

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: September 1, 2017

Approved By: original signed by Avanulas (Vann) Smiley
Deputy Secretary, Financial Services Administration

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.

Department refers to the Department of Social and Health Services.

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 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