

## Administrative Policy No. 19.65.21

**Subject:** DSHS State Grants

**Contact:** Office of Accounting Services  
Chief, (360) 664-5716

**Authorizing Sources:** Revised Code of Washington (RCW)  
[43.20A.050](#) Secretary of Social and Health Services  
-- Powers and duties generally  
[43.20A.110](#) Secretary's delegation of powers and  
duties

**Effective Date:** April 21, 2008

**Revised:** November 19, 2021

**Approved By:** Original signed by Judy Fitzgerald  
Assistant Secretary / Chief Financial Officer

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### Purpose

To establish policy related to the distribution and monitoring of state grants.

### Scope

This policy applies to all Department of Social and Health Services (DSHS) programs that receive authority to issue state grants.

This policy does not apply to federal grants or grants that must adhere to Administrative Policy **19.50.03** Grant Application Process.

### Additional Guidance

[OFM State Grant Guidance, Administrative & Accounting Resources](#)

### Definitions

**Competitive Grants** are grants awarded to those applicants that best meet the selection criteria identified by the grantor agency, based on the availability of grant funds.

**DSHS** refers to the Department of Social and Health Services.

**Entitlement** is a service or grant that, under federal law, must be provided to all eligible applicants.

**Entitlement Grants** are grants awarded to those grantees that meet qualifying conditions. These grants are usually distributed on a formula basis.

**Grantee** is the recipient of a grant.

**Rating and Selection** is a formal process used to evaluate grant applicants.

**State Grant** is an award of state money to an eligible grantee, to accomplish a public purpose authorized by law. This does not include client services.

**State Grant Agreement** is an agreement between at least two parties that awards state money to an eligible grantee, to accomplish a public purpose authorized by law.

## Policy

- A. Authority to issue state grants must be in statute.**
- B. Distribution method of state grants must be determined.** Primary selection methods are:
  - 1. Competitive grants
  - 2. Entitlement grants
- C. A state grant agreement or contract must be used to disseminate state grants.**
- D. State grants must be monitored.**

## Procedures

- A. Programs will:**
  - 1. Determine distribution methodology after receiving authority to distribute a state grant
  - 2. Develop a grant agreement or contract and data share agreements, if applicable
  - 3. Monitor state grants, which includes but is not limited to:
    - a. Completing a risk assessment
    - b. Determining the level of monitoring needed
    - c. Documenting the monitoring