

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		2-301
SECTION:	Finance and Budget	Grants Policy
INITIAL ISSUE DATE:	October 30, 1990	
LATEST REVISION DATE:	October 14, 2014	
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PURPOSE

The purpose of this Grants Policy (Policy) is to ensure that the County Administrative Office is provided with complete information and adequate time to review all proposed grant applications to ensure that all proposed grant applications are consistent with the policies of the Board of Supervisors prior to their submission to outside agencies.

SUMMARY

This Policy is not intended to discourage department heads from resourcefully and aggressively seeking grant funding. Its intent is to ensure that the County Executive Officer has full knowledge of, and concurrence in, proposed grant applications before they are submitted to funding agencies. This Policy is also intended to ensure that adequate fiscal and program information is submitted to the County Administrative Office for review and consideration prior to making a decision which may have lasting impacts on County operations and/or future financial obligations.

For the purpose of this Policy, a grant is generally defined as a financial subsidy from a source other than the County which is intended to fund a specific use, program, or project, typically has a defined term, and requires the County to administer the grant and/or carry out the defined use, program, or project. For the purposes of this Policy, the definition of a grant does not include ongoing state and federal subventions.

Complying with the timelines in this Policy allows sufficient time for the department to take an application to the Board of Supervisors for consideration at the request of the County Executive Officer or as required by the grantor.

For the purpose of this Policy, any authority granted herein to the County Executive Officer is also granted to any management staff in the County Administrative Office as determined by the County Executive Officer.

POLICY/PROCEDURE

1. The County Administrative Office shall develop the Shasta County Grant Application Data Sheet for department completion. The Shasta County Grant Application Data Sheet shall include, at a minimum, the requirement for departments to provide the grant project title, description, funding source(s), whether additional staff will be needed, method to be used in evaluating project

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success, and how continuation of the project will be funded when the outside funding has been exhausted. The County Executive Officer, at his or her discretion, may modify the Shasta County Grant Application Data Sheet provided that it contains the minimum information set forth in this paragraph.

2. Departments shall use the current Shasta County Grant Application Data Sheet provided on the County Administrative Office Intranet page.
3. At least three weeks prior to the deadline for filing the application, the completed proposed grant application applicable to this Policy, any supporting documentation, and the completed Shasta County Grant Application Data Sheet shall be electronically submitted via email to the County Administrative Office with an emailed copy to the Auditor-Controller's Office as indicated on the form.
4. In the event that the application-filing deadline is within thirty days of the first notice to the department that a grant is available, the three-week requirement under Item 3 above may be waived by the County Executive Officer upon request of the department head.
5. The County Executive Officer may either approve or deny a request to submit a grant application. If the County Executive Officer gives approval to submit a grant application, the County Executive Officer shall determine, at his or her own discretion, whether the Board of Supervisors, the County Executive Officer, or the department head will sign the grant application on behalf of the County.

Note: If a grantor requires Board of Supervisors (also sometimes referred to as Governing Board, Board of Directors, and/or Authorizing Board) approval for grant application submission, grant acceptance, and/or grant agreement execution, then the department will comply with the grantor's requirements after receiving approval to apply for the grant from the County Executive Officer.

6. In the event the County Executive Officer requires that the grant application be approved by the Board of Supervisors prior to submission or the grantor requires Board of Supervisors approval for the application, at a minimum, the Board Report shall address the following:
 - a. The purpose and benefit of the grant: i.e., how the grant will enhance an existing program or current resources or generate cost savings;

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- b. If applicable, the amount of the County match and the fund from which it will be financed;
 - c. The fiscal and program impacts, if any, the grant program or project will have on County Departments, other agencies (both public and private), and/or other County programs and projects;
 - d. Whether the grant itself and/or the decision to apply for the grant were/was made as a direct result of a legislative or judicial mandate;
 - e. Whether the grant program or project will include, or result in long-term financial support from non-County sources;
 - f. Whether the grant proposal is for a one-time program or project;
 - g. Whether the program or project funded by the grant will necessitate the addition of County staff, and if so, the annualized cost of that staff and a description of the funding sources for all costs attributable to the additional staff; and
 - h. Whether the grant agreement includes an obligation or commitment to continue the program or project after the end or termination of the grant agreement, and whether the grant will ultimately result in long-term commitment of County resources past the grant's initial duration.
7. If the grant is awarded, then the department will follow County Administrative Policy 6-101, *Shasta County Contracts Manual*, regarding signature authority to sign the grant agreement unless the Board of Supervisors has previously authorized the County Executive Officer or the department head to sign the grant agreement.
 8. Grant funds awarded must be appropriated; when not included in the department's Adopted Budget, a budget amendment must be approved by the Board of Supervisors.
 9. Nothing in this Policy shall be construed to limit or expand the authority of department heads to execute revenue agreements in accordance with County Administrative Policy 6-101, *Shasta County Contracts Manual*.
 10. Unless otherwise permitted by the County Executive Officer, whenever the County administers a multi-agency grant as the lead agency and then executes an agreement with another person or

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entity where that person or entity receives grant funds as a sub-grantee, the agreement shall include provisions that provide as follows: (i) the sub-grantee shall only be compensated or reimbursed upon County receipt of a written request and receipt of documentation sufficient to satisfy the terms and conditions of the grant to the County and any government audit; (ii) the sub-grantee will only be compensated or receive reimbursement after the County has received grant funds from the grantor sufficient to compensate or reimburse the sub-grantee; and (iii) the sub-grantee shall be responsible for any audit exception which is attributable to the action or inaction of the sub-grantee and that the sub-grantee shall indemnify, defend, and hold harmless the County of Shasta from any such audit exception even if the sub-grantee's claim for payment or reimbursement was approved, processed, and/or made by Shasta County.

RESPONSIBLE DEPARTMENTS

County Administrative Office

REFERENCES

- BOS Policy Resolution No. 2014-05--10/14/14 (Amended)
- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2010-06--10/12/10 (Amended)
- BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
- BOS Policy Resolution No. 2007-2--4/24/07 (Amended)
- BOS Policy Resolution No. 99-5--3/16/99 (Amended)
- BOS Policy Resolution No. 98-3--6/23/98 (Amended)
- BOS Policy Resolution No. 93-5--6/1/93 (Amended)
- BOS Action--10/30/90
- Grants Manual Resolution No. 79-264--11/13/79 (Superseded)

[Note: The Shasta County Grant Application Data Sheet previously included as part of this policy will be removed as part of the October 2014 amendment.]