

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Grant Applications

Number: D 13

Approved: Signature on file

Date: 06-26-14

POLICY

SSA may apply for appropriate grants to provide additional revenue to meet the goals and objectives of Agency programs. All division staff shall seek the approval of their appropriate chain-of-command and work with Contract Administrator when applying for grants and/or submitting Letter of Intent.

All initial grant applications and acceptance of grant funds require the approval of the Board of Supervisors (BOS), prior to submission to the grantor agency or funder. This applies to all new or reoccurring grants and for any grant amount.

[BOS Resolutions](#) provide formal authorization to a Grantor of the Agency's intent to apply for specific grant funding. If the grant application requires a BOS Resolution, Contract Administrator shall work with County Counsel to develop and finalize the document.

Grant awards will not be distributed by the Auditor Controller without formal approval from the BOS. As a record of the Agenda item for the Agenda Staff Report (ASR), each Agency will receive a Minute Order from the Clerk of the Board to indicate BOS approval to accept grant funding. Contract Services will also be required to complete the quarterly CEO Legislative Affairs Grant survey of current year grant award receipts and reimbursements.
