

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Primary Health Services Sacramento County Health Center Policy and Procedure</p>	Policy Issuer (Unit/Program)	Administrative Services
	Policy Number	XXXX
	Effective Date	02/14/2020
	Revision Date	
Title: Grant Management Policy		Functional Area: Administrative and Financial
Approved By: Sharon Hutchins, PH.D., MPH, Health Program Manager Tracie Hall-Burks, LCSW, Health Program Manager		

Policy:

Part of the Sacramento County Health Center (SCHC)'s budget derives from grants, including those from the federal and state government. SCHC's policy is that grant activities, reports, deliverables, invoicing, and receipt of funds are monitored and tracked in compliance with County guidelines and the specific requirements of the granting agency.

Authorities:

The Sacramento County Board of Supervisors: Authority from the Board of Supervisors is required to apply for a grant.

Co-Applicant Board: Approval of the Co-Applicant Board is required for applications for HRSA grants

SCHC Medical Director: Grant applications will be approved by the SCHC Medical Director

Procedures:

SCHC recognizes that strong internal controls are a key component of safeguarding public resources. Each grant has an assigned coordinator to oversee grant monitoring and ensure compliance with County and grant agency requirements. The coordinator shall oversee grant implementation and record keeping, and will work with specialists within SCHC and in other County departments, such as OFCA, to ensure that grant due dates, deliverables, requirements, and parameters are understood and met. The coordinator shall prepare a calendar of dates for required activities and reports to SCHC management.

Grant applications shall be approved by the SCHC Medical Director. Once approval is obtained, staff shall coordinate with the SCHC Administrative Services Officer (ASO) in charge of Board of Supervisors requests to obtain the necessary authority.

The HRSA Project Director is responsible for bringing to the Co-Applicant Board for review, any applications for grant funds or receipt of grant funds of any type.

Invoices shall be reviewed by at least two individuals for quality control. Verification of services shall not be conducted by the same staff that process the fiscal documents.

For each grant, staff shall coordinate with the SCHC Budget Analyst (ASO II), to establish a new COMPASS order number that will correspond to the grant and be used to track all expenditures. Staff will timestudy as appropriate.

Charges to the grant source shall be reviewed by SCHC admin staff and DHS Fiscal Services will be given any and all materials available detailing allowable costs so that grant claims include and exclude costs as appropriate.

References and Links:

California Department of Public Health, Center for Infectious Diseases, Office of Refugee Health (2019), *Refugee Health Assessment Program Policy and Procedure Manual, Federal Fiscal Year 2019-2020*.

US Health Resources and Services Administration, Bureau of Primary Care (August 20, 2018), *Health Center Compliance Manual*. See <https://bphc.hrsa.gov/sites/default/files/bphc/programrequirements/pdf/hc-compliance-manual.pdf>

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