

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY  
POLICIES AND PROCEDURES MANUAL**

**Subject:** Grant Applications, Resolutions and Requests for Letters of Support

**Number:** D 13

**Date:** 1/8/19

**Approved:** Signature on file

**POLICY**

The County of Orange Social Services Agency (SSA) may apply for appropriate grants in order 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 an assigned 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 of the Agency's intent to apply for specific grant funding. If the grant application requires a BOS Resolution, the 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.

Additionally, criteria have been established should SSA receive a request for a Letter of Support from an outside agency seeking to apply for grant funding.