

## TITLE I - FINANCES AND ACCOUNTING

### SECTION 900 – GRANT ACCOUNTING

#### A. 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.

#### B. POLICY SUMMARY

All departments must adhere to this policy and its accompanying procedures, regardless of whether 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.

#### C. PROCEDURES

##### Departmental Fiscal Review

1. All grant applications should be sent to departmental fiscal staff for review and comment prior to submitting to the Board of Supervisors. Departmental fiscal staff should review grant applications for the following:
  - To determine if new accounting structure needs to be requested to account for the grant, and
  - To determine if the grant is compatible with other funding sources and to determine how the grant will be accounted for.

When possible, departmental fiscal staff must be allowed a reasonable amount of time to review the entire grant application prior to sending it to the Department Head or Director for signature.

2. A detailed budget for the grant must be provided to departmental fiscal staff, even if in draft form, before the application is submitted to the Department Head or Director for signature.

##### Applying for a Grant

1. All grant applications must be approved by 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:

- a. The department or agency applying for the grant shall enter into the Finance Enterprise financial and procurement system GMUPGM screen, information about the grant sufficient to create a system generated Grant Information Worksheet report, SCZGM1000. The system generated Grant Information Worksheet shall be submitted with the Board memo.
- b. When grant application deadlines preclude submission of the completed application for prior approval by the Board, the department or agency applying for the grant shall submit a Board memo summarizing the grant application and requesting approval to submit the application. The department or agency applying for the grant shall also enter into the Finance Enterprise financial and procurement system GMUPGM screen, information about the grant sufficient to create a system generated Grant Information Worksheet report, SCZGM1000. The system generated Grant Information Worksheet shall be submitted with the Board memo.
- c. Upon notification of grant award, the department or agency shall return to the Board for approval of the agreement and update the Finance Enterprise finance and procurement system GMUPGM screen to show the Status of the grant as Awarded.
- d. Any department or agency applying for a discretionary grant shall inform the Board of Supervisors of County expenditure attributable to the grant, including direct expenditures, in-kind expenditures, and indirect expenditures.
- e. Any department or agency applying for a discretionary grant shall request from the grant or an amount to reimburse the County for indirect costs. The Board of Supervisors may waive this requirement upon a showing of good cause.

#### **D. RELATED POLICIES, PROCEDURES AND FORMS**

- Grant Management End User Manual Finance Enterprise  
<https://sccintranet.co.santa-cruz.ca.us/Portals/0/AUD/FE%20Grants%20Management%20User%20Guide.docx>
- Grant Sponsor Code Request Form  
<https://sccintranet.co.santa-cruz.ca.us/Departments/Auditor-Controller/-Grant-Sponsor-Code-Request-Form>

#### **E. HISTORY**

Date	Changes Made
12/5/2006	Policy Adopted
12/12/2017	Policy Amended

12/11/2018	Policy Amended
6/13/2023	Policy Amended

Updated – December 11, 2018