

	CHAPTER:	POLICY:
		PAGES: 4
SUBJECT: Grant Applications & Awards		
RELATED POLICIES:	ENABLING RESOLUTION: RESOLUTION DATE: REVISED RESOLUTION & DATE:	
OFFICE WITH PRIMARY RESPONSIBILITY: Finance		

I. PURPOSE

This policy establishes an orderly procedure for the approval of grant applications by the Board of County Commissioners prior to submittal. Sedgwick County will only research, pursue and obtain federal, state and private foundation grant funding that is consistent with the County’s Goals and Objectives and the current goals of the Board of County Commissioners.

II. POLICY STATEMENT

The Board of County Commissioners is the lawful governing board of Sedgwick County; therefore it is the responsibility and duty of the Commission to approve grant applications and authorize the Chairman or designee to approve the commitment of Sedgwick County to fulfill any and all obligations incurred in the grant application.

III. DEFINITIONS

Authorized Organization Representative (AOR) – an employee who registers with the Grants.gov website and is approved by the e-business point of contact for Sedgwick County and is thereby authorized to submit grant applications to Federal Agencies via Grants.gov, after proper approvals are obtained.

Grant – award of financial assistance from a federal, state, or local agency or a public or private business or foundation to a recipient to carry out a public purpose. Grants may be in the form of a Cooperative Agreement or a Contract. A competitive grant is one that requires submission of an application that is reviewed, scored and compared with other grant applications where funding is allocated based on specific criteria provided in the application. A non-competitive grant is one that is an allocation of funding based on a formula or other determining factors other than a competitive or comparative process. Non-competitive grants may also require the submission of an application.

Grants.gov – A website listing numerous federal grant opportunities. An AOR can submit grant applications through this site.

Grants Manager – The Division of Finance, Accounting Department Revenue Manager shall serve as Grants Manager and be responsible for reviewing grant applications, delegating Legistar grant related agenda items to the proper senior staff for review, and tracking grant applications through the Legistar process.

IV. PROCEDURES

Grant Application

Departments wishing to apply for a grant will use the Legistar system to apply for grants or accept grants as they would an agenda item. When the application has completed the Legistar review process, the County Manager will review each grant related application with other agenda items.

Using the Legistar system for grant applications follows the same general steps currently used to process regular agenda item. “Grant Application” should be selected as the type of item and the submitter should use the “Grant Form” template. It is important that grant applicants include all of the information listed in the “Grant Form” template so that the reviewers and Board of County Commissioners are prepared to make an informed decision.

Save | New | File Sections | Clear | Add

Help | Go Back

Font

..Title
CONSIDERATION OF GRANT IN THE AMOUNT OF \$ ____ FOR _____ .
Presented by:

RECOMMENDED ACTION: Approve the application for the grant, and if awarded authorize acceptance of the grant, the establishment of budget authority as provided in the Financial Considerations section of this Request, and implementation of the Staffing Table changes identified in the Personnel Considerations section of this Request.
(In above paragraph DELETE Budget Authority Adjustment and Personnel Considerations if they are not required)

..Body
Grant Renewal: Yes or No
Never Applied: Yes or No
Applied; not awarded: Yes or No

Grant Summary and Timeline:

Financial Considerations:
Grant period starts:
Grant period ends:
Source of funding:
Grant: \$
Required Match: \$
Required Cash Match: \$
Required In-Kind Match: \$
Other funding \$
TOTAL SOURCES\$
Uses of funding (Note: Include any Required Matches in your totals)
Operational costs: \$
Personnel: \$
Contractual services: \$
Operational supplies: \$
Equipment \$
Indirect administrative costs: \$
Capital projects cost \$
TOTAL USES \$ (Total Uses of Funding should Match Sources)
Source of matching funds: (Personnel matches should include Position Numbers and Cost Centers)
Source of other funding:

Budget Authority Adjustment:

Personnel considerations:

Expected measurable outcomes:

Alternatives:

Policy considerations:

Legal considerations:

The County Counselor's Office must review a hard copy of the grant terms and conditions for all applications prior to submission. Once the County Counselor's Office approves the terms and conditions of the application, the documents will be signed by the reviewer and returned to the Division/Department to submit with the grant agenda request. Division/Departments shall attach the completed application forms, terms and conditions approved by the County Counselor's Office to the grant related agenda item as well as a budget form.

Divisions/Departments are responsible for delivery of all documents that require signature of the Chairman to the County Clerk's Office by no later than Monday of the week prior (nine calendar days) to the scheduled Board of County Commissioners (BOCC) Agenda meeting. All documents submitted to the Clerk's office must include the Legistar file number, BOCC Agenda Meeting Date and signature areas properly identified.

When the grant application template is complete, the submitting department will use the "grants" approval sequence, and mark Grants Committee "in control" which will include the grants manager, the budget director, the departmental budget analyst, the deputy chief financial officer and the county counselor's office. As with any other Legistar item, each reviewer is asked to review grant applications in a timely manner and to identify potential issues involved with the grant, application or supporting materials. The department may include the originator of the legistar item as last reviewer so that they know when it is time to change in control to "Board of County Commissioners". Once the agenda item has been changed "in control" to Board of County Commissioners you may want to add a department head or division director as an FYI.

The director of the submitting department, or a designee, shall present the grant application to the Commission at the regular meeting and receive approval or denial of the item. Upon approval, the County Clerk will obtain signatures from the Commission Chairman or designee; scan and record the documents in a P-Drive folder and forward the documents to the department to complete the grant application process. Divisions/Departments may submit their electronic grant applications once the Agenda request has been approved by the Board of County Commissioners. Screen prints or printouts of the electronic application process or any other application material that was not available in legistar may be scanned and sent to the Grants Manager via email. In cases where the **complete** signed grant application is scanned and filed by the County Clerk's Office in the P-Drive the Grants Manager may access it there.

Grant applications for awards of \$10,000 or less that do not require matching funds, do not fund staffing costs and do not require additional budget authority may be approved by the County Manager through the legistar process. The County Manager will notify the Board of County Commissioner of grants under \$10,001 that have been approved for submission. The process for doing this would be to leave the "In Control" as Grants Committee. **Do not switch it to the Board of County Commission.** One IMPORTANT step in this process would be anytime an item would not need to be on the agenda the originator of the agenda item would need to notify the Assistant to the County Manager when the item is created so that it is not inadvertently placed on the Agenda in error.

Grant Award

Upon receipt of the grantor's funding decision, the Department shall immediately forward a scanned copy of the award document/notification letter/denial letter to the Grants Manager via email and/or the grants P-Drive folder. In the case of an award, the Department shall also submit a Budget Form to the Grants Manager or appropriate Accounting staff via email for processing with the Budget Department at which time an internal order is established, the staffing table is established, the fund center budget is established, and ERP processes are set up in SAP to allow the fund center and internal order activity. Additionally the grants list website (<http://www.scks.info/grants/>) will be updated with the new grant award information.

In cases where a county department does not officially apply for a grant but is issued an award as an allocation of funds by the grantor or an informal arrangement to provide funding for a county operated program the department receiving the award will process a grant award acceptance agenda item for BOCC approval prior to accepting the award and setting up budget authority in SAP. This grant award agenda item will also be processed through legistar in the same manner as a grant application.

Departments and/or Divisions shall retain primary responsibility for developing the budget, preparing reports, program implementation, staff assignments and other items related to grant implementation and administration although some support services may be provided by central administration.