



Administrative Manual of Operating Procedures

Procedure #: 11.03	Procedure Title: Competitive Grant Agreement Review & Approval		Revision #: 1.0
Original Issue Date: 01/13/2022	Revised Issue Date: N/A	Next Review Date: 01/13/2024	Responsible Department: Project Management Office (PMO), Office of Strategy, Budget, and Performance
Statutory References: Wis. Stat. § 59.52(19) Board acceptance of grants Wis. Stat. § 59.17(2)(b)4 County Executive’s signature on all contracts Wis. Stat. § 59.42(2)(b)5 Office of Corporation Counsel’s countersignature on all contracts Wis. Stat. § 59.255(2)(e) Comptroller’s countersignature on all contracts			Ordinance References: MCO 56.06 Review and approval of federal and state grant and funding applications MCO 56.30(6f) Professional Services- Contract
Appendices: Appendix B – 11.03 LMS Training PowerPoint Appendix C – 11.03 Flowchart Appendix D – Sample Receipt of Grant Award Form Appendix E – Sample Grant Agreement Checklist			Forms: N/A

1. OBJECTIVE:

The purpose of this procedure is to provide a structure for grant agreement review, approval, and signature for Milwaukee County to accept competitive federal, state, or private grants. This AMOP applies to all competitive grants awarded to Milwaukee County and all competitive grant awards for which Milwaukee County accepts the award on behalf of a permissible third party.

2. DEFINITIONS:

- A. Competitive Grant. An award of funds to an eligible entity through which applications are evaluated against established review criteria, scored, and award status is determined accordingly.
- B. Department. A department, division, or office within the Milwaukee County enterprise.
- C. Financial Manager. A designated person or persons in a Department who performs data analysis, internal controls, advises senior managers on profit-maximizing ideas, and monitors internal controls, including assuring operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, and policies. Financial managers are responsible for the financial health of a Department.
- D. Grant or Grant Award. An award of funds to an organization to undertake charitable activities.
- E. Grant Agreement. A written agreement between a government or a private grantor and a Grantee, or a Subrecipient that contains the terms and conditions governing the parties’ duties and responsibilities with respect to an award. *NOTE: This term is interchangeable with “Grant Contract”, “Award Contract”, “Funding Agreement”, and other terms that have similar conveyance.*
- F. Grant Manager. A designated person or persons in a Department who directs the specifics of a grant, including monitoring compliance with terms and conditions of the award; documentation and monitoring of expenditures; and communication with internal staff whose work is partially or wholly related to the grant, other key individuals or departments in the County, and the funding source.
- G. Grantor. The individual or organization that makes a grant.
- H. Insurable risk. Refers to a risk that meets acceptable criteria to be insured (see insurance-related

risk”).

- I. Insurance-related risk. Refers to a risk that may not meet acceptable criteria to be insured (see insurable risk”).
- J. Legal risk. The chance of financial loss or strain on organizational capacity that can result from lack of awareness or misunderstanding of, ambiguity in, or reckless indifference to, the way law and regulations apply to an entity, its relationships, processes, products, and services.
- K. Review. A formal assessment or examination of something with the possibility or intention of instituting change if necessary.
- L. Risk. An event that may occur and affect the achievement of a business objective.
- M. Smartsheet. Project management platform used by the Grants & Special Projects Division to track projects and/or grant applications. The tool resembles an excel spreadsheet but also has automated and collaborative features. The Receipt of Grant Award Form and Grant Agreement Checklist were created in Smartsheet to collect information, while the automations were designed to generate email alerts and approval requests when certain conditions are met.

3. OVERVIEW:

The Project Management Office (PMO) is dedicated to providing quality grant development support to Milwaukee County departments based on levels of need and division capacity. Our efforts are focused on standardizing a high quality of proposal content, articulating our strategic vision with use of supporting data, and increasing capacity to sustain grant-supported projects and services throughout Milwaukee County.

The PMO will also support Milwaukee County Departments through the grant award process when a proposal is funded. This role includes providing a structured procedure for reviewing and approving competitive grant agreements for signature that aligns with Milwaukee County general contract procedures and practices. A review by the awarded Department, as well as Milwaukee County legal experts, will help the County maximize these financial opportunities. In such cases, Milwaukee County acts as the service provider and is reimbursed by the Grantor for successfully executing the grant agreement terms and activities described in the grant proposal.

This procedure is the first major step toward Milwaukee County being able to quantify its funding of upstream/primary prevention-based services that are increasingly not possible to fund within budgetary constraints. A natural progression of this procedure is to collect and analyze the benefits of competitive grant revenue in Milwaukee County using equity-based indicators, including race, ethnicity, gender, age, zip code, ability, and descriptive categories of grant-based projects, programs, services, or other grant-funded activities.

4. PROCEDURE:

A. Section I. Receipt of Grant Award

- i. Upon receipt of the award notification from the Grantor, the Grant Manager in the Department that is accepting the award will notify the PMO by emailing the assigned analyst that supported the grant application process and copying gsp@milwaukeecountywi.gov.
- ii. The assigned analyst will mark the project as awarded in GSP’s grant tracker, which will generate an automated email for the Grant Manager.
- iii. The Grant Manager will receive an email from Smartsheet, prompting the individual to provide the award information and documentation in the “Receipt of Grant Award Form” ([see Appendix D](#)) **within five business days**. Grant Managers will provide the following items through the form:

- a. Name of the Grant Manager (if different from the main point of contact when the application was submitted)
- b. Total amount awarded (all years)
- c. Award documentation provided by the Grantor
- d. Verification that the following criteria have been reviewed. **If one or more of these criteria are affirmative, the Office of the Comptroller must review and sign the grant agreement** through the Grant Agreement Signature Block process (See section 4(C)(i)(a) of this procedure). **If none of these criteria are affirmative, the Office of the Comptroller does not need to review or sign the grant agreement.**
 - 1. The annual value of the grant is \$50,000 or more
 - 2. There is a multi-year fiscal impact
 - 3. There is a matching funds requirement
- e. Acknowledgement that the Grant Manager is responsible for:
 - 1. Responding to the funder and following through on any requests related to acceptance and implementation of the grant, and
 - 2. Managing the Grant Agreement Review & Approval Process if a grant agreement is requested by the Grantor.

B. Section II. Grant Agreement Review

- i. If a grant agreement is requested by the Grantor as indicated in the Receipt of Grant Award Form, the Grant Manager will receive an automated **Grant Agreement Checklist** ([see sample in Appendix E](#)) email from Smartsheet with prompts to document the review and signature process. The checklist aligns with steps iii through vi below.
 - a. The Grant Manager will receive the Grant Agreement Checklist email once per week until the agreement is marked as signed and uploaded.
 - b. The Grant Manager should provide weekly updates through the Grant Agreement Checklist as progress is made (i.e. indicating that department review is complete, document was submitted for signature via DocuSign, etc.). **NOTE: Grant Managers do not need to wait until all items are complete to submit updates to the form weekly.**
- ii. The Grant Manager and Financial Manager in the Department that is accepting the award will review the grant award agreement, proposal, and any other applicable documents available at the time of the grant agreement review and approval process to ensure that the Department: A) understands and can comply with all requirements of the grant award, including those related to operations, data collection and reporting, and financial management; and B) does not identify any concerns or unmanageable risks.
 - a. Grant Managers and Financial Managers in each Department must comply with *MCO 56.06 Review and approval of federal and state grant and funding applications* if applicable and [AMOP 3.06 Fund Transfer Process](#).
 - b. The Grant Manager will verify the completion of this step in the Grant Agreement Checklist through the Smartsheet email.
 - c. If the Grant Manager identifies concerns or potential risks or requires additional information, the Grant Manager will contact the Grantor to resolve questions or concerns to the extent possible.

NOTE: Steps iii through v in Section II should occur concurrently to ensure timely submission of the grant agreement to the Grantor.

iii. **If** the Grant Manager identifies one or more **potential financial risks** that requires additional review, the Grant Manager will send the grant award agreement, proposal, and any other applicable documents to the Office of the Comptroller (OoC) and potentially the Office of Performance, Strategy, and Budget (PSB), depending on the type of concern.

Examples of concerns include: a grant requiring the County to commit future year appropriations to pay a contractor or subrecipient.

- a. The Grant Manager will identify the specific concern(s) that the Department is asking the OoC and/or the PSB to review.
- b. If the OoC and/or PSB identifies any unmanageable risks or requires additional information, the OoC and/or PSB staff will consult with the Grant Manager to determine the most appropriate course of action to address the concern, which may include jointly contacting the Grantor.
- c. When the OoC and/or PSB review is complete, the Grant Manager will verify the completion of this step in the Grant Agreement Checklist through the Smartsheet email.

iv. **If** the Grant Manager identifies one or more **potential legal risks** that requires additional review, the Grant Manager will send the grant award agreement, proposal, and any other applicable documents to the Office of the Corporation Counsel (OCC).

- a. The Grant Manager will identify the specific legal concern(s) that the Department is asking the OCC to review.
- b. If the OCC identifies any unmanageable risks or requires additional information, the OCC staff will consult with the Grant Manager to determine the most appropriate course of action to address the concern, which may include jointly contacting the Grantor.
- c. When the OCC review is complete, the Grant Manager will verify the completion of this step in the Grant Agreement Checklist through the Smartsheet email.

v. **If** the Grant Manager identifies potential one or more **potential insurance-related risks** that requires additional review, the Grant Manager will send the grant award agreement, proposal, and any other applicable documents to the Risk Management Division of the Department of Administrative Services (DAS).

- a. The Grant Manager will identify the specific insurance-related concern(s) that the Department is asking the Risk Management Division to review.
- b. If the Risk Management Division identifies any unmanageable risks or requires additional information, the Risk Management Division staff will consult with the Grant Manager to determine the most appropriate course of action to address the concern, which may include jointly contacting the Grantor.
- c. When the Risk Management review is complete, the Grant Manager will verify the completion of this step in the Grant Agreement Checklist through the Smartsheet email.

vi. **If** the financial, legal, or insurance-related issues cannot be resolved with the Grantor and the OoC, PSB, OCC or Risk Management Divisions do not advise to agree to the grant

agreement terms, the Grant Manager will consult with the Department Director and GSP Division staff. **The decision on whether to accept or decline the grant award in these instances will be made by the Department Director on a case-by-case basis.**

C. Section III. Grant Agreement Signature Block

- i. Upon completion of reviews detailed in Section II, the Grant Manager will initiate the Grant Agreement Signature Block template (modeled after but different from the County Standard Signature Block) in DocuSign, whereby all required signatories receive the grant award agreement, proposal, and any other applicable documents for their review and signature.
 - a. Required signatories for the Grant Agreement Signature Block include:
 - 1. Awarded Department Director or Designee
 - 2. Office of Corporation Counsel Designee
 - 3. Risk Management Division Designee
 - 4. County Executive
 - 5. Office of the Comptroller **if applicable** (based on criteria in Section 4(A)(iii)(d) of this procedure)
 - ii. The Grant Manager will submit the signed agreement and all other required documents to the Grantor within the required timeframe.
 - iii. The Grant Manager will submit the signed agreement and all other required documents to the PMO through the Grant Agreement Checklist in addition to retaining these documents in their own files.
 - iv. The PMO will maintain electronic copies of all competitive grant award documents, including signed grant agreements.

5. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
1.0	Newly approved procedure - with input from the Office of the Comptroller, Office of Corporation Counsel, and experienced Grant and Financial Managers within Departments	7/15/2021	Nichole Todd