



County of Santa Clara

Policy Name: Grant Applications and Reporting

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Policy Type: Administrative

Category: Fiscal and Budget **Sub-Category:** Budget Practices

Policy Name: Grant Applications and Reporting

Policy Owner: County Executive

Policy Purpose

The purpose of this policy is to ensure that the Board of Supervisors obtains sufficient information regarding the fiscal and service impacts of grants that County Departments apply for and receive.

Policy Summary

All departments must adhere to this policy and its accompanying procedures, regardless of whether or not they receive general fund monies. This policy and its accompanying procedures apply only to competitive grants. Non-competitive, annual, or recurring funding allocations, such as federal or state block grants or categorical aid funding, are not affected by this policy or its accompanying procedures.

Board offices may not apply for grants. However, they may refer grant opportunities to the administration for assessment of the practicality and benefit of applying for the grant. If the administration does not recommend proceeding with a grant referred by a Board office, the Board office may take the proposal directly to the Board of Supervisors.



Procedures

Applying for a Grant

- 1) All grant applications must be reviewed by either the County Executive's Office or the Board of Supervisors before they are submitted. Upon identifying a grant that it wishes to apply for, a **department** should fill out the grant application and obtain approval as follows:
 - 1a) For grants of up to \$250,000, the **department** must seek approval by the County Executive's Office. The department must complete a Request to Apply for a Grant form, attach it to the grant application, and submit the packet to the [Office of Budget and Analysis](#). The **Office of Budget and Analysis** reviews the request and forwards it to the Deputy County Executive overseeing that department. The **Deputy County Executive** reviews the request and approves or denies it.
 - 1b) For grants of more than \$250,000, the **department** must seek approval by the Board of Supervisors. The **department** must prepare a Board transmittal and attach the completed grant application. The **Board of Supervisors** approves or denies the request.
- 2) If the deadline for submitting a grant application will expire before the department is able to submit the application to either the County Executive's Office or the Board of Supervisors, the **department** may submit the application as follows:
 - 2a) For grants of up to \$250,000, the **department** may submit the application for the grant before obtaining approval from the County Executive's Office or the Office of Budget and Analysis. However, the **department** must retroactively obtain approval from the County Executive's Office before proceeding any further with pursuit of the grant.



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- 2b) For grants of more than \$250,000, the **department** may submit the application before obtaining Board of Supervisors approval. However, the **department** must place the grant on the next Board of Supervisors meeting agenda and obtain ratification before proceeding any further with the pursuit of the grant.
- 3) For the purposes of this policy, the \$250,000 cut-off for grant funding is the *total amount of the grant funding*. This includes the total amount of a multi-year grant, not the amount for a single year of grant funding.

Annual Grant Reports to Board Policy Committees

- 1) **All departments** must provide an annual report on competitive grant funding to their assigned Board Policy Committee. This report shall be made at the end of each fiscal year.
- 2) The **department** fills out the [Grants Reporting Table](#) as follows:
 - Short Description: A short description of the grant program, including the purpose of grant, departmental account information, and any limitations on grant funds or special requirements.
 - Length of Grant: The length of grant, including number of years if multi-year.
 - County Match/In-Kind Services: Any dollar amounts or other County in-kind or matching resources required.
 - Contractor: The name of the contractor, if any.



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- Budgeted Revenue: The amount of grant revenue expected for the fiscal year.
 - Actual Revenue: The actual year-end grant revenue received and spent on the grant program.
 - Variance: The difference between the budgeted revenue and the actual revenue.
 - Reason for Variance: An explanation for the difference between the budgeted and actual revenues.
- 3) The **department** submits the Grants Reporting Table along with a transmittal to the department's assigned Board Policy Committee.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) "**\$250,000**" is calculated using the total grant amount, not the amount for a single year.

Frequently Asked Questions

None.

Related Policies

- Budget Modifications and Transfers - <https://saecommon.sccgov.org/countypolicy/Budget-Modifications-and-Transfers.pdf>



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- County Contracting Activities – Board Policy 5.4 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-5.4-County-Contracting-Activities.pdf>

Related Forms and Information

- Grants Reporting Table - <https://scccconnect.sharepoint.com/:x:/r/sites/oba/Documents/Grants%20Reporting%20Table.xls?d=wb8f053356056434e9bf1b547f23dc03b&csf=1&e=Uhtit>
- Request to Apply for Grant - [\[url\]/sites/forms/oba/OBACountywideForms/Request form for Grants up to 250000.pdf](#)

History

Date	Changes Made
5/30/2014	Policy uploaded. (John Myers)