

## **RESOLUTION APPROVING THE SAC COUNTY SPECIAL PROJECTS FUND APPLICATION PROCESS**

Sac County Board of Supervisors Resolution No. 26-0428

A resolution by Sac County to approve the Sac County Special Projects Fund Application Process, including the Sac County Special Projects Fund Application Form, as drafted by the Sac County Attorney.

WHEREAS, the Sac County Board of Supervisors desires to establish a structured and transparent process for distributing funds from the Sac County Special Projects Fund (SCSP) to support transformative initiatives that benefit Sac County citizens; and

WHEREAS, the Board of Supervisors is committed to equitable and geographically inclusive distribution of SCSP resources, ensuring that funding opportunities are accessible to organizations serving all communities throughout Sac County—including rural, suburban, and urban areas—and that no single community or geographic area receives a disproportionate share of available funds; and

WHEREAS, the Sac County Attorney has prepared a Sac County Special Projects Fund Application Form (“Application Form”) setting forth the terms, conditions, eligibility requirements, and procedures governing the administration of the SCSP, including application submission periods, review and approval procedures, fund disbursement deadlines, matching fund requirements, project completion and reporting obligations, and provisions for exceptions and waivers under compelling circumstances; and

WHEREAS, the Application Form provides for two annual submission windows (January 1 through May 31, and July 1 through November 30), with corresponding review periods in June and December, respectively, to ensure efficient processing and alignment with the County’s fiscal year; and

WHEREAS, the Application Form requires grantees to match fifty percent (50%) of any requested funds and to use approved funds exclusively for special projects within Sac County, prohibiting use of such funds for regular operating or maintenance budgets, salaries, utilities, or routine upkeep, and prohibiting allocation of any portion of disbursed funds as bonuses, incentives, or supplementary compensation to grant writers, applicants, or affiliated parties; and

WHEREAS, the Application Form establishes a one-year project completion deadline from the date of fund collection, requires grantees to submit a final report within thirty (30) days of project completion, and imposes a reimbursement obligation for failure to complete the project or for abandonment prior to completion; and

WHEREAS, the Application Form includes provisions authorizing the Board of Supervisors, by majority vote and upon a finding of good cause, to waive or modify submission, review, or disbursement deadlines, to waive or reduce the matching funds requirement, and to extend project completion deadlines, in each case upon a finding

that a compelling circumstance exists and that such action is in the best interests of Sac County and its citizens; and

WHEREAS, the Board of Supervisors has reviewed the Application Form as drafted by the Sac County Attorney and has determined that approval of the Application Form and the application process described therein is in the best interest of Sac County and its citizens; and

WHEREAS, a resolution is not required for this action, but the Board of Supervisors elects to adopt this resolution to formally memorialize its approval of the Sac County Special Projects Fund Application Process for posterity;

NOW, THEREFORE, BE IT RESOLVED by the Sac County Board of Supervisors as follows:

1. The Sac County Special Projects Fund Application Form, as drafted by the Sac County Attorney and dated March 14, 2026, is hereby approved in its entirety and adopted as the official application form and governing process for the Sac County Special Projects Fund.
2. The application process set forth in the Application Form, including all submission periods, review and approval procedures, fund disbursement deadlines, matching fund requirements, project completion and reporting obligations, and provisions for exceptions and waivers, shall govern all applications to the Sac County Special Projects Fund from the date of adoption of this resolution forward.
3. The Board of Supervisors reserves the right to amend or update the Application Form and the application process described therein by subsequent resolution or action of the Board, as may be necessary or appropriate to serve the best interests of Sac County and its citizens.

Supervisor Fischer moved to adopt the foregoing resolution.

Supervisor Drake seconded the motion to adopt the resolution.

The roll was called, and the vote was:


Ayes: Drake, Fischer,  
Wistler

Nays: None

Abstentions: None

PASSED, APPROVED, and ADOPTED this 28<sup>th</sup> day of April, 2026.

  
James Wissler, Chairperson

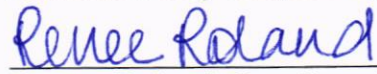
  
Ranell Drake, Board Member

  
Mike Fischer, Board Member

ATTEST:  
  
Renee Roland, Deputy County Auditor

**CERTIFICATION**

I, Renee Roland, Deputy County Auditor and Clerk of the Sac County Board of Supervisors, do hereby certify that the foregoing is a true and correct copy of the resolution duly adopted by the Board of Supervisors of Sac County, Iowa.

  
Renee Roland, Sac County Deputy Auditor

Date: 4/28/26