



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: <u>GRANTS – APPLICATION AND ADMINISTRATION)</u> <u>GRANT APPLICATIONS</u>	Policy Number A-6	Page Number: Page 1 of 4
	Date Adopted: 12/22/1987	Revised Date: Draft 4/23/13

BACKGROUND:

The County receives ~~Federal and State~~ financial assistance in the form of grants, and subventions. ~~Definitions of "grants" and "subventions" are provided below for local administration purposes:~~

~~A grant is Federal or State assistance (dollars, equipment, or technical assistance) afforded a local agency for a particular purpose and time period. The grant is usually obtained by submittal of a specific application from a local agency to the granting authority. The grant usually is ratified by the execution of a contract or agreement between the local agency and the granting authority. The contract or agreement may be a separate legal document, or may be the properly executed application form and program statement of objectives.~~

~~A subvention is Federal or State financial assistance afforded local agency (usually on an ongoing basis) which does not normally require that an application be submitted to a local, State, or Regional Clearinghouse prior to receiving the financial assistance leg., welfare, aid for adoptions, etc.).~~

For the purposes of this policy, grants shall be defined as cash or in kind assistance awarded by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are usually conditional upon certain qualifications as to the use, maintenance of specified standards, or a proportional contribution by the grantee or other grantor(s).

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The grant process may consist of several steps including a notice of intent to apply, application, acceptance of award, and execution of grant agreement and related documents. The purpose of this policy is to ensure flexibility and efficiency in the grant application process while maintaining the Board of Supervisors discretion over the acceptance of grant funding and any related obligations.

~~This policy provides direction concerning grants.~~

POLICY:

1. Authority



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- A. County department heads are authorized to execute all documents required to apply for grants and officers shall obtain Board of Supervisors approval in concept prior to submitting a formal application for a grant.
- B. The Board of Supervisors is the sole authority for accepting grant awards and approving grant agreements. After acceptance of a grant award and approval of the grant agreement, the Board may delegate authority to execute the grant agreement and other grant related documents. A letter of intent may be sent by the department head to a grantor prior to receiving Board of Supervisors approval if a grant deadline is too soon to allow prior review by the Board. However, the letter of intent must not be binding or obligate the County to action; and, the department head must obtain ratification from the Board of Supervisors.

2. Department Head Responsibilities

- A. Department heads are expected to exercise good judgment when determining to spend staff time applying for a grant.
- i. The grant should be directly related to the mission and vision of the department.
- ii. Any county match requirements must be feasible and reasonable.



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- B. Department heads are expected to communicate and coordinate with any other county departments that may be involved with or affected by the grant program or project.
- C. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor's guidelines for each grant. Notwithstanding the procedures contained in this directive, it shall be the responsibility of all department heads to insure that the Board of Supervisors remains fully informed regarding all aspects of grant funds.
- D. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

PROCEDURES:

1. When county department or agency becomes aware of grant program and desires to apply for the grant, the department shall prepare an agenda item and seek "approval in concept" from the Board of Supervisors. The agenda item shall specifically include:
 - a. An outline of the program, including goals and objectives, program description (who, what, when, where, and how), proposed budget (personnel, facilities, equipment, supplies), number of personnel positions required, and all other pertinent program material;
 - b. The legal basis for establishment of the proposed program;
 - c. A statement regarding any Environmental Impact Reports, if appropriate;
 - d. Specific requirements to be imposed on the County, currently and in the future, if the grant is awarded and accepted.
 - e. All guarantees and assurances required from the County if accepting the grant.
2. If the Board of Supervisors approves the department's grant proposal in concept, the department head shall:
 - a. Complete all necessary grant application documents (e.g., Program Statement, Budget, Environmental Impact Report, statement of assurances, etc.);
 - b. Contact the County Auditor's Office to obtain the correct administrative overhead percentages and utilize them where appropriate in the grant application;
 - c. Submit any contract forms to County Counsel and Risk Management for review prior to placing the contract on the Board's agenda;
 - d. Present the grant application packet to the Board of Supervisors for final approval.
3. Upon approval of the final grant application by the Board of Supervisors, the Board's Chairperson will sign all appropriate documents for transmittal to the granting authority.

Primary Department: Chief Administrative Office



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References: None

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