

# **MEDINA COUNTY DRUG ABUSE COMMISSION**

## **2010 Grant Guidelines**

### **GUIDELINES FOR SUBMITTING MCDAC APPLICATION**

Applications for FY 10-11 funding cycle **must be delivered/received** to the office of the Medina County Drug Abuse Commission, 120 West Washington St. 3-B, Medina, OH 44256 no later than:

**APRIL 16<sup>th</sup>, 2010 by 3:00 P.M.**

For consideration

Only written applications will be considered. 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. One copy of the IRS determination letter granting the organization its tax exemption under Section 501©(3) of the Internal Revenue Code, attached to original copy of grant. (if applicable)
3. Financial Information:
  - a. How will this project be financially sustained?
  - b. Document the sources of funding for this project that have been approached, along with the status of each request.
  - c. Federal Tax Identification Number
4. Grant requests should be written in a clear and concise manner stating the following: (Projects, which present new and innovative approaches, are encouraged to apply)
  - a. The general purpose and activities of the organization.
  - b. What population and geographic area will be served?
  - c. Do other organizations in Medina County serve a similar purpose?
  - d. How will your project affect the residents of Medina County?
  - e. Describe how your project will meet the goals, purpose and objectives of the Medina County Drug Abuse Commission.

*The purpose of the Medina County Drug Abuse Commission grant awards are to reduce and prevent underage tobacco use, alcohol and illegal substances and illegal substance use and alcohol abuse for all Medina County residents:*

- Improve physical and mental health of individual and/or public well-being.

- Reduce the incidence of violence and crime of your target population.
- Reduce incidence of accidents and injuries of your target population.
- Improve the standard of living within your community by improving the level of education, prevention, treatment and law enforcement.

The Medina County Drug Abuse Commission (MCDAC), by authority granted by the Medina County Board of Commissioners, recommends funding allocations of the May, 2006 Anti-Drug Levy renewal proceeds, to develop and implement new programs or projects, expand existing programs or projects and continue currently funded successful programs/projects to combat drug use and abuse in Medina County in the areas of Enforcement, Education and Treatment. Projects should utilize and network with existing programs and services, to fill a demonstrated need.

## **I. PROJECT ELIGIBILITY**

Projects must include all of the following critical elements:

- a. Address a proven need within Medina County.
- b. Utilize appropriate existing programs and resources, when available, in order to avoid duplication of services.
- c. Demonstrate an effective network of cooperation and coordination with other agencies and programs.
- d. 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, a grantee must be one of the following:

- a. A unit of government of Medina County (county, township, city, village, state or federal government agency) or a combination of such units.
- b. A unit of the Medina County Educational System or a combination of such units.
- c. A grant application that indicates a combined effort for program implementation requires a partnership agreement detailing the roles of the entities involved.
- d. Local private, nonprofit agencies (501)(c)(3), organizations or institutions may apply to MCDAC for funds only through a unit of government or educational system as stated above. That entity will then act as the grantee and will contract with the private nonprofit agency for implementation of the program.

**Contracts of any partnerships must be provided with the application.**

## **III. APPLICATION ASSISTANCE**

The Executive Director of MCDAC is available to all applicants in providing guidance in completing the application. The Executive Director of MCDAC,

however will not write, prepare, copy, research or perform any other direct service for a grantee in their preparation of the grant application. **The Executive Director of MCDAC shall be held harmless should the grantee not be awarded funding in full or part of any request.**

## **IV. 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's efforts to maximize funds to direct services have set the following:

- **A limit of no more than 25% of the requested MCDAC funds may be applied to administrative costs thus maximizing the amount of cost applied to direct service and/or programming costs.**
- **Continuation projects are strongly encouraged to be fiscally prudent.**

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.

### **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, during the five-year life of the Medina County Anti-Drug Levy (passed February 3, 1987, renewed June 1992, November 1997, November 2001 and May 2006), 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. Criteria used to evaluate performance include quantitative and qualitative data of how the activities have achieved progress toward the stated goals and objectives.
  
5. Non-Supplanting of Funds  
Funds made available by MCDAC to various organizations may not be used to supplant other sources of funds. MCDAC funds are not intended to replace existing sources of funds that otherwise would have been spent on the program for which MCDAC funds are awarded. MCDAC funds must instead be used to supplement the organization's budget; other sources of funds available to the grantee may not, overall, be decreased as a result of the addition of grant funds made available from MCDAC. Program operation/administration costs for appropriate, existing staff may be charged against the grant if there is an expansion of staff hours/personnel costs corresponding to the specific operation of the funded program, or it can be documented that other sources of funds previously utilized for the payment of these personnel costs have not been decreased, overall, in the organization's operating budget.

6. Project Income

All income earned by the grantee/implementing agency, as the direct result of MCDAC funding constitutes project income. (Examples of project income include but are not limited to: fines, forfeitures, service fees, and registration fees). Grantees are required to account for project income separately from other types of funds whether from Federal agencies, State or Local units of government or private funding sources. Project income shall not be commingled with grant awarded funds or local cash expended in the project. If reporting on a cash basis, project income represents the amount of income earned regardless of when collections are received. Project income shall be expended during the period of the project for project activities funded by MCDAC and shall be reported on the Semi-Annual and Annual Budget reports and explained in the narrative.

7. Project Activity

Actual project activity may not take place prior to the beginning project period date and may not take place after ending project period date. However, tentative planning shall be permitted, such as planning for a possible new activity (advance but, not committed reservations for training, speakers, or other like preparatory actions). These activities shall be noted on the activity schedule of the grantee applicant. Should actual project activity take place outside of the project period, such project shall be considered ineligible to receive MCDAC funds.

8. 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. **Supplies and materials must be purchased and reported no later than the semi-annual reporting period. Excluding: postage, copies and some office supplies**

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.

9. 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.

10. Allowable Costs

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

11. Budget category Changes

Expenditures of funds in excess of the submitted cost estimates for any budget category which involve an increase or decrease of more than 10% or \$1,000.00 maximum in said category shall be deemed to constitute an amendment of the grant award. **Amendment of the grant award shall be submitted to MCDAC in writing.** MCDAC will respond in writing in a timely manner to amended request in the form of approval or denial. Transferring of funds into another category may not exceed 10% or \$1,000.00 maximum of the category it is transferred into, nor can amounts be decreased by more than 10% of the category it is transferred from without prior written approval from MCDAC. The intent of budgetary changes is to allow for modification of costs and is not meant to alter the intent or scope of the approved project or program.

12. Bid and Competitive Pricing Expenditures

All project expenditures for purchases or contracts in excess of \$25,000 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. PROJECT COMMENCEMENT

Unless waived by MCDAC, all funded projects must be underway within 90 days of the starting date of the project period shown on the grant award or risk withdrawal of the grant. A project will be considered “underway” when equipment orders have been placed, staffs have been hired and/or significant portion of grant funds have been spent or obligated.

## E. 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.

## F. GENERAL PROJECT RESTRICTIONS

### 1. Equipment

Routine purchases of equipment or hardware to augment or replace equipment used in normal operating activities is **prohibited**, examples are desktop computers, printers, copiers, furniture, etc. Equipment or hardware which is necessary to meet specific goals and objectives of a proposed program, as outlined in the grant narrative may be approved following review and discussion by MCDAC. The Commission will determine whether or not the equipment or hardware is necessary to achieve the stated goals and objectives of the proposed program. Equipment or hardware purchased must have a useful life of five years or more. The ownership of equipment or hardware purchased with MCDAC awarded funds shall vest to the Medina County Board of Commissioners. Therefore, all purchased equipment will be tracked on the County Tracking Form (available from the MCDAC office) and will bear a county asset tag. Receipts for equipment purchased with MCDAC funds and the County Tracking Form shall be submitted with the semi-annual report.

### 2. Construction/Renovation

Construction and renovation projects are prohibited. Minor remodeling is an allowable expense only if it is incidental and necessary element of the project. All remodeling components of a project are subject to review and approval of MCDAC.

### 3. General Salaries and Personnel Costs

Payment of personnel costs must be shown to be necessary part of the project. Payment of salaries and other employee benefits to employees already on the local payroll is prohibited unless such employee is replaced by another person, hired to augment the regular applicant’s staff and an equal dollar amount is expended by the applicant. Grant funds may be used to compensate regular employees for time spent in the project

outside of normal working hours. Funds may also be used to cover costs of training current employees, providing such training is part of the grant's current project/program.

#### **G. EXPENSES NOT ALLOWABLE**

In addition the following items are unallowable costs of MCDAC funds:

1. Items not part of the approved budget
2. Purchase of land
3. Purchase of buildings
4. Payment of real estate mortgage or taxes
5. Dues to individuals, organizations or federations in general are not approved with the exceptions of specific drug related cooperative community services
6. Purchases of automobiles or other motor vehicles unless provided for in the grant agreement.
7. Hospital or medical costs customarily charged to individuals and/or families.
8. Bonuses or commissions
9. Restitution payments or payments of wages to inmates
10. Lobbying activities and/or expense
11. Purchases of food or food products
12. Recognition of volunteers, sponsors or supporters
13. Out of State Travel

The above list is not intended to be a complete list of unallowable items.

#### **H. PROJECT REPORTING REQUIREMENTS**

1. Grantees shall be required to file the following reports to MCDAC
  - Quarterly advance funding request forms.
  - Semi-Annual Performance Report (Due Date: January 31<sup>st</sup>)
  - Semi-Annual Budget Report (Due Date: January 31<sup>st</sup>)
  - Annual Performance Report (Due Date: August 1<sup>st</sup>)
  - Annual Budget Report (Due Date August 1<sup>st</sup>)
2. Grantees may be required to present a project/program update to MCDAC within 60 days after the Semi-Annual Performance Report
3. 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.

4. 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.

## **I. OTHER CONDITIONS**

1. Criminal Penalties

Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property, which are the subject of a grant, contract or other form of assistance to this award, whether received directly or indirectly from the grant shall be liable to prosecution. Any program or project written, in whole or in part, by MCDAC, whether received directly or indirectly, shall be subject to applicable provisions of the Ohio Revised Code.

2. Responsibility for Claims

The grantee agrees to save the County harmless from any and all liabilities or claims caused by or resulting from the grantee's obligations or activities in furtherance of the work described herein. The grantee will reimburse the County for any judgments that may be obtained against the County resulting from the grant project or the use of any work product of the grantee or its contractors including judgments for infringement of patent or copyright rights. The grantee agrees to defend against any such claims or legal actions if called upon by the County to do so.

3. Confidential Funds

All projects that incorporate the use of confidential funds in its activities must follow usual accounting practices implemented in tracking the expenditure of such funds.

4. Seizure Laws

State and federal seizure laws must be enforced when appropriate included but not limited to sections: 2923.32, 2923.34, 2923.35, 2923.36, 2933.43 or 2902.01 of the Ohio Revised Code.

5. Critical Elements

Applicants must address all of the critical elements set forth in the guidelines.

6. Public Documents

All applications and information contained therein, unless entitled by law to privacy, shall be treated as public records open to the public for review. Any claim to the privacy on behalf of applicant shall be made prior to the formal application and shall set forth the legal basis thereof. Such claim shall be reviewed by the Medina County Prosecutor's Office and, if found proper, the related information exempted from public disclosure except as necessary for grant purposes.

7. Compliance Requirements

The applicant assures that it will comply and all its grantees and contractors will comply with the Equal Employment Opportunity and Affirmative Action requirements and any and all other federal, state or local laws, rules or regulations, applicable to the project.

8. Ineligible Funding

Should at any time the award of grant funds to any grantee be found to be illegal, grantee agrees to reimburse the County any and all such sums so advanced.

9. Identification of MCDAC as Funding Source

All materials provided by, printed or published with or advertising of activities sponsored/purchased with MCDAC funds, shall display the MCDAC logo. Copy of such logo shall be provided to each grantee upon request. In addition, all MCDAC funded projects shall specifically state in any written materials that the program/projects are "Funded by the Medina County Drug Abuse Commission (MCDAC)". All project personnel should mention MCDAC funding at all public speaking events.

10. Cooperation with MCDAC Programs

Grantees shall comply with the uniform keeping and reporting of statistics required by MCDAC for evaluation of the substance use/abuse problem as well as the monitoring of the effectiveness of funded programs.

11. Unemployment Benefit Liability

Grantee acknowledges and accepts its possible liability for unemployment benefits for employees hired with MCDAC funding should the funding not be continued in future years.

**J. 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 Project Director and Authorizing Official as indicated on the

original project submission must sign the revision. **Original and 5 copies 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 Project Director and Authorizing Officials must sign the revision. **An original and one copy of all materials are required. 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 Project Director and the Authorizing Official as indicated in the original project application. **An original and one copy of all materials are required. 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 Project 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 Abuse Commission. 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.**

## V. PERSONNEL CHANGES

The grantee shall notify MCDAC in writing of any changes of authorizing officials, project directors, financial officers or other designated officials.

## **VI. MONITORING AND PERFORMANCE ASSESSMENT**

All approved projects will be monitored and assessed in accordance with the program regulations and guidelines. Projects will be evaluated by successful accomplishments of grant objectives as stated in semi-annual performance narrative. The responsibility of monitoring and evaluating approved projects lie with MCDAC. It is required that all funded projects participate in the project reporting system as set forth under General Requirements. The County may suspend funding when a grantee fails to submit monitoring, performance or accounting as required by County policies.

## **VII. REQUESTS FOR INFORMATION OR CLARIFICATION**

Should MCDAC determine during the review process that a required application element (i.e. budget narrative, problem statement, required signatures, etc.) is missing from the application, MCDAC shall contact applicant in writing to request the missing item. The applicant shall have three (3) working days from the date of receipt of such notice to provide the required items to MCDAC. If the applicant fails to respond within this time frame, the application may be declared ineligible for funding. The applicant will be notified in writing if declared ineligible.

Should MCDAC determine during the review process that an element of the application, although included, is not sufficient for MCDAC's purposes to make a complete review of the proposed project, MCDAC shall request in writing what information it would like to receive and applicant shall have ten (10) working days to respond in writing to such request. If applicant fails to respond within this time frame the application may be declared ineligible for funding due to lack of sufficient information on which MCDAC may base its consideration. The applicant will be notified in writing if declared ineligible.

## **VIII. RECOMMENDATION FOR FUNDING**

After review and consideration of all completed, eligible applications MCDAC shall recommend to the Medina County Board of Commissioners funding action in one of the following categories:

- **RECOMMENDED**  
The project is recommended for funding as set forth in the project summary attached to the recommendation. Such summary shall reflect any and all modifications made to the project by MCDAC and/or applicant and shall be signed by the Project Director and Authorizing Official of the Grantee and the Executive Director and Chairperson of MCDAC.
- **NOT RECOMMENDED/REVISION REVISED**  
The reasons for rejection shall be detailed in writing to the Applicant with a request for revision of a section or sections of the grant found to be incompatible to MCDAC's purposes. Applicant has ten (10) working days

to revise those sections of the grant advised by MCDAC and the grant review process will continue. Should the Applicant refuse to revise the grant application as requested they may so inform MCDAC in writing within five (5) working days. Applicant may then appeal or withdraw the grant application.

- **NOT RECOMMENDED**

The reasons for rejection shall be detailed in writing to the Medina County Board of Commissioners. All applicants will be advised in writing by MCDAC of the final status of their application. All applicants whose projects are not recommended for funding have the right to appeal as outlined in these guidelines.

## **IX. SUPPLEMENTAL GRANT APPLICATIONS**

After 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 Project Director must sign the application. An original and five (5) copies of all materials are required. The request is to be sent to MCDAC 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.

## **X. APPEAL PROCESS**

The following procedures shall be followed in appealing MCDAC recommendations:

- **Notices and Time for Filing Appeal**

Each applicant shall receive written notice of rejection and the reasons therefore by mail. Following the date of written notice of rejection the applicant shall have ten (10) working days in which to file a written appeal with MCDAC and with the Medina County Board of Commissioners. Such appeal must be based upon and specifically referenced one or more of the reasons for rejection outlined in the written notice received and must include a detailed rebuttal to the reasons cited along with any supporting documents.

- **Basis for Appeal**

Appeals shall be considered only if the applicant document in writing and signed by the applicant's authorized official that the proposal falls within the provision of the MCDAC directives and that:

- ◆ Action denying, substantially reducing or terminating funding was biased, arbitrary or prejudiced;
- ◆ Review procedures by MCDAC staff were improperly discharged or

- ◆ MCDAC directives were not in the judgment of the applicant properly interpreted or applied to the proposal by MCDAC.
- Hearing  
Upon receipt of the written appeal, which meets the criteria outlined in Basis for Appeal, the Medina County Board of Commissioners or their designated representatives shall review the appeal. The Commissioners will designate a time and place for the meeting to consider the appeal. The Appellant or their duly authorized representative shall be notified and invited to be present at such hearing.
- Determination  
Upon review of the information presented at the hearing, the Medina County Board of Commissioners shall make a determination on the Appeal. Such decision of the Commissioners shall be final. The applicant will be notified in writing of the final decision.