



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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	Date Adopted: 12/22/1987	<u>Last Revised</u> <u>Effective</u> Date: <u>01/06/2026</u> <u>12/22/1987</u>

I. PURPOSE

The purpose of this policy is to ensure flexibility and efficiency in the grant application application and acceptance of funding for County programs process while maintaining the Board of Supervisors Supervisors' discretion over the acceptance of grant funding and any related obligations.

This policy does not apply to the activities of non-financial agreements that are outlined in Board Policy C-18 Non-Financial Agreements.

II. DEFINITIONS

- A. Allocations shall be defined as the disbursement of governmental funding, without an application process, to fund primarily mandated services.
- B. Donations shall be defined as unsolicited contributions of cash or in-kind contributions to support a County program or service. Donations can have restrictions on the use of the Donation but do not require applications or reporting requirements. In-kind Donations refer to the provision of goods or services directly, rather than money and may include supplies, equipment, or volunteer time. A Donation typically involves an unsolicited monetary contribution that can be used toward a specific purpose or project.
- C. Grants shall be defined as cash or in-kind ~~goodssupport~~ awarded by a government or other organization (called the grantor), excluding unsolicited Donations and Allocations, 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, and/or a proportional contribution by the grantee or other grantor(s). The Grant process may consist of several steps, including a notice of intent to apply, application, acceptance of award, and execution of the Grant agreement and related documents. If funding is titled an Allocation but requires an application process, it will be considered a Grant for the purposes of this policy.

III. POLICY

The County receives financial assistance in the form of Allocations, Donations, and Grantsallocations, and donations.

~~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), excluding unsolicited donations, 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, and/or a proportional contribution by the grantee or other grantor(s). 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.~~



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A. The Board of Supervisors is the sole authority for accepting and delegating the acceptance of allocations, donations, and grants, and donations unless the Department Head is authorized as outlined in section B below.:

1. Accepting grant awards and approving grant agreements in the amount of more than \$10,000 or in-kind awards valued at more than \$10,000;
2. Accepting grants for which any requirements for funds, matching or otherwise, or other resources are required for funding disbursement; and

Delegating authority to execute the grant agreement and other grant related documents after acceptance of a grant award and approval of the grant agreement.

B. County ~~d~~Department ~~h~~Heads are authorized to:

1. Execute all documents required to apply for Grants, that meet all of the following criteria, irrespective of dollar amount or value:
 - i. Department Heads are expected to exercise good judgment when determining whether to spend staff time applying for a Grant.
 - ii. The Grant should be directly related to the mission and vision of the department.
 - iii. Any county match requirements must be feasible and reasonable.
2. Accept Grant awards and sign Grant agreements, including retroactive performance periods, that meet all of the following criteria:
 - i. Are in a cash amount not to exceed \$10,000 or in-kind Grant awards valued at not more than \$10,000; and
 - ii. Do not include any requirement for County funds as a match requirement; and; and
 - iii. Relate directly to the mission of the department and directives of the Board and does not require a new or expanded program/service; and;
 - iv. The Grant agreement has been reviewed and approved by County Counsel and Risk Management, as applicable; and
 - v. No less than three business days prior to accepting the Grant, the Department Head will provide the Board and the Chief Administrative Office (CAO) a written report demonstrating that the Grant meets criteria 2.i through 2.iv and notifying the Board



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of the intent to accept the Grant. If no member of the Board or the CAO expresses concernsconcern during this three-day period, the Department Headdepartment head may accept the Grant. If any member of the Board or the CAO objects, the departmentDepartment Head shall bring the decision to accept the Grant before a regularly scheduled meeting of the Board.

3. Accept established Allocations of funding which do not require a new or expanded program or service;; this includes signing Allocation acceptance documents that have been reviewed and approved by County Counsel and Risk Management, as applicable. This includes eEstablished Allocations mean an existing or previously received Aallocation -and includes Aallocations that have experienced a name change, subsequent rounds of Allocations, and Allocations with a retroactive performance period. ThisEstablished Aallocations does not include new Allocations or Allocations that require a new or expanded program/service.

4. Accept Donations that meet all of the following criteria:

- i. Are in a cash amount not to exceed \$10,000 or in-kind goods valued at not more than \$10,000, to ensure compliance with Government Code 25355; and
- ii. Do not include any requirement for County reporting or applying for funding; and
- iii. Relate directly to the mission of the department and directives of the Board; and
- iv. If required, the Donation agreement has been reviewed and approved by County Counsel and Risk Management, as applicable.

3. Execute related documents after acceptance of a Grant award, Donation, or Allocation, as long as the funding has already been approved by the appropriate authority. The documents shall be reviewed and approved by County Counsel and Risk Management, as applicable.

5.

C. For those Grants that are renewed periodically for the same basic purpose, blanket permission to submit periodic ongoing applications, agreements, amendments, and other Grant-related documents can be requested from the Board on an annual basis.

D. For County programs that have Donation needs that cannot be addressed through this policy, the department can request an alternative Donation acceptance process to be approved by the Board through resolution.

E. Department Hheads are required to communicate, document, and coordinate with any other County departments that may be involved with or affected by the Ggrant program or project.



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~~D. Department heads are responsible for determining whether they are authorized to exercise the authority provided herein under the grantor's guidelines for each grant. If all criteria are met, the Department Head has the delegated authority to accept the grant and sign the grant agreement.~~

Department ~~H~~heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

F.

III. REFERENCES

Government Code 25355 outlines how the board may accept or reject any gift, bequest, or devise made to or in favor of the county, or to or in favor of the board in trust for any public purpose.

IV. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES (ADOPTED, REVISED, NEXT REVIEW)ATES ISSUED AND REVISED; SUNSET DATES:

<u>Originally Adopted Issue Date:</u>	12/22/1987
<u>Last Revision Revision Date:</u>	<u>01/25/2022</u> <u>08/15/2017</u>
<u>Revision Date:</u>	<u>01/25/2022</u>