

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

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**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.

Grants will not be sought just because funds are available, but rather because they meet identified needs of county departments or agencies.

**POLICY:**

1. Authorization to pursue grant opportunities will be provided by the Board of Supervisors or the Department Head, depending on the conditions.
  - a. By the Board of Supervisors: Pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency which obligates county funds that are not specifically budgeted in the current fiscal year.
  - b. By the Department Head. Department heads may submit any pre-application, grant letter of intent, grant renewal or grant amendment to any grantor agency on behalf of the county provided that they meet the following requirements:
    - i. Obligated county funds are specifically budgeted in the current fiscal year or no county funds are obligated for the grant;
    - ii. The Executive Office is notified by the department head prior to submittal;
    - iii. The grant opportunity pertains to the function of the department;

Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.

2. County Counsel will review and approve as to form all contracts, grant agreements and other legal documents prior to submission to the Board of Supervisors.

**STAFFING:**

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;

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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