

(Published in the official county newspaper on the ___ day of April, 2010)

RESOLUTION NO. 5 - 2010

A RESOLUTION SPECIFYING PROCEDURES FOR THE APPROVAL OF GRANT APPLICATIONS THROUGHOUT ALL COUNTY OFFICES AND CHEROKEE COUNTY, KANSAS, SEWER DISTRICTS 1 AND 2; CREATING A GRANT MASTER LIST; AND, SPECIFYING PROCEDURES FOR THE MAINTENANCE THEREOF.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CHEROKEE COUNTY, KANSAS:

WHEREAS, the Board of County Commissioners of Cherokee County, Kansas, upon due consideration of the matter finds that enacting the legislation below would better provide for proper recordkeeping and safeguarding of information, documents and funds related to, or derived from, grants made on behalf of, or for the benefit of, Cherokee County, Kansas, or in which Cherokee County, Kansas, is an applicant, sponsor, or administrator;

WHEREAS, the Board of County Commissioners of Cherokee County, Kansas, meeting in regular session this 19th day of April, 2010, does hereby resolve as follows:

GRANT ACCOUNTING PROCEDURES

Section 1. County offices, sewer districts; applicability. The procedures stated in this resolution shall be followed in all Cherokee County, Kansas, offices and departments, and by Cherokee County, Kansas, Sewer Districts #1 and #2.

Section 2. Board approval of grant applications; grant

acceptance. All grant applications made by any office or department of Cherokee County, Kansas, or by Cherokee County, Kansas, Sewer District #1 or #2, shall be brought before the Board of County Commissioners of Cherokee County, Kansas, at a meeting of such Board, for it to formally approve or reject the submission thereof to any third party.

When a grant application is approved by a third party, the Board shall accept, by motion so stating, the grant award. At the time of such acceptance, the United States Catalogue of Federal Domestic Assistance (C.F.D.A.) title and number, Kansas grant title and number, or private grant identifying information, as applicable, shall be recorded in the minutes of the Board as well as the office or department of the county executing the grant which office or department shall possess the original documents related thereto until the grant shall be fully administered. Upon completion of the administration of the grant, the original documents thereto shall be forwarded to the County Clerk who shall maintain such documents.

Section 3. Recordkeeping of Grants. Copies of all grant awards, agreements or documents related thereto, shall be copied and maintained in a central location, specifically, the Office of the County Clerk. The County Clerk shall designate an employee to oversee that all records and information submitted to such office are retained and filed. All county departments and offices shall within 3 business days after the receipt thereof, provide a copy of grant-related materials to the Office of the County Clerk.

A copy of grant awards, agreements or documents related thereto, which are created for purposes of funding activities unique to the Office of the County Clerk, or applied for by the Office of the County Clerk, shall within 3 business days after the receipt thereof, be provided by the County Clerk to the secretary of the Board of County Commissioners who shall maintain a file in such secretary's office.

Section 4. Grant Master List. A master list of all federal, state and

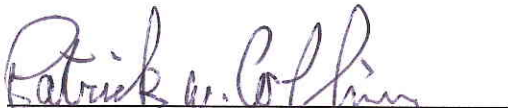
private grants, both applied for and granted, shall be maintained in the Office of the County Clerk. Such list shall include the following: United States Catalogue of Federal Domestic Assistance (C.F.D.A.) title and number, Kansas grant title and number title and number, or private grant identifying information; award year; name of all federal, state or private entities funding or administering the grant; date of application; date granted; date completed; date of any grant extension applications; date of any grant completion deadline and deadlines of any extensions thereof; a brief statement of the purposes of the grant program; amount for which application is made; amount granted; and date and amount of payments received by the county as a result of the grant; and the name of the specific department or office of the county primarily responsible for administering the grant.

Section 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this resolution, or the application thereof to any circumstances, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this resolution.

Section 6. Repeal. The provisions of any previously enacted resolution that are inconsistent herewith are hereby repealed.

Section 7. Effective Date. This resolution shall take effect and be in full force from and after its passage and publication once in the official county newspaper.

Adopted this ____ day of April, 2010, by the BOARD OF COMMISSIONERS OF CHEROKEE COUNTY, KANSAS.

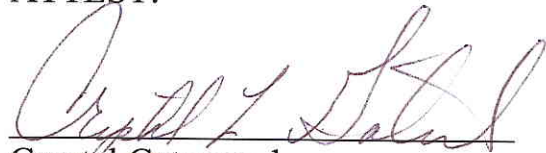

Patrick W. Collins
County Commissioner


Richard J. Hilderbrand
County Commissioner



Jack G. Garner
County Commissioner

ATTEST:



Crystal Gatewood
County Clerk of Cherokee County,
Kansas
Resolution No. 5 - 2010