



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: GRANT APPLICATIONS	Policy Number: A-6	Page Number: 1 of 2
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

I. PURPOSE

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.

II. POLICY

The County receives financial assistance in the form of grants. 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.

A. The Board of Supervisors is the sole authority for:

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
3. 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 department heads are authorized to:

1. Execute all documents required to apply for grants.
 - i. Department heads are expected to exercise good judgment when determining 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 that meet all of the following criteria:



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- i. Are in a cash amount not to exceed \$10,000 or in-kind awards valued at not more than \$10,000; and
 - ii. Do not include any requirement for County funds; and
 - iii. Relate directly to the mission of the department and directives of the Board.
 - iv. 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.iii and notifying the Board of the intent to accept the grant. If no member of the Board or the CAO express concerns during this three-day period, the department head may accept the grant. If any member of the Board or the CAO objects, the department head shall bring the decision to accept the grant before a regularly scheduled meeting of the Board.
3. Department heads are required to communicate, document, and coordinate with any other county departments that may be involved with or affected by the grant program or project.
 4. 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.
 5. Department heads are encouraged to seek assistance and guidance from the Chief Administrative Office in fulfilling the responsibilities listed above.

III. RESPONSIBLE DEPARTMENT

Chief Administrative Office

IV. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/22/1987	Sunset Review Date:	n/a
Revision Date:	08/15/2017	Sunset Review Date:	08/15/2021
Revision Date:	01/25/2022	Sunset Review Date:	01/25/2026