

RESOLUTION NO. 2025-__

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA, ESTABLISHING GUIDELINES FOR SUBMITTING GRANT APPLICATIONS AND ACCEPTING GRANT AWARDS ON BEHALF OF THE COUNTY; DELEGATING SIGNATURE AUTHORITY FOR GRANT APPLICATIONS; RECOGNIZING GRANT AWARDS TO BE APPROVED AS AN ANNUAL ALLOCATION OR APPROVED UPON OBLIGATION; DESIGNATING AUTHORITY FOR EXECUTION OF GRANT AGREEMENTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Polk County, a political subdivision of the State of Florida, routinely applies for grant funding through a variety of federal, state and other sources to increase and enhance the services the County provides to its citizens; and

WHEREAS, the Board of County Commissioners, Polk County, Florida (the "Board") considers comprehensive and efficient oversight of grant applications, approvals, awards and agreements to be of critical importance in effectively managing grant funding and ensuring compliance with all applicable grant requirements and regulations; and

WHEREAS, consistent with the County's response to certain audit findings related to federal award programs audits conducted during Fiscal Year 2023-2024, and in order to provide for the economic and efficient conduct of County affairs, the Board has established, by this Resolution, the Guidelines for Grant Application and Award Approval, as further set forth below.

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA THAT:

SECTION 1. The Polk County Guidelines for Grant Application and Award Approval, as set forth and described on Exhibit "A" of this Resolution, are hereby adopted and approved.

SECTION 2. Effective Date. This Resolution shall be deemed effective as of October 1, 2025.

Passed and duly adopted at a regular meeting of the Board of County Commissioners of Polk County, Florida on the 7th day of October, 2025.

BOARD OF COUNTY COMMISSIONERS
OF POLK COUNTY, FLORIDA

By: _____
T.R. Wilson, Chair

ATTEST:

Stacy M. Butterfield, CPA, Clerk of the
Circuit Court and Ex-Officio Clerk of
the Board of County Commissioners of
Polk County, Florida

By: _____
Deputy Clerk

EXHIBIT “A”

**Board of County Commissioners
Polk County, Florida**

Title: *Guidelines for Grant Application and Award Approval*
Date Adopted: October 7, 2025
Effective Date: October 1, 2025

I. GRANT APPLICATIONS

A. Unless otherwise specified in the applicable grant application, the County officials listed and identified by title below are authorized by the Polk County Board of County Commissioners to execute and submit, on behalf of the County, an application for any federal, state or other grant opportunity, including, without limitation, those resulting from an appropriations request awarded through congressionally directed spending.

Authorized Officials:

- (i) County Manager
- (ii) Deputy County Manager
- (iii) County Grant Manager
- (iv) Division Director

B. When a grant application requires the Chief Elected Official’s or Chairperson’s signature for submittal, only the Chairperson of the Polk County Board of County Commissioners is authorized to sign such grant application.

II. GRANT AWARDS AND AGREEMENTS

Grant awards that are annual allocations and accounted for in the annual fiscal year budget shall be considered approved during the final budget hearing, as part of the adopted budget process. All grant agreements and any subsequent modifications or amendments thereto shall be executed by the Chairperson or the County Manager, in accordance with the guidelines set forth in Polk County Resolution 16-007, as may be amended. Grants that are considered executed upon obligation as designated by any Federal Awarding Agency, including any corresponding grant agreements, shall be considered approved and executed upon obligation.