

SOUTHEAST MN REGIONAL RADIO BOARD (SEMNRBB)

POLICY #3

REQUIRED BY:

SUBJECT: REALLOCATION OF GRANT FUNDS

DATE: AUGUST 2011

INDEX WORDS/PHRASES

Reallocation of funds – ability of the SEMNRBB to allocate unused grant funds to members that can use them before the grant expires.

Grant Funding/Grant Dollars – State or Federal dollars granted to the SEMNRBB and allocated out to the members.

Notification of Usage/Forfeiture Form – Form used to notify SEMNRBB of surrendering allocated grant funds or promised usage of unused grant funds.

Notification of Needs Assessment Form – Form used to identify and request additional grant funds unused by other members of the SEMNRBB.

SEMNRAC- Southeast Minnesota Regional Advisory Committee of the SEMNRBB.

POLICY

To enhance and improve interoperable public safety communications in southeast Minnesota, the SEMNRBB shall fully utilize all grant funding by reallocating any unspent funds.

PROCEDURE FOR REALLOCATION

- 1) Grants allocated to members of the SEMNRBB shall be spent or legally committed at least 120 days prior to the end of the grant period.
- 2) Members of the SEMNRBB seeking to obtain additional grant funding shall complete the **Notification of Needs Assessment** and submit it to the Grants Administrator at least 120 days prior to the end of the grant periods.
- 3) At least 120 days prior to the end of the grant period, members of the SEMNRBB who have not spent or legally committed grant allocated funds shall complete and submit to the Grants Administrator the **Notification of Usage/Forfeiture**.
- 4) Failure to submit the **Notification of Usage/Forfeiture** to the Grants Administrator shall result in automatic forfeiture and return of the unspent funds to the SEMNRBB.
- 5) The grant administrator shall provide copies of the **Notification of Usage/Forfeiture** and any **Notification of Needs Assessment** to SEMNRAC for consideration at its next meeting. SEMNRAC shall issue a recommendation to the Board concerning the reallocation of unspent grant funds which could include reallocation to another member

pursuant to the request set out in the **Notification Needs Assessment** or an equal division between the members.

- 6) The Board shall consider and take action on the recommendation at least 90 days prior to the end of the grant period. The Board may approve the recommendation or take any other action consistent with the grant, the Board's mission and available unspent funds.
- 7) If the member's actions fail to conform to the submitted **Notification of Usage/Forfeiture** and the unspent funds are returned to the State of Minnesota, allocation of future grant funds may be impacted. Prior to allocation of future funds, SEMNRAC shall submit a recommendation to the Board concerning new allocations.