

Kern County Policy and Administrative Procedures Manual

CHAPTER 13

GRANT APPLICATIONS AND ADMINISTRATION

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CHAPTER 13

GRANT APPLICATIONS AND ADMINISTRATION

1301. Applicability. This Chapter applies to those departments considering grant opportunities for new or renewing programs that are not a continual funding source for the department.

1302. Definitions.

.1 *Grant.* The award of resources from a public or private source for developing, enhancing, or continuing a program, service, or facility.

.2 *Matching Funds.* The amount of money or in-kind services required by the grantor.

1303. Initial Assessment. Departments are to assess grant opportunities for compatibility with its mission and values, and administration feasibility, program logistics, implementation capabilities, cost versus benefits, and ability to comply with the grant's requirements. Departments shall consult with the County Administrative Office to determine the source and availability of required matching funds. (Rev. 09/08)

1304. Grant Application Review and Approval Process. Board of Supervisors approval is required to submit a grant application only under the following circumstances. All other applications may be submitted without outside review or approval.

a. The grantor requires the governing body's authorization and/or the signature of the County's highest elected official.

b. Matching funds are required (unless the funding source was previously approved by the Board). Include the amount, type, and source of the matching funds the Board letter.

c. The program or services continue past the term of the grant funding. Grants provide funding for a limited term, and if continued, how will it be funded. (Rev 07/19)

d. Electronic applications that include a contractual agreement must be reviewed and approved as to form by County Counsel prior to placement on the Board's agenda. (Rev. 09/08)

.1 *Retroactive Board Approval.* A department may submit an application without the required prior Board approval in order to meet an application deadline only if: 1) special, unavoidable circumstances prevented the department from making a timely request to the Board; and 2) the County Administrative Office reviewed the proposal and noted that it will recommend application approval to the Board; and 3) any required concurrent contract has been approved by County Counsel as to form. Departments are required to seek retroactive Board approval at its next regularly scheduled meeting. If the Board does not approve application submission, the department will withdraw its application.

.2 *Clearinghouse Review.* If the grantor requires a clearinghouse review, submit the application to the Kern Council of Governments and the State Office of Planning and Research, the designated local and State clearinghouses. Clearinghouse review should be completed prior to seeking Board approval.

.3 *Notification of Results.* Departments are to notify the County Administrative Office within 30 days of grant award notification. (Rev. 07/19)

.4 *Multi-department and/or Competing Grant Applications.* County Administrative Office assistance is available to departments as needed to coordinate/facilitate multi-department grants. Departments applying for grants that another department may also qualify are urged to contact those departments and work towards an integrated application. (Rev. 09/08)

1305. Grant Contract/Agreement Process. Grant contracts and agreements require review and approval by County Counsel prior to submission to the Board of Supervisors for its approval. (Rev. 09/08)

1306. Grant Administration. Departments are responsible for administering the grant within the terms of the grant agreement.

.1 *Change in Project or Agreement Amendments.* County Counsel and the County Administrative Office must review any change in the grant project and/or an amendment to the agreement prior to the department seeking Board approval.

.2 *Implementation Difficulties.* Department must notify the County Administrative Office if it is having difficulty implementing the grant program or in meeting the terms of the grant agreement. Department must notify County Administrative Office of any financial impacts and plan accordingly related to difficulties implementing the grant program. (Rev 07/19)

.3 *Audit Requirements.* Most grant agreements require periodic and/or final audit reviews for agreement compliance. The department is responsible for maintaining the necessary data to comply with required audits. The Auditor-Controller-County Clerk and the County Administrative Office will participate in audit reviews as necessary.

The department must maintain a file of the following:

- a. Grant application;
- b. Grant contract/agreement;
- c. Budget estimate and actual costs incurred (grant and County match);
- d. Periodic progress reports if required by the grantor;
- e. Revenue and expense documentation; and
- f. Copy of program assessments and audits.