
    - i. Considerations and steps

ADJOURN