



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



5.8

Governmental Grants

I. POLICY

The District shall actively participate in grant opportunities through legislative advocacy and comprehensive application submittals to leverage funding, which advances the District's mission.

II. PURPOSE

To establish guidelines when administering or considering grants with Federal, State or other agencies and to ensure efforts are consistent with County Policy.

III. PROCEDURE

- A. The District shall identify and fund a position within the Business Operations Bureau to monitor all activity related to Grants.
- B. The dedicated position will monitor trends and opportunities through NRPA, NACPRO, CPRS, and others to ensure that grant opportunities are identified.
- C. The dedicated position will work closely with the Parks General Manager/Director to establish an annual legislative platform, which identifies future funding opportunities to advance the District Mission.
 - 1. The District shall coordinate legislative efforts in accordance with Board of Supervisors policy A-27, Legislative Coordination.
- D. The District shall apply for grants in accordance with Board of Supervisors policy A-30, Coordination of Grants.
- E. The District shall maintain an active list of grants, which shall include the original grant amount and expenditures to date.
- F. The District will inform the District Advisory Commission (DAC) of grant activity.



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1. The Parks General Manager/Director will provide updated legislative activity in the general activity report, which shall be constantly updated and provided to the DAC at each regularly scheduled meeting.
2. The Business Operations Bureau shall monitor grants throughout the year and provide updates to the DAC on a regular basis.

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Original Issue Date: 12/3/2012

Office of Primary Responsibility: *Business Operations*

Editor: Bangle, Scott, A., General Manager

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Approved by: District Advisory Commission

Date Approved: 11/8/2012

Previous Revision Dates: