



SECTION 22. BUDGET AND FISCAL MANAGEMENT

22.20 GRANT MANAGEMENT

I. PURPOSE. Seminole County (the County) actively seeks grants from the federal government, the State of Florida, and from other available sources to increase the revenue available to support Seminole County programs and services and to invest in Seminole County capital projects. Such grants may come with specialized requirements which include, but may not be limited to, specific compliance rules, reporting requirements and the monitoring of other parties that may receive resources. The purpose of this administrative provision is to establish a Grants Administration Program to facilitate the application, acquisition and implementation of grant-funded projects.

II. POLICY. It is the policy of the Seminole County Board of County Commissioners (BOCC) that the County will seek grant funding for activities and assets that support County functions and benefit the County and its residents. All organizations that receive grant funds by BOCC must follow the policies and procedures set forth herein unless specifically exempted by the Board of County Commissioners. The Grant Management Program's policies set forth herein shall ensure grants receive a thorough evaluation by the County before the grant application is submitted and, in addition, adhere to the highest standards and guidelines set forth by the grantor, all regulatory agencies, and the County.

The policies set forth herein pertaining to the Seminole County Grant Management Program will require all parties to adhere to guidelines from the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards commonly called "Uniform Guidance", all pertinent Florida Statutes, Seminole County Ordinances and Administrative Codes, and the rules/procedures promulgated by the Committee of Sponsoring Organizational Framework (COSO).

A. GRANT MANAGEMENT PROGRAM APPLICATION CRITERIA. The County shall not apply for any grant award from any source unless the subject grant meets all the following requirements:

(1) Grants should support core County functions and be in the County's best interest.

(2) Grants must align with the County's mission, strategic priorities, and business plans.

(3) Grants should be feasible for staff to implement without imposing excessive demands on County resources.

(4) Grant applications should propose achievable and practical outcomes to accurately evaluate the impact and success of proposed activities.

(5) Grants aligning with County priorities will be analyzed for total costs and potential need for General Fund support.



B. GRANT APPLICATION REQUIREMENTS.

(1) BOCC approval is required to submit grant applications for all grants greater than \$250,000 or require cash match or fund new additional positions. Upon approval by the BOCC, the County Manager or designee is authorized to submit the grant application.

(2) All grant applications must be approved by the County Manager or designee prior to submittal.

(3) County staff members designated by the County Manager or designee shall coordinate all grant submissions to review their impact and secure necessary approvals.

(4) BOCC approval is required to submit grant applications for all grants requiring a grant-funded employee and/or cost-match requirements greater than \$250,000. Upon approval by the BOCC, the County Manager or designee is authorized to execute the grant application.

(5) The County Manager or designee is authorized to sign all grant applications approved by the BOCC or within the County Manager's authority to apply and all necessary grant-related forms including but not limited to MOUs, MOAs and Letters of Support.

C. AWARD AGREEMENT APPROVAL.

(1) Grant Agreements. The County Manager or designee is authorized to execute all grant award agreements, whether or not the grant application required BOCC approval, unless the awarding entity requires the Chairman's signature.

(2) Amendments to Grant Agreements. Amendments impacting County resources with a Budget Amendment Request require BOCC approval. All other amendments to any grant agreement, MOU or other document required during the term of the agreement which does not impact County resources with a Budget Amendment Request may be signed by the County Manager or designee.

D. GRANT MANAGEMENT PROCEDURES. The County's Resource Management Department shall develop procedures pertaining to the County's Grant Management Program, as directed by the County Manager, to ensure a thorough grasp of the regulatory and financial obligation of grant awards. These procedures will be outlined in the County's Grant Management Procedure Manual and will address processes to:

(1) Identify and vet projects that are appropriate candidates for grant funding.

(2) Research and identify grant funding opportunities for select projects and services.

(3) Track grant awards/projects and expenditures, program income, accomplishment of tasks, and submission of deliverables within compliance requirements.

(4) Establish subaward processes to include risk and fraud assessments and monitoring.



(5) Outline how the County will specify the process for external entities to obtain letters of support.

(6) Define the performance metrics to analyze the grant's effectiveness; and

(7) Document program processes and procedures that include, but are not limited to the grant application process, the grant execution process, the process to manage and to close the grant.

(8) The Grant Management Procedure Manual shall establish procedures outlining the grant application process, execution, management, and closure of the County's grants.

(9) The Grant Management Procedure Manual will be reviewed annually to ensure effectiveness and compatibility with future policy updates and county operations. The County Manager or designee is authorized to revise any/all sections of the Grant management Procedure Manual without Board approval.

E. POLICY ENFORCEMENT. All Seminole County employees, subrecipients, contractors, and all others engaged in Seminole County grants, must adhere to this policy and the procedures included in the County's Grant Management Procedure Manual. Seminole County employees carry additional compliance responsibilities related to grants. The Resource Management Department, under the direction of the County Manager, is tasked with enforcing this policy.

F. AUTHORITY. Resolution 2009-R-9 adopted January 13, 2009
Resolution 2010-R-250 adopted December 14, 2010
Resolution 2012-R-107 adopted June 12, 2012
Resolution 2025-R-15 adopted February 25, 2025