



Grant Management: An Overview

Debbie A. Allen



Why Are Grants Important to Greene County?

Grants are funded by outside entities for programs and projects that the County's budget alone would not be able to cover.



Types of Grants We Receive

- Springfield Public Schools
- Division of Youth Services (DYS)
- State of Missouri
- Federal Government
- Juvenile Justice
- Prosecuting Attorney
- Office of Emergency Management (OEM)

Applying for Grants

- All grants are monitored by the Auditor's Office
- Auditor's Office keeps a copy of all applications
 - What to expect
 - Provide assistance to departments as needed

Sample Application



STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR
REQUEST FOR PROPOSAL

RFP NO: OSCA 25-02703
TITLE: Juvenile Justice Program Assistance
ISSUE DATE: January 9, 2025

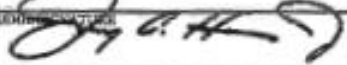
CONTACT: Trish Adamson
PHONE NO: 573-526-8818
EMAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: 4 p.m., March 7, 2025

Return proposal electronically to: osca.contracts@courts.mo.gov

CONTRACT PERIOD: July 1, 2025 through June 30, 2026

SIGNATURE REQUIRED

PRESIDENT JUDICIAL CIRCUIT	DATE
	3/6/2025
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
PRESIDENT JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	DATE
COUNTY	
31 st Judicial Circuit	
MAILING ADDRESS	
1111 N. Robinson	
CITY, STATE, ZIP	
Springfield, MO 65802	
CONTACT PERSON	TITLE
Bill Pounce	Chief of Fam Ct. Admin
PHONE NUMBER	EMAIL ADDRESS
417-829-6121	bill.pounce@courts.mo.gov


NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
Awarded: \$4,500.00 - Requested: \$7,200.00 - Music Therapy		
CONTRACT NO.	CONTRACT PERIOD	
OSCA 25-02703-25	July 1, 2025 through June 30, 2026	
CONTRACTS SECTION	DATE	DEPUTY STATE COURTS ADMINISTRATOR
Trish Adamson	07/14/2025	R. Morrissey

Signed Awards

- A copy is kept by the Auditor's Office
- Information needed for outside auditors:
 - Department awarded
 - Amount of award
 - Grant Period
 - Catalog of Federal Domestic Assistance (CFDA) numbers
 - Replaced with Assistance Listing Numbers (ALN) effective 2024

Sample Signed Award

	State of Missouri Office of State Courts Administrator Administrative Services Division	Issue Date	Award Amount
		July 11, 2025	\$4,500.00
		Contract Period	
		July 1, 2025 through June 30, 2026	
Juvenile Justice Program Assistance Award			
The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee, has approved and provided funding for the implementation of juvenile justice programming assistance for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure; pre-adjudication placement.			
Contract Number		<input checked="" type="checkbox"/>	Original Contract
OSCA 25-02703-25		<input type="checkbox"/>	Contract Amendment
Court/Recipient Information:		Project Director:	
The Honorable Jerry A. Harmison Jr. Presiding Judge 31st Judicial Circuit 1010 North Boonville Avenue Springfield, MO 65802		Bill Prince Chief Juvenile Officer 31st Judicial Circuit 1111 North Robberson Avenue Springfield, MO 65802	
		OSCA Program Contact	
		Sydney McCoin 573-526-8877	
		OSCA Fiscal Contact	
		Michael Skinner 573-526-8841	
<input type="checkbox"/> Special Conditions of this award are attached.		<input checked="" type="checkbox"/> There are no special conditions of this award. Original RFP requirements only.	
The Family Court Committee has approved FY 26 funding for Music Therapy .			
Requested Funding: \$7,200.00			
Approved Funding: \$4,500.00			
Sign, Date and Return to: osca.contracts@courts.mo.gov			
Office of State Courts Administrator Attn: Contracts Unit P.O. Box 104480 Jefferson City, MO 65110 - 4480			
In witness thereof, the parties below hereby execute this agreement.			
Appointing Authority Signature		OSCA Signature	
		<i>R. Morrissey</i>	
Printed Name	Date	Printed Name	
		Richard S. Morrissey	
Presiding Judge Signature		Title	
		Deputy State Courts Administrator	
Printed Name	Date	Title	
			07/11/25

Grant Reimbursements

Reimbursable Grants

- Paid by County upfront
- Expenses submitted to grantor for reimbursement

- vs -

Draw Down Grants

- Money received from grantor upfront
- Expenses posted to amount received
- Extra documentation usually required
 - Program Information
 - Statistics / Measurements

Sample Reimbursement Claim

Juvenile Justice Program Assistance			
Music Therapy Program			
Fiscal 2026			
July 1, 2025 through June 30, 2026			
OSCA 25-02703-25			
I, the undersigned, do hereby certify all expenditures have been paid regarding the Juvenile Justice Program Assistance.			
31st Judicial Circuit		Greene County	
For the Period of:		October 1 through October 31, 2025	
Youth Education		680.00	
Total Expenditures		680.00	
Deborah Allen		Auditor I Greene County Auditor's Office	
Submit to:		Office of State Courts Administrator Attn: Sydney McCain P. O. Box 104480 Jefferson City, MO 65110-4480 osca.jjpa@courts.mo.gov	
		Greene County Treasurer's Revenue # 101-32-46223 Project Number #26178-20000-201	
		E-mailed 11/20/25 D. Allen	

Project Expense Transaction Detail Report									
GREENE COUNTY MISSOURI									
10/01/25 through 10/31/25									
Project #	AP/Doc No.	Reference	Vendor No.	Vendor Name	Description	Account No.	Ck No.	Ck Date	Amount
26178	JJPA Music Therapy Program For FY26 OSCA 25-02703-25								
09/330	474290	16322	027548	CENTER FOR MUSIC, THERAPY/WELLNESS	Music Therapy - Detention/GCYA - September 2025	101-22-108-58201	290044	10/21/25	680.00
Phase Total: 2000-200 Music Therapy/Wellness									680.00
Project Total: 26178 JJPA Music Therapy/Wellness									680.00

Grant Periods

- Most grants awarded for one year
 - Few are awarded for longer periods, but are renewed annually
- Can cover a calendar year (January 1 – December 31) or any consecutive 365-day period (e.g., June 1, 2025 – May 31, 2026)
- Some grants have strict deadlines for submission of reimbursement requests
- Extensions occasionally approved by grantor; must be in writing

Budget Adjustments

- Grantor supplies budget page listing allowed expenses and amounts that can be spent on each
- Funding can be moved between expense categories with grantor's written approval
- Additional funding requests may be submitted for consideration
- These tasks are typically handled by the department receiving the grant

Grant Tracking

- Auditor's Office is responsible for tracking of all grants
- Auditor's Office submits the following to the outside auditors in a "Master Spreadsheet:"
 - Required revenue number
 - Copy of Signed Award
 - Recipient department
- Federal grants require special tracking; majority of our grant revenue

Sample of Master Spreadsheet

GREENE COUNTY MISSOURI							
Grant Receipts							
For Year Ending December 31, 2025							
Date				2025	2024	2025	2025
Payment				Receipts	Revenue	Revenue	Reportable
Rec'd	Receipt #	Reporting Period -- Amt. Requested		Received	Received	Not Received	Revenue
		Juvenile DYS Program					
		Contract #ER172-23026-002					
		31st Circuit Juvenile Court Diversion Programming					
		(Formerly Greene County Youth Academy -- GCYA)					
				Revenue: 101-92-46224		#25003	NOT A FEDERAL GRANT
				Contract ER172-23026 06/01/24 thru 05/31/25			
02/28/25	14474	Oct-24	Date Requested 01/23/25	18,759.95	18,759.95	0.00	Emailed Jill -- 01/22/25
02/28/25	14475	Nov-24	Date Requested 01/23/25	29,582.49	29,582.49	0.00	Emailed Jill -- 01/22/25
03/24/25	14595	Dec-24	Date Requested 03/10/25	21,641.49	21,641.49	0.00	Emailed Jill -- 03/07/25
04/25/25	14823	Jan-25	Date Requested 04/09/25	13,807.18		13,807.18	Emailed Jill -- 04/07/25
04/25/25	14824	Feb-25	Date Requested 04/09/25	19,267.42		19,267.42	Emailed Jill -- 04/07/25
05/20/25	14935	Mar-25	Date Requested 04/24/25	22,308.69		22,308.69	Emailed Jill -- 04/23/25
06/04/25	15029	Apr-25	Date Requested 05/22/25	20,209.09		20,209.09	Emailed Jill -- 05/22/25
06/11/25	15068	May-25	Date Requested 06/05/25	8,946.76		8,946.76	Emailed Jill -- 06/05/25
				Final Submission Submitted			
				154,523.07	69,983.93	0.00	84,539.14

OSCA -- Fe
Melissa Ka

Summary

- Grants provide extra revenue so that the County can provide additional programs or services that would otherwise be unaffordable.
- Copies of all grant-related documentation are needed for the Auditor's Office
- Any changes made by the grantor after the award must be in writing
- Our office is here to help!



THANK YOU!

Debbie Allen, Auditor I
Greene County Auditor's Office
(417) 868-4120
dallen@greencountymo.gov