

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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DEFINITION:

'Grant' is referred to as a competitive award provided by external entities, such as government agencies, private foundations, or non-profit organizations, based on a formal application process wherein detailed proposals are submitted outlining project objectives, budgets, timelines, and expected outcomes, with non-repayable funding awarded to support specific projects, initiatives, or activities, subject to predefined evaluation criteria, reporting requirements, and allowable use of funds.

BACKGROUND:

It is the policy of the Board of Supervisors that the Coordination of Grants Protocol provide uniform guidelines for county departments currently administering or considering applying for grants.

POLICY:

1. Department heads may submit any pre-application, grant letter of intent, grant application, grant renewal or grant amendment to any grantor agency on behalf of the county.
 - a. Departments must enter grant application information into the County Grant Software administered by the County Executive Office. This information will be used by the Executive Office Grants Coordinator for reporting purposes.
 - b. Any awards, contracts or other legal documents resulting from an application must be submitted to the Board via a Form 11.
 - c. All contracts, grant agreements and other relevant legal documents must be reviewed and approved as to form by County Counsel as part of the Form 11 review.
2. Authorization to approve renewal of on-going and/or non-competitive grants rests with the Department Head for a period not to exceed five years. After five years, the department must return to the Board of Supervisors for further approval. For the grant to be considered on-going it must not have a break in the Term of Performance, and the scope of the grant must be substantially the same as the original. Non-competitive grants are those where the award is determined by a calculation pre-determined by the grantor and is allocated once the grantee acknowledges desire to receive the funding.

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- a. Grant renewal information must be entered into the County Grant Software administered by the County Executive Office. This information will be used by the Executive Office Grants Coordinator for reporting purposes.
 - b. All renewal documents must be reviewed and approved by County Counsel.
 - c. Unless required by the granting agency, renewals requiring Board Chair signature do not require a Form 11.
3. When not specifically budgeted in the current fiscal year, grant or contract-funded positions shall be added and deleted through the Human Resources BPR (Budgeted Positions Reconciliation) Form as follows:
- The department shall indicate whether the position(s) is/are being added or deleted as a result of grant or contract funding.
 - The department shall indicate the percentage of the position(s) funded through a grant or contract.
 - The department shall maintain all Form 11's authorizing addition of grant or contract-funded positions for the duration of the grant or contract period.

Any staff positions funded through grants or contracts shall be deleted upon termination of external funding unless the department can identify funding from other than new net county cost.

Reference:

Minute Order dated 05/09/1978
Minute Order 3.9 of 12/19/1995
Minute Order 3.4 of 12/08/1998
Minute Order 3.7 of 11/07/2006
Minute Order 3.16 of 10/27/09
Minute Order 3.8 of 10/23/2018
Minute Order 3.2 of 10/08/2024