

**MEDINA COUNTY  
DRUG ADVISORY COMMITTEE  
(“MCDAC”)**

**2021 Grant Guidelines**

**GUIDELINES FOR SUBMITTING MCDAC APPLICATION**

Applications **must be received** by Amy Lyon-Galvin ([alyongalvin@ohmedinaco.org](mailto:alyongalvin@ohmedinaco.org)) at the Medina County Finance Department, 144 N. Broadway St., Room 201, Medina, OH 44256 no later than:

**May 3, 2021 by 3:00 P.M.**

For consideration

One electronic application must be submitted (electronic or scanned signatures are acceptable). **Applications must be for the purpose of providing funding for police departments that focuses on drug interdiction, training or education in accordance with ORC 5705.19(j) (see attached).** Both telephone and personal interviews are discouraged unless requested by MCDAC. Should additional information be required, the Commission will forward a request asking for clarification and/or seeking missing documentation.

## **The following information must be included in your grant request.**

1. The enclosed, completed grantee information sheet. The Chief Operating Officer or other appropriate individual of the organization making the request must sign the statement.
2. Grant requests should be written in a clear and concise manner stating the following:
  - a. The general purpose and activities to be funded.
  - b. What population and geographic area will be served?
  - c. How will your project affect the residents of Medina County?
  - d. Describe how your project will meet the goals, purpose and objectives of the Medina County Drug Advisory Committee and meet the requirements outlined in 5705.19(j).

*The purpose of the Medina County Drug Advisory Committee is to provide funding for police departments that encompass drug interdiction, education, and training in accordance with ORC 5705.19(j). Proposals that establish drug enforcement and police participation in drug prevention education within Medina County school districts are encouraged.*

### **I. PROJECT ELIGIBILITY**

Projects must include all of the following critical elements:

- a. Address a proven need within Medina County.
- b. Demonstrate an effective network of cooperation and coordination with other agencies and programs.
- c. If request is for continuation or expansion of an existing program, detail the history of past activities and highlight positive outcomes of the program/project.

## **II. APPLICANT ELIGIBILITY**

To be eligible for grant funding from MCDAC, grantees must be police departments within Medina County or a combination of such units.

## **III. GENERAL INFORMATION**

### **A. FUNDING CYCLE**

The funding year shall run from July 1 through June 30 of the funding cycle year. Payments will be on a Quarterly Schedule:

1<sup>st</sup> Quarter: July-September

2<sup>nd</sup> Quarter: October-December

3<sup>rd</sup> Quarter: January-March

4<sup>th</sup> Quarter: April-June

### **B. PROJECT FUNDING & LIMITATIONS**

Projects may become partially or entirely funded. MCDAC desires to maximize funds for direct services, therefore, a limit of no more than 10% of the requested MCDAC funds may be applied to administrative costs thus maximizing the amount of cost applied to direct services. Administrative Costs are defined as those that do not directly provide a service to the identified target population and/or project. Programming Costs are defined as those that provide a direct service to the identified target population and/or project. Funding from other sources must be identified and accounted for separately in the application budget and reporting audit reports.

More specifically, the MCDAC has defined the following funding priorities:

- a. Ensure the Medina County Drug Task Force is fully funded at an operational level. Significant increases in grant funding requests (historically, MCDTF has been awarded no more than 70% of the MCDAC budget) from year to year for this program will be considered, but not guaranteed for approval, by the MCDAC Subcommittee.
- b. Fund School Resource Officers - standard funding for SROs shall be for 200 workdays. Applicants may request of the MCDAC committee exceptions to this funding structure with explanation for the request. Additionally, applicants shall commit to having those officers doing SRO duties as their primary function during the school year and not regularly being assigned other police duties.

- c. Fund all other grant applications which meet the requirements outlined in 5705.19(j).

The above priorities are outlined to ensure those applying for the grants can appropriately target their programs and more reliably plan for year-to-year budgets. Each year, in conjunction with the release of the grant applications, the Board Chairperson (or designee) will provide a copy of last year's funding requests and approvals, as well as an estimated budget for the next Funding Cycle.

## C. PROJECT BUDGETS

All MCDAC grant awards must reflect the Total Cost Concept.

### 1. Total Cost Concept

Any reduction in the total cost of the project will result in an across the board reduction of all funds awarded by Medina County in the same percentage ratio that the final total cost of the project bears to the initial projected cost. All funds applied to the grant budget, regardless of source, fall under the same regulations concerning allowable rates of pay, expenses, consultant fees, bidding and competitive pricing restrictions, etc., that apply to County Funds.

### 2. Commingling of Funds/Accounting Records

A clear audit trail must be maintained for each source of funding. Receipts, expenditures and disbursements must be separately accounted for from each source of funds. All records must be posted to date and made available for the project auditors and monitors at any reasonable time and must be maintained.

### 3. Timing of Cost Contributions

Total cash contributions made by the Grantee need not be available at the exact time or in the same proportion to the quarterly payments of MCDAC funds. However, the full contributing share must be received and utilized in the project by the end of the project period. The County reserves the right to deny payment request on approved programs pending receipt of documentation of the contributing share.

### 4. Continuation Projects

While MCDAC grants are awarded on a **one-year** basis, MCDAC does not limit the number of years, a project may receive funding. However, the grant applications and the rules that govern awards, will be reviewed and revised, as needed, on an annual basis. An effort will be made to continue the funding of projects with a record of proven success, but each project must stand on

its own merit yearly. No project will be guaranteed continuation funding and will be subject to future policies as they are adopted.

5. Accounting Requirements

- a. Utilization and Payment of Funds. Funds awarded are to be expended only for the purposes and activities set forth in grantee's approved grant application. Payments will be adjusted to correct previous overpayment, underpayment or disallowances resulting from audit and/or reports. Payments will be made in accordance with MCDAC schedule as noted in section IV. A.
- b. Upon grantee approval, said grantee shall provide MCDAC a detailed, categorized budget estimate of the funds needed for operation of the approved program for each quarter of the grant period
- c. Grants will be approved for a period no longer than twelve months. MCDAC may designate a revised project period when the grant is awarded. Should the grantee disagree with the revised project period designated by MCDAC, the grantee shall notify MCDAC in writing and request revision, which is subject to review and approval by MCDAC. Approved projects may apply annually for continuation funding.
- d. Final reporting of the grant fund expenditures at year-end shall be due no less than forty-five (45) days after the end of the grant period and shall reflect actual expenditures only. All grant expenses shall be incurred prior to the end of the fiscal year in order to be deemed allowable and reimbursable. This reporting shall include submission of required detailed computer print-outs indicating expense activity of MCDAC funds with the final accounting. This shall occur, regardless of whether or not the program/project has been awarded future funding for the upcoming MCDAC funding cycle.

6. Obligation of Grant Funds

Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within thirty (30) days. Such obligations must be related to goods and services provided and utilized within the grant period. The grantee shall not obligate funds for personal services to be rendered subsequent to the termination of the grant.

7. Allowable Costs

The allowable costs incurred under any grant shall be determined in accordance with the general principles of allocation and standards for selected cost items set forth in the Ohio Revised Code.

8. Bid and Competitive Pricing Expenditures

All project expenditures for purchases or contracts in excess of \$50,000 are subject to competitive bid as provided by the ORC 307.86. In cases where Sec. 307.86 of the ORC exempts certain expenditures from competitive bid process, MCDAC requires that those items be out for competitive "Request for Proposal." MCDAC reserves the right to review and approve those proposals and their award. Competitive pricing of all purchases is encouraged. Sole source purchases or contracts must be justified and are subject to approval by MCDAC.

**D. LATE GRANT APPLICATIONS**

Any grant applications delivered or received after the due date and time, are considered late. Applications that fail to meet the deadline will be returned to the applicant without review.

**E. ALLOWABLE EXPENSES**

Allowable expenses are defined as those expenses for providing and maintaining motor vehicles, communication, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel.

**F. PROJECT REPORTING REQUIREMENTS**

1. Grantees shall be required to file the following reports to Medina County Finance Office:
  - Annual Performance Report (Due August 1st)
  - Annual Budget Report (Due August 1st)
2. Record Maintenance and Retention: Financial records of the grantee, implementing agencies and contractors, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks and related documents and records must be maintained and must be available to authorized audit personnel for at least seven (7) years. NO RECORDS MAY BE DESTROYED without the permission of the Auditor of the State, the Ohio State Historical Society and any duly assigned local record keeping commission.

3. Audits: Final grant audits are the responsibility of the grantee. Final audits of projects will be made by the Auditor of the State, or an independent public accountant as provided by contract with the Auditor of State, in accordance with the standard time schedules for said grantee. MCDAC, as an agency of Medina County, also reserves the right to have the scope of its audit include grantee's financial statements and any other applicable documents associated with the project. Grantees shall make their records available at any reasonable time whether the audit is general, full-scope, financial, compliance, performance, total entity, or other.

## **G. REVISIONS TO APPLICATIONS**

### 1. By Applicant

- a. Revisions to applications that have not yet been approved are to be submitted on regular application forms along with details of the proposed revision. A new budget narrative must accompany budget revisions. Both the Finance Director and Authorizing Official as indicated on the original project submission must sign the revision. **Electronic version of all materials are required.**
- b. Revisions to applications, which have been approved and are not requesting budget changes, may be submitted by letter to MCDAC outlining the proposed change and the reason for the change. Again, both the Finance Director and Authorizing Officials must sign the revision. **No changes may be instituted until written approval from MCDAC is received.**
- c. Revision to grant requesting budget changes. A revision of this nature requires the submission of a new budget form along with a letter describing the changes and the reason for the changes. This request must be signed by the Finance Director and the Authorizing Official as indicated in the original project application **No changes may be instituted until written approval from MCDAC is received.**

### 2. Revisions to Applications by MCDAC

Any revision, addition or deletion determined by MCDAC as part of the requirements for funding of the application must be agreed to and signed off by the Finance Director and Authorizing Official of the grantee before any award shall be made. Once modified and approved that agreement shall become part of the binding contract under which funds are awarded.

### 3. Grant Condition Compliance

The Grant Guidelines and procedures together with the approved application set forth the conditions for the extension of grant assistance to any applicant and when an award is made and grant funds are accepted there under shall become a binding contractual commitment of the grantee. The applicant should read, understand and be willing to comply with these grant conditions and the rules and regulations incorporated therein-concerning administration of grants established by the Medina County Drug Advisory Committee. Failure to comply with the provisions of the grant conditions or contract obligations may result in termination or suspension of grant funds. Notice of such failure to comply shall be given by MCDAC in writing to grantee and grantee shall have ten (10) days from the date of receipt of such notice to comply or provide information satisfactory to MCDAC as the reason for such compliance failure. **The Grantee certifies that funds will be used as approved in the project application.**

## IV. SUPPLEMENTAL GRANT APPLICATIONS

After the process and award of all successful applications should grant funds still be available through MCDAC request for additional funds for grant recipients may be processed as supplemental grant requests. A new grant application form and budget is required along with a justification for the need for additional funds. The Finance Director must sign the application. **The request is to be sent to Medina County Finance Department** by the deadline set forth in the notification by MCDAC of availability of additional funds. Approval of such supplemental grant awards shall follow the same requirements and procedures as the original grant applications. Applications from new applicants may also be entertained at this time.