



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 05-13**

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**EFFECTIVE DATE** May 21, 2024

**POLICY: GRANT FUNDING**

**APPROVED**

DAWN ROWE  
Chair, Board of Supervisors

**POLICY STATEMENT AND PURPOSE**

It is the policy of the Board of Supervisors (Board) to secure grant funding to enhance the County's ability to further its provision of core services and activities, that are in the best interest of the community, and not otherwise available through existing resources. The County examines the benefits of grant funding prior to the application submission and declines funding contrary to the County's mission. This policy expands upon the grant policy adopted as part of the County Policy 05-01.

**DEPARTMENTS AFFECTED**

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts, Board-Governed Entities

**POLICY AMPLIFICATION**

The submission of competitive and non-competitive applications to secure grant funding is a critical component of the overall operations of the County. It is the practice of the County to engage in broad-based planning to identify needs of the organization and pursue supplemental funding to address needs that cannot be solved with current resources. It is the intent of this policy to streamline the approval process to improve the County's ability to mobilize as funding opportunities become available, while maintaining necessary oversight and transparency.

**GRANT SUBMITTAL REQUESTS**

All grant applications and amendments must be submitted to County Counsel and the County Administrative Office – Finance and Administration for review and approval prior to submission to the Board or Chief Executive Officer for final authorization to submit to the grantor agency. The specific steps and grant application approvers are as follows:

- A. Prior to submitting a grant application for review, grants must be recorded in the County's system of record for tracking grants [See Policy 05-13 Standard Practice (SP) 1 for more information].
- B. Board approval is required to submit any application or amendment that is legally binding, requires additional discretionary general funding or matching funds not previously earmarked or allocated for program-related activities, additional staffing not previously budgeted or allocated for program-related activities, a Board resolution, or other Board action.
- C. Chief Executive Officer (CEO) or acting CEO approval is required to submit all other non-binding grant applications and amendments.
- D. The Chief Executive Officer is authorized to approve, sign and submit grant applications that require the signature of a person authorized to enter the County into binding agreements and/or contain grant agreement terms that include non-standard terms as defined in County Policy 11-05.

**GRANT AWARDS**

All grant awards and grant award agreements must be submitted to County Counsel, and the County Administrative Office – Finance and Administration for review prior to submission to the Board for the required approval to accept the grant award/agreement. A copy of the original submission or application shall be provided with award acceptance requests placed before the Board.

Upon Board acceptance of a grant award or grant award agreement, the requesting department must update the County's system of record for tracking grants to reflect the approved status and final approved amount.

**OPERATIONS**

The existence of grant funds does not exempt County personnel or project staff from conducting project activities in accordance with County policies and procedures, which govern fiscal processes, hiring of personnel, employee travel, etc. If there is no conflict with County policies and procedures, regulations

and reporting requirements of the funding agency are in addition to, not replacement for, County policies and procedures.

All expenditures claimed against a grant approved by the Board must be recorded in the County's system of record for grant tracking. All departments are expected to take the measures necessary to fully account for all uses of grants.

**LEAD DEPARTMENT**

County Administrative Office – Finance and Administration

**APPROVAL HISTORY**

**Adopted** January 16, 1984 (Item No. 41)

**Amended** September 14, 2010 (Item No. 42); May 21, 2024 (Item No. XX)

**REVIEW DATES**

May 21, 2029