## 2-07/070.25 - Grants and Grants Accounting

## **Grants Administration**

This Unit is responsible for obtaining available funds from Grantor agencies to implement programs designed to improve both service and employee effectiveness.

Responsibilities of the Unit include the following:

- monitor available grant sources;
- provide assistance to Department members in writing proposals;
- coordinate the grant process, assisting project managers with grant-related activities;
- provide primary liaison between the Department and Grantor agencies; and
- insure grantee compliance with County fiscal policies.

## **Grants Accounting**

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Works in concert with Grants Administration to account for all of the grant expenditures and ensure reimbursement to the Department from the appropriate granting agency.

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