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# FISCAL POLICY MANUAL

**POLICY RE-3**

**POLICY AND PROCEDURES FOR GRANTS**

**APPROVED:**

Auditor-Controller-Treasurer-Tax Collector (ACTTC)

**AUTHORITY:**

Auditor-Controller-Treasurer-Tax Collector

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## I. PURPOSE

To ensure proper oversight of funds appropriated to the County, minimize the County's risk of non-compliance with grant requirements, and ensure proper administration of and accounting for grants.

## II. POLICY

It is the responsibility of grantee departments and dependent districts to understand and comply with all grantor requirements and applicable federal, state, and local laws and regulations. Grant goals and objectives should be established early in the planning process.

This policy is applicable to any County of Sonoma program, department, or division, including dependent districts, preparing and submitting grant applications to agencies outside the County for funds, materials, or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent.

## III. RESPONSIBILITIES & PROCEDURES

### A. Grant Application and Acceptance

1. All grant award acceptances must have approval from the County Administrator's Office (CAO) and/or the Board of Supervisors (BOS). Many grants have a local matching requirement and departments should work with their CAO analyst to determine the appropriate level of approval.
2. The department is responsible for securing working capital and/or establishing other financing arrangements associated with grant proceeds that are received on a reimbursement basis to ensure adequate positive cash flows. This may require departments to work with the CAO.
3. The grant application shall be reviewed by the department seeking a grant in order to make an independent assessment of all financial aspects of the application to ensure the availability of funds.
4. The County program, department, or division desiring to submit a grant application soliciting funds will prepare the request as outlined by the grantor's requirements.

5. The department director or designee should sign the grant application as approval that funds are available, and they are supportive of the fiscal impacts to the department.
6. The department applying for the grant should project all initial and ongoing costs associated with the grant program.
7. The department is responsible for fully understanding grant programmatic, compliance and administrative requirements and should only accept a grant if the department has the resources, expertise and ability to fully comply with all grant requirements.

## **B. Grant Monitoring and Reporting**

1. Departments are responsible for continuously monitoring the financial status of grants and ensuring all funds are expended or encumbered prior to the end of the grant period in order for the funds to be used adequately and not be lost in future award periods.
2. Department must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with the County's and/or grantor's policies and procedures for all practices including procurement for the selection of contracts and vendors.
3. The requesting department is responsible for providing financial reports to grantors.
4. For any periodic reporting on federal awards which requires approval of the Auditor-Controller-Treasurer-Tax Collector (ACTTC), departments must provide the report and supporting documents to the ACTTC two weeks prior to the report's date due to ensure adequate and timely review.
5. Departments are responsible for complying with due dates for all reporting requirements of the grant including financial reporting and reimbursement requests.
6. As a rule, federal and state regulations prevail except when less restrictive than County policy, in which case County policy prevails.

## **C. Audit Requirements for Federal Awards**

1. Auditor-Controller-Treasurer-Tax Collector (ACTTC) will act as liaison between departments and auditors for purposes of complying with the audit requirements set forth in Subpart F of the Uniform Guidance (2 CFR Part 200).
2. Departments are responsible for follow-up and corrective action on all audit findings. If applicable, ACTTC staff shall work with departments to ensure the County takes appropriate action.

## **IV. ADDITIONAL POLICIES**

1. RE:2 Grant Subrecipient Monitoring and Management:

<https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/auditor-controller-treasurer-tax-collector/divisions/general-accounting/fiscal-policy-manual>