

Number: **BP 049**

Related Admin. Procedure AP 049

Authority: Board of Directors

Adopted: April 6, 2023

Revised: April 6, 2023

Reviewed: March 18, 2025

Initiating Dept./Div.: Administration/Finance



BOARD POLICY

GRANTS

PURPOSE

To set forth policy direction for grant management at the District.

POLICY

1. The Board recognizes the strategic value of pursuing grant opportunities to supplement or replace local funding sources for capital projects, emergencies, operational initiatives, and other appropriate needs.
2. Grants should be in alignment with objectives and initiatives set forth in the District's Strategic Plan document.
3. Grant awards exceeding \$100,000 must be authorized by the Board.
4. Funding from grants shall be considered one-time or short-term funding sources and should not be the basis for ongoing increases in the District's cost structure.
5. Prior to award, grant opportunities shall be carefully evaluated to identify and assess any unprecedented permanent or long-term obligations that may result from grant-funded activities.
6. Local matches of funds required in grants shall be evaluated to ensure they do not diminish resources for current budgetary or contractual commitments.
7. The costs associated with a grant (i.e., penalties for noncompliance, additional administrative efforts, etc.) should not outweigh the benefits of the grant award.
8. Given the significant compliance requirements that accompany grants and negative consequences for failing to meet those requirements, each awarded grant shall be assigned a Grant Executor responsible for monitoring the grant-funded project,

compliance with grant requirements, and ongoing communication with the grantor agency. Independent from the Grant Executor role, the Finance Division shall serve as the District's central grants management function, overseeing accounting, financial reporting, and audit compliance.

AUTHORITY

The General Manager has the authority to execute all grant documents once the necessary Board authority to proceed is obtained, if applicable, based on the amount of the grant. The General Manager shall establish and implement administrative procedures to support this policy.

POLICY REVIEW

This policy shall be reviewed at least biennially to ensure alignment with current strategic priorities set by the Board. Any changes must be approved by the Board following initial review by the Administration Committee.

[Original retained by the Secretary of the District]