

	<b>CHAPTER:</b>	<b>POLICY:</b>
	<b>PAGES: 5</b>	
<b>SUBJECT:</b> Grant Applications & Awards		
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b> <u>2008-12</u>	
	<b>RESOLUTION DATE:</b> <u>February 13, 2008</u>	
	<b>REVISED RESOLUTION &amp; DATE:</b> <u>64-2013; April 17, 2013; -2016; June __, 2016</u>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b> 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**

##### **APPROVALS**

**MATCHING FUNDS OR PLEDGED RESOURCES.** Any grant or service contract, whether new or renewal, or which requires as a condition for award, matching funds from the County or a pledge of County resources beyond normal operations, must be approved by the Board of County Commissioners if such funding or resources are not readily available in the approved department or agency budget, and a fund transfer or authorization to use reserves is needed to meet the match requirement. If funding is available through the approved budget and no transfer or use of reserves is needed, then the match requirement \$25,000 or less, may be approved by the County Manager, and the grant or contract shall be approved consistent with the other provisions of this Policy.

##### **A. ADDITIONAL FULL-TIME EQUIVALENT POSITIONS.**

1. **GRANT APPROVAL.** Any grant, whether new or renewal, for which the County will be required or need to employ persons in new or additional full time equivalent (FTE) positions must be approved by the Board of County Commissioners.
2. **FULL-TIME EQUIVALENT POSITION APPROVAL.** The Board of County Commissioners shall approve all new or additional FTE positions associated with any grants approved under this Policy.

**B. COUNTY MANAGER APPROVAL TO APPLY FOR AND ACCEPT NEW GRANTS.** Approval must be obtained from the County Manager prior to submitting a new grant application or accepting a new grant award in a monetary amount of \$100,000.00 or less.

**C. BOARD OF COUNTY COMMISSIONERS APPROVAL TO APPLY FOR AND ACCEPT NEW GRANTS.** Other than as already provided, any new grant in a monetary amount of \$100,000.01 or more must be approved by the Board of County Commissioners.

**D. COUNTY MANAGER APPROVAL TO APPLY FOR AND ACCEPT GRANT RENEWALS.** Other than as already provided, a grant renewal, with no additional requirements or change in conditions, in a monetary amount of \$100,000.00 or less must be approved by the County Manager.

E. BOARD OF COUNTY COMMISSIONERS APPROVAL TO APPLY FOR AND ACCEPT GRANT RENEWALS. Any other grant renewal of \$100,000.01 or more will need to be approved by the Board of County Commissioners.

F. MATERIAL FUNDING INCREASE. Any grant renewal or extension which has an increase in funding of 25% or more and the new amount exceeds \$100,000.01 shall be considered a new grant and must be approved in accordance with the new grant policy.

The County Manager will notify the Board of County Commissioners of any submissions of new grants or grant renewals. ~~For any grant renewals or new grants the County Manager will need to approve the Assistant to the County Manager will need to be notified by the Department that submitted the grant application has been through the approval process.~~

G. AFFIRMATIVELY FURTHERING FAIR HOUSING. Sedgwick County will not apply for or agree to accept any funding or assistance, whether directly through the federal government or pass-through funding from the State of Kansas that:

1. Requires an Assessment of Fair Housing; and/or
2. Is from any grant program with the United States Department of Housing and Urban Development within the Affirmatively Furthering Fair Housing Final Rule (24 C.F.R. Parts 5, 91, 92, *et al.*, and 24 C.F.R. § 5.150, *et seq.*), as stated within 24 C.F.R. § 5.154(b)(1), that requires a recipient to complete an Assessment of Fair Housing, including the following United States Department of Housing and Urban Development programs:

a. Community Development Block Grants;

b. HOME Investment Partnerships;

c. Emergency Solutions Grants; and

d. Housing Opportunities for Persons with AIDS.

### **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.

The image shows a screenshot of a grant application form template displayed in a web browser. The browser's address bar shows a file path. The form has a yellow background and is titled "CONSIDERATION OF GRANT IN THE AMOUNT OF \$ \_\_\_\_ FOR \_\_\_\_". It includes sections for "RECOMMENDED ACTION", "Grant Renewal", "Never Applied", "Applied; not awarded", "Grant Summary and Timeline", "Financial Considerations" (with sub-sections for "Source of funding" and "Uses of funding"), "Budget Authority Adjustment", "Personnel considerations", "Expected measurable outcomes", "Alternatives", "Policy considerations", and "Legal considerations". The form is designed to be filled out by the applicant, with instructions provided for each section.

Save New File Sections Clear Add

Help Go Back

..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: \$  
Source of matching funds:  
Source of other funding:

(Total Uses of Funding should Match Sources)  
(Personnel matches should include Position Numbers and Cost Centers)

**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 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.