

	<p align="center"><b>Grant Applications and Award Management Policy</b></p> <p align="right"><i>Adopted on:</i></p>
<p align="center"><b>Last Revision Date: 07/23/2025</b></p>	<p align="center"><b>Policy No. 2.103</b></p>
<p align="center"><b>Last Enabling Resolution: 202-2025/910-2025</b></p>	<p align="center"><b>Developer/Reviewer: Division of Finance</b></p>

**1. Purpose**

This policy establishes a process for grant applications and award management for Sedgwick County. The County will only research, pursue, and obtain local, federal, state, and non-governmental organization grant funding that is consistent with the County's goals and objectives as outlined in the County's strategic plan.

**2. Scope**

The Grant Application and Award Management policy adopted by the Board of County Commissioners (BOCC) shall apply to all Sedgwick County government, including but not limited to Fire District 1, elected and appointed officials, divisions, and departments in the performance of their official duties for or on behalf of Sedgwick County government or where Sedgwick County serves as the fiscal agent. The Division of Finance has authority to set procedures consistent with County policy, BOCC goals, and awarding agency requirements.

**3. Policy Statement**

The BOCC is the lawful governing board of Sedgwick County; therefore, it is the responsibility and duty of the Commission to approve or name a designee(s) to approve grant applications and authorize the Chairman or designee(s) to approve the commitment of Sedgwick County to fulfill any and all obligations incurred during the grant application and award management process.

**4. Definitions**

- A. **Amendment/Revision** – The process of updating or amending an award to reflect changes in award scope, budget, period of performance, terms and conditions, etc. The Amendment/Revision process is used to update awards when the award is deemed an amendment or revision by the awarding agency. A renewal or continuation connected to a new budget period is not considered an amendment or revision.
- B. **Application** - The set of forms, documents, and attachments that comprise the County’s submission to a grant opportunity.

- C. **Approval System** – The system used county-wide for the submission and approval of awards.
- D. **Award** – Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, distributed to Sedgwick County. The term does not include: other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; or Federal or State service provider contracts.
- E. **Award Budget** – The financial plan for the project or program that the Awarding Agency approves during the application process or in subsequent amendments to the award.
- F. **Awarding Agency** – Federal, state, local government, or non-governmental organization who solicits applications or provides an award to Sedgwick County.
- G. **Core Funding List** – A Sedgwick County internal document that contains applications and awards that are eligible for an expedited pre-approval process. The Grants Compliance Team updates the list annually and gets it approved by the BOCC.
- H. **County Budget** – The budget authorized by the BOCC or BOCC designee, which serves as the controlling authority for spending in the County’s financial system.
- I. **Designee** – Designee refers to an individual or entity who is selected or appointed to receive specific rights or obligations from another party. This designation can occur in various contexts, such as contracts, legal documents, or even government regulations.
- J. **Division Director** – Refers to an individual who is responsible for multiple Sedgwick County departments or divisions. The Division Director may be a staff member or an elected/appointed official.
- K. **Grant (Grant Agreement)** – Legal instrument of financial assistance between an awarding agency and a recipient. Grants provide resources to the recipient for the advancement of a public purpose.
- L. **Grants Compliance Team** – The team responsible for reviewing grant applications, delegating grant related items to proper senior staff for review and tracking grant applications and awards through the entirety of the grant lifecycle. Composed of staff from the Division of Finance under the leadership of the Grants Compliance Director.
- M. **Grants Procedures Manual** – Sedgwick County’s manual that provides detailed procedures related to the management of grants and awards within Sedgwick County departments.
- N. **New Award Application** – Generally, new awards, are awards not received by Sedgwick County in the prior fiscal year.

- O. **Property-Tax-Supported Fund** – A Sedgwick County or Fire District #1 fund that receives at least a portion of its funding from a dedicated mill levy as identified on a certified budget form.

## 5. Grant Application and Amendment Policies

- A. **Pre-Approval Requirements** – Before a department can apply for grant funding, the application must be pre-approved. The process for pre-approving applications depends on the type of award and amount of funding. The Grants Procedures Manual includes procedures for working through the approval process, including the required documentation to submit for each category identified in this section.
  - 1. **New Awards** – New award applications of all types and sizes must be submitted and approved in the designated approval system prior to the submission of the application documents to the awarding agency. New awards may be authorized by either the County Manager or BOCC based on the amount of the award BOCC:
    - a. County Manager- Approve awards of \$500,000.00 or less
    - b. BOCC- Approve awards \$500,000.01 and greater
  - 2. **Core Funding List Awards** – Awards on the Core Funding List follow an abridged pre-approval process. The Core Funding List must be approved annually by the BOCC.
    - a. Once the Core Funding List is authorized by the BOCC, the County Manager is the individual responsible for the approval of applications and award agreements on the Core Funding List, regardless of award size. Upon the Manager’s approval of Core Funding grants, he or she can designate signature of the application and/or agreement forms to others as appropriate. If any grant requires BOCC signature, they cannot be placed on the Core Funding List.
  - 3. **Provisional Application Approval** – Departments can seek provisional application approval to reduce the review process time when time is a limiting factor. The County Manager or designee may approve provisional grant applications on a limited, and case-by-case basis. Written justification for the provisional approval request must be submitted to the County Manager’s Office for approval. Include the Grants Compliance Director in the request. This written justification must include the following:
    - a. Application Name and Awarding Agency
    - b. Requested Funding Amount
    - c. Purpose of the Program/Scope of the Proposed Project
    - d. Date Notice of Funding Opportunity (NOFO) was issued
    - e. Date application is due
    - f. Justify why provisional approval is necessary (i.e. limited application window)
  - 4. **Award Amendment/Revision** – When an Awarding Agency makes changes to the terms of an existing award during the period of performance, an amendment or revision is necessary. This could include a change in the period of performance, change in budget, change in scope, etc. County Manager approval is required for increases in the award allocation or amount over \$75,000 or 10% of the original award.

- B. **Award Acceptance** – Upon notification of an award, Sedgwick County follows the award acceptance process outlined in the Grants Procedures Manual. Upon award acceptance, signature authority aligns with the authorizer or their designee. No other Signature Authority is provided through this section.
- C. **Budget Authority** – Through the annual budget process, departments should plan for anticipated awards associated with Core Funding List grants and any other recurring awards that the County routinely receives, in alignment with the County budget year. Establishment of County budget authority may be authorized by either the BOCC or County Manager in accordance with the grant acceptance provisions in the prior section of this policy for all awards. Throughout a County budget cycle, budget authority adjustments may be made to comply with grant requirements, amendments, or revisions as long as they are authorized by the Grants Compliance Director. Such adjustments are not subject to the terms of County Policy 2.202, Budget Transfer Policy.
- D. **Position Modifications** – Similar to budget authority, modifications to the position funding source may be authorized by the Grants Compliance Director in consultation with the Budget Office. Such adjustment may not be authorized without BOCC approval if such funding changes would result in greater spending from a County or Fire District property-tax-supported fund. Positions added to the County staffing table as the result of grant funding are eliminated if the grant is no longer received. The County's Reduction In Force policy is applicable when positions are eliminated due to the loss of a grant. See Staffing Table Policy # 4.3000.
- E. **Grants Management and Monitoring Procedures** – Departmental and Finance Division Staff managing grant awards must understand and follow the procedures detailed in the Sedgwick County Grants Procedures Manual, requirements of Uniform Guidance, and all other applicable terms and conditions of the awards.
- F. **Enforcement** - Failure to comply with the policies set forth herein may result in disciplinary action(s) in accordance with Personnel Policies and potential reduction or loss of grant funding.

## 6. Roles and Responsibilities

- A. **Finance Division** – The Finance Division positions listed below are responsible for the review of applications within the approval system prior to their submission to the BOCC or the County Manager for pre-approval, and prior to award acceptance.
  - 1. **Grants Compliance Team**– In addition to pre-approval responsibilities, grants compliance is responsible for the following:
    - a. Reviewing awards and agreements prior to acceptance by Sedgwick County.
    - b. Reviewing any other documents that go before the BOCC.
    - c. Updating the Annual Sedgwick County Core Funding List.
  - 2. **Budget Office** – Budget Office is responsible for the following:
    - a. Review the application and agreement for adherence to the Budget Policy.
    - b. Review Budget Authority requests against the grant award.

- B. **Legal Department** – Responsible for the review of grant applications and awards within the approval system prior to both application submission and acceptance by Sedgwick County.
- C. **Division Director/Elected/Appointed Official (or designee)** – Review applications for consistency with County goals and directives prior to requesting BOCC or County Manager approval.
- D. **Department Directors (or designee)** – Department directors are responsible for reviewing grant applications and awards within the approval system prior to their submission to the BOCC or County Manager for approval or acceptance. Documents are expected to be accurate to the best of the Department’s knowledge and abilities when approved by the Department director. Department directors may also identify other individuals within their departments to serve as reviewers within the approval system.