ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: **Grant Applications** Number: D 13

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Approved: Date: 01-06-04

I. PURPOSE

The purpose of this procedure is to establish guidelines to execute grant application documents.

II. POLICY

It is the policy of SSA to apply for appropriate grants in order to access grant revenue.

Grant application packages are agendized for Board approval via the normal Agenda Staff Report (ASR) process prior to the grant application deadlines. New grants under $500,000 that have been budgeted are appropriate for the Consent Calendar and receipt of new grants that exceed $500,000 are appropriate for the Discussion Calendar.

Federal and State grant opportunities often require that a very lengthy grant application package be prepared and submitted within a short timeframe. The Board of Supervisors must authorize the execution of grant documents and submittal of grant applications. Due to the amount of information that must be gathered and analyzed and the numerous documents that must be prepared in a short period of time, it is sometimes impossible to agendize the grant application packages for Board approval via the normal Agenda Staff Report (ASR) process prior to the grant application deadlines.

In order to avoid losing potential grant revenue, the Board of Supervisors has granted authorization to certain County officials to execute and submit grant applications and supporting documents under certain circumstances, prior to ratification by the Board of Supervisors at a regular Board meeting. The Chair, Vice Chair, or the County Executive Officer is authorized to execute grant applications and supporting documents if they were made available less than six weeks before the deadlines for submitting the application, and if the grant application and supporting documents could not reasonably have been prepared and submitted to the Board of Supervisors for approval before the deadlines for submitting the application. The authorization would not be granted if the County would be prohibited from withdrawing the grant application in the event that the Board later determined that acceptance of the grant would not be in the best interests of the County.

III. PROCEDURE

- **A. Grant Applications**Grant application packages are agendized for Board approval via the normal Agenda Staff Report (ASR) process prior to the grant application deadlines. New grants under $500,000 that have been budgeted are appropriate for the Consent Calendar and receipt of new grants that exceed $500,000 are appropriate for the Discussion Calendar. **B. Rush Grant Applications**In order to avoid losing potential grant revenue, the Board of Supervisors has granted authorization to certain County officials to execute and submit

grant applications and supporting documents under certain circumstances, prior to ratification by the Board of Supervisors at a regular Board meeting.

- 1. Authorized County Officials The County officials listed below are authorized to execute, on behalf of the County of Orange, applications for grant funds, and supporting grant-related documents, including certifications of compliance with laws, under the circumstances listed in III B 2, “Circumstances of Authorization,” of this procedure.a. The Chairman of the Board of Supervisors; andb. If the Chairman is not available, the Vice Chair of the Board of Supervisors; andc. If the Chairman and Vice Chairman are unavailable, the County Executive Officer; andd. If the Chairman, Vice Chair, and County Executive Officer are unavailable, the County Executive Officer’s designee(s); ande. If required by the grantor agency, any of the officials listed above; andf. If required by grantor agency, and with the concurrence of the County Executive Officer or designee(s), the head of the department/agency that will expend the grant funds.2. Circumstances of AuthorizationThe officials listed in III B l, “Authorized County Officials,” are authorized to execute grant applications and supporting documents only under the following circumstances:a. The grant application documents were made available to the department/agency that will expend the grant funds less than six weeks before the deadline for submitting the application; andb. The grant application and supporting documents could not reasonably have been prepared and submitted to the Board of Supervisors for approval under the Board of Supervisors’ standard procedures before the deadline for submitting the application and supporting documents; andc. The County officials signing the grant application and supporting documents have no reason to believe that any of the representations made in the grant application and supporting documentation are untrue; andd. Nothing in the grant submittal directions, the grant application or the supporting documents prohibits the County from withdrawing the grant application if the Board of Supervisors determines that acceptance of the grant is not in the best interests of the County; ande. The County’s obligation to provide matching funds under the grant is limited to funds budgeted by the department/agency that will expend grant funds; andf. Within five business days of submitting the grant application, the department/agency that will expend the grant funds sends a copy of the grant documents and supporting documents to the County Executive Officer, each member of the Board of Supervisors, and the Clerk of the Board of Supervisors, and prepares an ASR seeking ratification of the submittal of the grant application and supporting documents at the next Board of Supervisors’ meeting at which the matter can be heard if standard Board of Supervisors’ procedures are followed. The ASR must include:
  - 1. The date the grant application was submitted;2. The deadline for submission; 3. The date the grant application and supporting documentation were made available to the department; 4. The identity of the grantor agency;5. The amount of grant funding sought; 6. The amount of any County match that would be required under the grant; 7. The purpose for which grant fund will be spent; 8. The date on which it is anticipated the County will be notified whether the grant was awarded; and9. A certification by the head of the department/agency that will expend the grant funds that circumstances in III B 2 “Circumstances of Authorization,” (a through e) exist with respect to the grant.