

HABERSHAM COUNTY  
GEORGIA | Est. 1818

# Habersham County Grants

Morgan Evans – Grant Coordinator  
November 18, 2024

37 State and  
Federal Grants  
for FY24

Total of  
\$19,336,642.00  
in Grant Funds

Grants Overview:

# State Grants

Judicial Council of Georgia - \$100,000.00

Judicial Council of Georgia (House Bill 911) - \$6,000.00

Law Enforcement Training Grant (CJCC) - \$100,000.00

Vaccine Grant - \$1,800.00

FEMA Grant (Forestry Commission) - \$3,264.00

GEMA Grant - \$8,170.00

Georgia Department of Community Health - \$43,700.00

Legacy Link - \$33,373.00

Drug Court (CJCC) - \$424,400.00

Family Dependency Court (CJCC) - \$135,683.00

Mental Health Court (CJCC) - \$150,231.00

LMIG 23/24 (GDOT) - \$755,260.00

LMIG SAP 23/24 (GDOT) - \$227,000.00

LMIG 24 (GDOT) - \$815,302.00

LRA – (GDOT) - \$1,009,756.00

Total : \$3,813,939.00

15 State Grants

\* FY23 Total: \$1,980,445

# Federal Grants

Forestry Commission - \$32,530.00

VAWA Grant (CJCC) - \$97,395.00

VAWA Grant (CJCC) - \$82,223.00

VOCA Grant (CJCC) - \$119,841.00

Appalachian RDEO - \$29,439.00

GOHS HEAT Grant - \$22,357.00

GEMA – Hazard Mitigation - \$21,241.00

GEMA – Homeland Security - \$23,601.00

GEMA – Hazard Mitigation (FEMA) - \$183,834.00

SARP (Southeast Aquatic Resources Partnership) - \$227,749.00

ARPA (Judicial Council of Georgia) - \$1,245,067.00

ARPA (Judicial Council of Georgia) - \$143,004.00

Broadband ARPA (Judicial Council of Georgia) - \$5,669,126.00

Corona Virus State and Local Fiscal Recovery Funds (US Treasury) - \$186,818.00

Legacy Link - \$197,121.00

T&T Transportation - \$122,462.00

Mountain Accountability Court Enhancement (BJA) - \$482,318.00

SAMSHA (Substance Abuse and Mental Health Service Administration) Grant - \$770,821.00

Transit Grant (GDOT) - \$61,833.00

GDOT – Transit Operation - \$69,039

GDOT – Rehabilitate Airport Project - \$3,173,729.00

GDOT – Runway Object Fee Area and Expand Apron - \$2,561,155.00

**TOTAL: \$15,522,703.00**

**22 Federal Grants**

**\*FY23 Total: \$11,543,589.71**

# FY25 Awarded Grants

Drug Court - \$526,979.00

Family Treatment Court - \$210,152.00

Mental Health Court - \$235,759.00

ARPA (cont'd grant) - 143,004.00

BRIC Grant (FEMA) - \$100,299.50

Emergency Services Grant (Lake Rabun Association) - \$ 1,000.00

Emergency Management Performance Grant (Dept. of Homeland Security) - \$23,601.00

EMT Grant (Georgia EMS Association) - \$5,700.00

NAEMT Grant (Georgia Trauma Commission) - \$5,850.00

HEAT Grant (GOHS) - \$261,820.00

SAMSHA (cont'd Grant) - \$383,683.00

Safe Streets for All Grant (US Dept of Transportation) - \$200,000.00

TENS Grant (Traffic Enforcement Network) - \$33,058.64

VAWA Grant (cont'd Grant) - \$82,223.00

**TOTAL: \$2,213,129.14**

**14 total Grants**

# Grants Currently Working On

SEED Grant (Regional Water Plan Seed Grant) Pass-through Grant with Soque River Watershed - \$125,000.00

RWD Grant (Recycling and Waste Diversion) - \$2,500,000.00

STAR Amnesty Grant (Scrap Tire Abatement Reimbursement) - \$75,000.00

SWIFR Grant (Solid Waste Infrastructure for Recycling) - \$2,510,866.00

Pass-through Grant with Partnership Habersham - \$100,000.00

TOTAL: \$5,310,866.00

# FY26 Grants Preparing For



Lighting at the Aquatic Center Ball Fields (Grant applications only accepted every two years)



Pickleball/Tennis Court Project pass-through Grant with Habersham County Pickleball Club, Inc. (Grant applications only accepted every two years)

# Grant Coordinator Responsibilities

Coordinates development of grant funding applications to secure grant funding for projects within the County. Assists Finance Department in budget process based on allocation of grant funding. Assists with finance oversight for administration of grant funds and conducts routine monitoring. Compiles and monitors administrative and statistical data pertaining to grant activities, prepares status reports, and maintains associated files and records. Establishes and maintain community relations and partnerships. Works with County Department Heads to work on future grants, current grant maintenance, and grant reporting within each County Department.



# Grants Management Reporting

## Monthly Submittals:

- \*Check Detail
- \*Benefits
- \*Labor Distribution
- \*Retirement
- \*Invoices and Proof of Payment
- \*Labor History

# Grant Research

Grants.gov

CJCC – Criminal  
Justice  
Coordinating  
Council

GEMA/FEMA

Georgia.gov

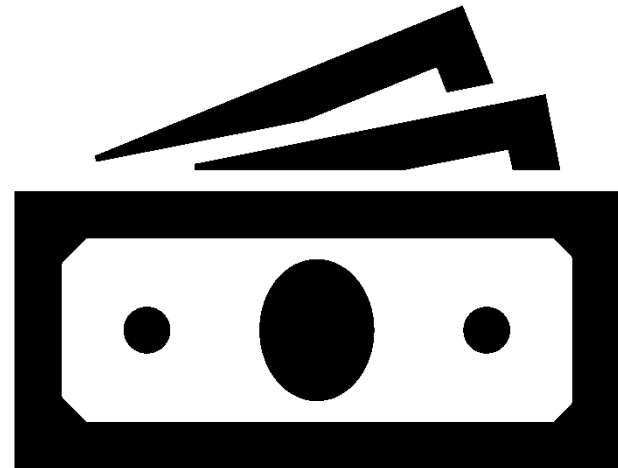
Government  
Officials Website  
(Ossoff and  
Warnock)

Internet search

# Audits:

Finance Department Audit – ensure proper grant documentation is up to date and readily accessible for auditors. Information included is collecting all Accounts Receivable and Accounts Payable transactions involving Grant, creating and filing information in individual digital files for each Grant, and making sure all Grant Applications and Award Packets are attached. FY24 audit involved multiple interactions with Department Heads to collect needed Grant documentation.

ARPA Audit – collected and printed each individual Accounts Receivable and Accounts Payable transactions that involved ARPA funds for the last year, obtained County Policies and Procedures to be viewed by auditors, and organized files obtained for auditors.



# Education:

UGA – Fundamentals of Grant Writing

UGA – Fundamentals of Grant Writing II

UGA – Advanced Grant Proposal Writing

UGA – Effective Grant Proposals

UGA – Certified Grant Writer (started  
10/28/24)

# Grant Policy

Updated version approved by the Board of Commissioners on  
October 21, 2024

Forty-three (43) page document for the purpose to establish uniform guidelines instructing Habersham County personnel in the pursuit of grant funding and the management of grant awards.

Goal of Policy is to promote efficiency, better transparency, greater accountability, a strategic approach to funding opportunities, and generally place the County in a more competitive position for securing grant funds.

Requested  
changes:

**HABERSHAM COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Consider Approve Grant Administration Policy and Procedures Handbook

**DATE:** October 11, 2024

**RECOMMENDATION**  
 **POLICY DISCUSSION**  
 **STATUS REPORT**  
 **OTHER**

**BUDGET INFORMATION:**  
ANNUAL-  
CAPITAL-

**COMMISSION ACTION REQUESTED ON:** October 21, 2024

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**PURPOSE:** To seek Habersham County Board of Commissioners approval on the attached revisions to the Habersham County Grant Administration Policy and Procedures Handbook.

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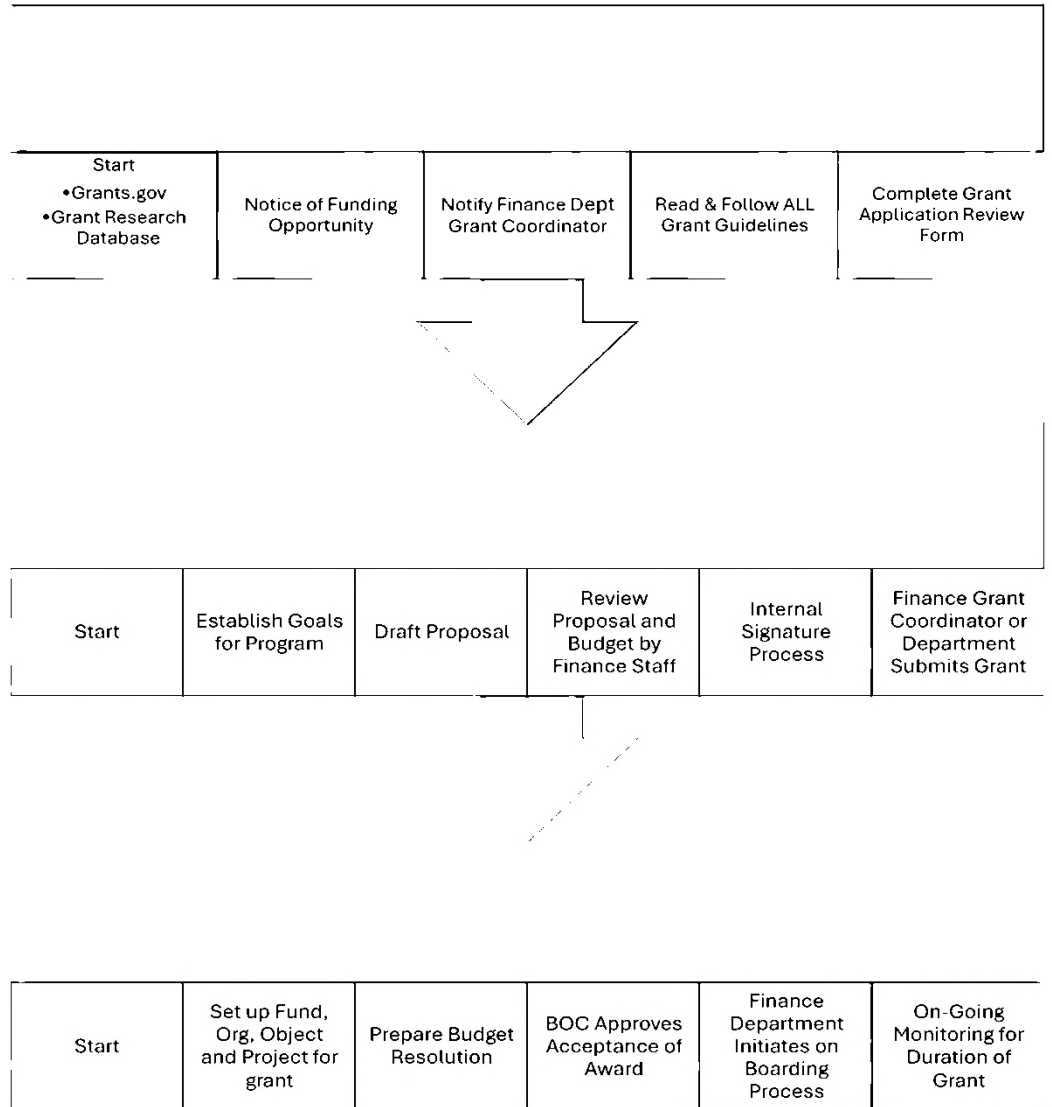
**BACKGROUND / HISTORY:** The original Grant Application and Administration Policy was adopted on April 16, 2012 and amended June 18, 2018, and has not been updated since the creation of the Finance Department's Grant Coordinator position. The Finance Department is proposing revisions to this policy to reflect current practices, and the updated federal and state requirements as reflected below.

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- a. Grant Administration Policy and Procedures Handbook: Previously called Grant Application and Administration Policy was originally adopted on April 16, 2012 and amended on June 18, 2018. Changes include federal and state government updates and more defined roles and responsibilities. Also included is a newly defined workflow for identification of grant, application process, and tracking process. Habersham County created a Grant Coordinator position in 2023 which is reflected in the amended policy.
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# Purpose of Policy

Grants are an exceptional way to fund County projects; however, they come with the expectation that all work, including the management of the grant award, will follow the highest standards of the regulatory and budgetary requirements of the grantor and the County. Failure to comply with such requirements can lead to a loss of goodwill and the return of funds. Inadequate review of grant proposals or grant awards may lead to the County spending General Revenue funds to support a grant project inconsistent with overall strategic direction or may commit the County to General Revenue spending beyond the grant period. The purpose of this policy is to: set forth guidance for submission of grant applications and the administration of grants awarded to the County; help ensure the efficiency and impact of grant funded programs, services, and capital improvements; increase grant revenues; promote compliance with grant requirements; and assure grantors and the public that the County shall discharge its responsibilities with the highest of standards.

# Newly Defined Workflow





Proactive  
measures  
already taken  
before the new  
Grant Policy was  
in place:

Scheduled and met with all department heads to talk about wants and needs specific to their department. During meetings, we talked about Grants that would be renewed within the next fiscal year, what Grants the departments were planning on applying for, and current and future needs the departments wanted/needed Grants to cover. A filing system was set up and updated after each meeting to make sure the Grant Coordinator had all needed information moving forward. These files will be updated as departments contact Grant Coordinator about new and upcoming Grants.

# Contact Information

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