

MENDOCINO COUNTY POLICY #25	GRANT APPLICATIONS AND CONTRACTS
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PURPOSE

The purpose of this policy is to ensure that the Board of Supervisors and the County Administrative Office are provided with complete information and adequate time to review all proposed grant applications and to ensure that all proposed grant applications are approved as matters of policy by the Board of Supervisors or the County Administrative Officer prior to their submission to outside agencies.

SUMMARY

The Board of Supervisors acknowledges that grants are fundamental in financing both existing and expanded programs and services for Mendocino County constituents and strongly encourages pursuit of grants that are consistent with the expressed goals of the County mission statement and department objectives. Its intent is to ensure that the Board of Supervisors and the County Administrative Officer have full knowledge of, and concurrence in, proposed grant applications before they are submitted to funding agencies. This policy is also intended to ensure that adequate fiscal and program information is submitted to the Board and the County Administrative Office for review and consideration prior to making a decision which may have either limited or lasting impacts on County operations or on recurring financial obligations.

For the purpose of this policy, a grant is generally defined as a financial subsidy from a source other than the County which is intended to fund a specific use, program, or project, typically has a defined term, and requires the County to administer the grant and/or carry out the defined use, program, or project. For the purposes of this policy, the definition of a grant does not include on-going State and Federal Subventions.

GRANT APPLICATIONS

The Board of Supervisors and County Administrative Office supports the efforts of County Departments in securing additional revenues for programs which benefit the citizens of Mendocino County. However, the following areas of concern with regard to grants need to be addressed prior to the submittal of any application. They are:

1. That the Board be informed early in the process of a Department’s intent to apply for a grant. This can be accomplished via the following mechanisms:
 - a. General conceptual approval to seek grants in a particular subject area (e.g., “housing alternatives for persons with mental illness”) presented in an agenda item to the Board. Board shall be notified of grant application submittal via consent calendar at the earliest opportunity following application submittal.
 - b. Conceptual approval of a specific grant not covered within item (a) above, prior to development of application through an agenda item.
2. To assist the Board in determining the value/impact of the grant, the requests as identified in 1 (b)

above shall include the types of services or programs that the grant will provide, the unmet need that the grant will address and an analysis of the impact the grant will have on space, new positions, and fixed assets. A copy of the actual proposal will be submitted to the Board either prior to submission (if time permits) or on the next available Board agenda following the submission to the grantor. This agenda item shall include delineation of the projected number of new staff, space and other items impacted if the grant is awarded.

3. Grants should cover all costs related to a new program, including full funding of the projected internal support services. The Department must include in its grant proposal 100% of internal services costs associated with new programs either through the grant or with another identified source of funds. This may be accomplished through direct billing or a transfer of funds based on the County's projected indirect cost percentage as determined annually by the County Auditor. The Board may, on a case-by-case basis, elect to waive this requirement for those grants that either exclude or set a limit on "indirect" costs.
4. If time restrictions limit the Department's ability to obtain Board waiver prior to submitting grant application, the County Administrative Officer is authorized to pre-approve a waiver, provided the Department returns to the Board for ratification at the next available Board meeting.
5. Grants provide funding for a limited term. The request should discuss whether the program or services will be continued or terminated at the end of the funding period, and if continued, how will it be funded. If there are no plans for continuation, the request should include the potential impact a program termination would have on the public and other related programs. It is anticipated that throughout the term of the grant, if appropriate, the Department shall aggressively seek methods for leveraging additional on-going funds to sustain the program and/or service provided after the grant funding has expired.
6. Approval of the submission of a grant does not commit the Board to accept the award or terms of the contract at a later date.

If a department/division wishes to apply for a new grant, or continuation of an existing grant where the original terms have been significantly amended, it must first obtain authorization from the Board of Supervisors as described above. If prior authorization from the Board of Supervisors is received during the award of the initial grant, a department/division may be authorized to apply for a recurring grant, with authorization from the County Administrative Officer; however, the County Administrative Officer reserves the right to submit any application to the Board of Supervisors for discussion and action. If a department/division wishes to apply for a new grant, but insufficient time exists to obtain Board of Supervisors authorization, the County Administrative Officer may provide authorization, with the grant application to be placed on the next available Board of Supervisors agenda for ratification. The County Administrative Officer is also authorized to sign any such documents as necessary for the submission of the grant application.

COLLABORATIVE PROPOSALS WITH THE COUNTY AS FISCAL AGENT/APPLICANT:

Often grants are available to fund collaborative efforts where one entity will be the "fiscal agent" who will subcontract to various other entities or departments for services. In the event that a County department is the applicant/fiscal agent, that department will submit the above documents to the Board on behalf of all of the collaborating County departments.

In the event that a County department is a part of a collaborative proposal but the County is **not** the applicant or fiscal agent, the appropriate County department will submit a copy of the collaborative proposal to the Board for approval following submission to the grantor. This item shall include the impact on the

county as identified in items 2 and 3 above.

APPROVAL OF GRANT AWARDS

Once the grant application has been submitted and the grant awarded to the County of Mendocino, the department/division must submit the contract for Board of Supervisors approval via the consent calendar. However, the Board, at its discretion, may authorize the County Administrative Officer, or his/her designee, or the Department Head to execute said grant agreement. Whether the County is the fiscal agent or another entity is the fiscal agent/applicant, a fully completed Grant Approval Summary form (Attachment A) must accompany the contract. The agenda item requesting Board approval/acceptance of a grant award must include in the recommended motion a direction to the Auditor-Controller to: 1) increase appropriation of expenditures in an existing budget unit resulting from receipt of unanticipated revenue, or 2) establish a new budget unit specifically for the grant.

If the grant will require additional personnel, the recommended motion should also include language requesting an amendment to the Position Allocation Table. A resolution prepared by the Human Resources Department must be attached and submitted with the agenda summary form. All grant-funded positions shall be temporary allocations, and shall terminate when the grant expires, unless, based on special circumstances, the Board agrees to create an on-going allocation.

After formal approval of the contract, all transactions relating to the hiring of new personnel, purchasing of fixed assets, acquisition of office space, etc., are delegated to the appropriate department, following established County policies and procedures.

Sources of funding that are classified as “subventions”, where the funding and contract terms for a program are recurring, stable, and not subject to a competitive application process, are not subject to the application authorization process described in this policy. Subvention contracts may be placed directly on the Board of Supervisors agenda. If a department/division is uncertain whether or not funding for a particular program is defined as a subvention, it should consult with the County Administrative Officer and County Auditor-Controller for a final determination.

GRANT ASSOCIATED PERSONNEL

Human Resources will be responsible in collaboration with the “grantee” department to establish the assignment of each grant-funded position to the appropriate classification. All positions shall be classified in accordance with the Civil Service Classification System or Merit Classification System, as appropriate, and will be subject to the same terms and conditions stated within the Civil Service Rules or Merit System Rules, appropriate respective Memorandum of Understanding between the County and the appropriate labor organization and other employment practices as are customarily applicable. Human Resources will be responsible for tracking personnel who have been hired pursuant to a limited term grant. Upon expiration of said grant, Human Resources will contact the “grantee” Department to confirm the status of grant and associated personnel.

The “grantee” Department will be responsible for completing a Personnel Transaction Form either transferring employee to a vacant position, invoking layoff procedures or requesting an extension to the allocation. If a layoff occurs, the Department also shall complete an Employee Separation Report.

Human Resources will be responsible for processing the layoff pursuant to Civil Service Rules (Section XI Separations and Suspensions, Section 6) or Merit System Rules, as they apply, and the appropriate Memorandum of Understanding as are found to be applicable. Human Resources is responsible for conducting any appropriate labor relations functions as are found to be necessary and for establishing

seniority, “bumping rights”, and order of layoffs.

TRAVEL AND PER DIEM REIMBURSEMENTS ASSOCIATED WITH GRANT ACTIVITIES

When Grantor’s reimbursement for travel and/or per diem is different than that of the County (pursuant to Policy 18, Travel and Meal Policy), the following policy will be adhered to:

- a. Travel reimbursement for mileage will be at the County specified rate.
- b. Travel reimbursement for lodging will be reimbursed at the County approved rate unless grant guidelines allow a higher reimbursement.
- c. Meal reimbursement will be paid at the grant-approved rate, if higher than the County’s specified rate. However, employees are encouraged to claim “actual costs” if less than the allowed County or grantor per diem rate.

In all reimbursements, if grant funds do not fully cover travel and per diem costs, the “parent” general fund budget will be charged the difference. It is the responsibility of the department to ensure that the Auditor’s Office has received copies of grant guidelines.

OTHER REIMBURSEMENTS

When Grantor’s guidelines allowing for reimbursement for meeting snacks, refreshments, continental breakfast, lunch or other reasonable food purchases, or supplies associated with activities or an event are different than those of the County (pursuant to Policy 18, Travel and Meal Policy), the following policy will be adhered to:

- a. Reimbursement for food, material rewards (such as non-cash redeemable gift certificates, posters, water bottles, etc.) or other activity or event supplies will be paid at the grant-approved rate and within grant guidelines.
- b. A copy of grant guidelines must be on file in the Auditor-Controller’s office prior to filing the first reimbursement claim. The Auditor-Controller will keep on file these guidelines throughout the term of the grant.

It is the responsibility of the department to ensure that the Auditor’s Office has received copies of grant guidelines.

EXISTING GRANT RENEWALS AND AMENDMENTS

Understanding the Board’s desire to continue programs/services provided by grants, departments shall have the discretion to extend or renew existing grants without additional approval by the Board, provided the following criteria is met:

- ❖ Prior authorization (via Resolution) has been given by the Board authorizing the County Administrative Officer (or designee) or Department Head to enter into and sign the grant agreement, including any and all documents, subsequent amendments, or renewals;
- ❖ Grant amendment or renewal has been reviewed by County Counsel and Risk Management; and
- ❖ Grant amendment or renewal has been approved by the County Administrative Officer (or designee).

In the absence of Board prior authorization, renewals and amendments must have Board approval.