



Fresno County Board of Supervisors

ADMINISTRATIVE POLICY

NUMBER 27 Grant Applications

Effective Date: October 1, 2002

Revised: August 6, 2019

POLICY STATEMENT

The County Administrative Officer (CAO) has the delegated authority to execute grant applications that do not exceed \$100,000 per grant funding cycle on behalf of the Board of Supervisors (Board). Departments shall submit all grant applications that do not exceed \$100,000 to the CAO for review, approval, and execution prior to submission to the funding agency. Departments shall not divide or segment grant applications in excess of \$100,000 to avoid submission to the Board for review and approval. Upon approval of a grant award by the funding agency, an agreement shall be submitted to the Board for final approval. Any changes in grant projects during the funding period requiring an amendment to the agreement must be approved by the Board.

All grant applications exceeding \$100,000 per grant funding cycle shall be reviewed and approved by the Board. Applications that are submitted to the funding agency to meet deadlines prior to Board approval, shall be submitted contingent on Board approval. In these instances, departments shall request retroactive approval from the Board for submission of the application.

MANAGEMENT RESPONSIBILITY

The CAO is responsible for reviewing grant applications that do not exceed \$100,000 per funding cycle. In addition, the CAO is responsible for developing procedures to ensure compliance with this policy and coordination of grant applications with the Auditor-Controller/Treasurer-Tax Collector, County Counsel, and the Risk Management Division of Human Resources (as necessary).