

## **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

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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