



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

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Chair

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District No. 5

Item Number: 1.4

MEETING DATE: 09/09/2025

DEPARTMENT: COUNTY COUNSEL

AGENDA ITEM PREPARER: Barbara Thompson

DEPT HEAD/DIRECTOR: Gregory Priamos

SUBJECT:

COUNTY COUNSEL - G. PRIAMOS

Approve updated purchasing policy, effective immediately, modifying grant application requirements to require County Administrative Office and Board of Supervisors approval before the grant application deadline for all County grant applications.

SBC FILE NUMBER: 160

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The Purchasing Policy was last updated on January 14, 2025. Today, the purchasing is brought before the Board to address the issue of Grant Applications.

Currently the purchasing policy does not require grant applications to be presented to the Board of Supervisors. The current purchasing policy language is below:

17-1. Grant Applications

Grant Applications shall be presented to the CAO, or his/her designee, for approval before applying if the grant application results in mandatory obligations on the County if awarded.

This is requested to be modified to read as follows:

17-1. Grant Applications

Grant Applications shall be presented to the CAO, or his/her designee, for review and comment. Thereafter, the Department shall obtain Board of Supervisors' approval for the grant application before the grant application deadline.

The CAO should be presented with the grant materials at least two weeks before the agenda deadline at which BOS approval will be requested. Individual departments are responsible for preparing the Board agenda item for grant approval.

This will enable the Board to review and approve grant applications submitted on behalf of the County. The reason for this requested change is that it would be beneficial for the County to fully evaluate any County staff and monetary requirements prior to the submission of grant applications.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve updated purchasing policy, effective immediately, modifying grant application requirements to require County Administrative Office and Board of Supervisors approval before the grant application deadline for all County grant applications.

ATTACHMENTS:

[Board Agenda Fact Sheet - Updating Purchasing Policy](#)
[Section 17-1 Redlined](#)
[Revised Purchasing Policy](#)