



Deschutes County Board of Commissioners
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(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of March 28, 2022

DATE: March 18, 2022

FROM: Dave Doyle Legal 388-6625

TITLE OF AGENDA ITEM:

Proposed revisions to County Policy GA-20: Grants.

PUBLIC HEARING ON THIS DATE? No.

BACKGROUND AND POLICY IMPLICATIONS:

Administration and Legal are supportive of amendments to County Policy GA-20 which outlines the process for grant applications and awards. Staff is recommending that department heads have authority to approve grant requests and grant awards at an annual amount not exceeding \$10,000, provided that (a) there is no match requirement, and (b) no additional staff will be hired in association with the grant. Beyond that, staff is recommending that the County Administrator have authority to approve grant requests and grant awards at an annual amount not exceeding \$50,000, provided that (a) there is no match requirement, and (b) no additional staff will be hired in association with the grant. Redline edits are attached.

FISCAL IMPLICATIONS:

No direct fiscal. Staff time savings.

RECOMMENDATION & ACTION REQUESTED:

Move Board approval of the proposed amendment to GA-20, and authorize County Administrator signature.

ATTENDANCE: Legal, Admin

DISTRIBUTION OF DOCUMENTS:

Admin



Deschutes County Administrative Policy No. GA-20

Effective Date: April ~~129~~, 2022~~0~~

GRANT APPLICATION AND ADMINISTRATION

DRAFT

STATEMENT OF POLICY

It is the policy of Deschutes County to seek grant funding, when appropriate, to support services and operate programs that further County goals and objectives, are consistent with core County functions, or that otherwise benefit County citizens. Grant funds and grant-funded projects or programs will be approved, managed, and monitored in accordance with established County systems, processes, and procedures to ensure compliance with funding agency requirements.

APPLICABILITY

This policy applies to any Deschutes County department, division, program, staff member, elected official, or affiliate agency preparing and submitting grant applications on behalf of Deschutes County for funds, materials, or equipment to be received and administered by the County or by an organization for which the County acts as grant applicant or fiscal agent.

DEFINITIONS

For the purpose of this policy, unless otherwise specified, the following definitions shall apply:

- Grant: Funds awarded to the County by a Funding Agency and usually required to be used for a specific purpose or function as defined in an application for funding.
- Funding Agency: Federal, state, or local government, private foundation or business organization, non-profit agency, individual, or other source that provides grant funds to the County.
- Grant Requestor: Department Director or designee.
- Grant Administrator: Department staff authorized and responsible for managing, tracking, and reporting grant progress and financial activities.

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POLICY AND PROCEDURES

1. The Grant Requestor and Department Director, or designee, must review the risks and benefits of grant funding prior to application and will only pursue those opportunities which are financially and operationally prudent and which support services and operate programs that further County goals and objectives, are consistent with core County functions, or that otherwise benefit County citizens. The Department Director has authority to approve grant requests and grant awards at an annual amount not exceeding \$10,000, provided that (a) there is no match requirement, and (b) no additional staff will be hired in association with the grant. The County Administrator has authority to approve grant requests and grant awards at an annual amount not exceeding \$50,000, provided that (a) there is no match requirement, and (b) no additional staff will be hired in association with the grant. All other grant requests and grant awards must be noticed to inform the County Administrator and receive approval from the Board of County Commissioners at a Board meeting to proceed ~~with any proposed grant application~~. Attached is a recommended Grant Application template that can be used when requesting Board approval to apply for a grant.

2. Grant applications, supporting materials, and award documents will be managed and maintained consistent with County systems, processes, and procedures for public documents.
3. The requesting department shall assign a Grant Administrator to be responsible for compliance with all grant requirements and oversight.
4. The Grant Administrator will review all restrictions and conditions specified in the award documents and will communicate and address any that may require special handling or involvement by other County departments or staff members.
5. Prior to acceptance of any funding or expenditure of funds for any grant-funded activity, the Grant Administrator will prepare and submit a written contract, agreement, or award notice consistent with Policy No. GA-17: Legal Review of County Documents including the assignment of a document number by Administrative Services.
6. Within the fiscal limits identified in this policy, The Grant Administrator will forward the contract, agreement, award notice, budget adjustment request (if necessary) or other documentation to the Board of County Commissioners through the County's established Board meeting procedures for acceptance of the grant.
7. Following the Board of Commissioners' acceptance and approval of the award, the Grant Administrator will forward a copy of the grant application and approved award documents to the County Finance Department. In addition, the Grant Administrator will inform the County's Finance Department of the funding source, amount expected, anticipated date of payment, and County revenue account in which payment will be recorded.
8. The Grant Administrator shall ensure proper oversight for all grant funds awarded by a funding agency, including thoroughly reviewing award conditions, completing and submitting award documents, monitoring grant-funded activities, tracking expenditures, accounting for grant payments, and preparing and submitting grant reports as required.
9. When all grant requirements have been met, the Grant Administrator shall complete and submit a final report or grant closeout agreement to the funding agency as required by the grant award.

Approved by Deschutes County Board of Commissioners on March 28, 2022~~April 29, 2020~~.

Nick Lelack
County Administrator

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Grant Application Request

Date:

1. Name of Grant:
2. Deschutes County contact:
3. Funding Agency:
4. Grant Amount:
5. Does the grant require matching funds? Yes No

If yes, how much are the required matching funds and what funds does the department plan to use for matching funds?

6. Grant duration:
7. Grant application deadline:
8. Grant description:
9. Requested budget (please provide additional line item details under the broad categories listed below):

	Amount Requested
Personnel Services	

Materials and Services	
Capital	
Total	

10. If the grant request includes FTEs, please fill out the table below.

Position Title	Limited duration or regular position?	FTEs	Notes

11. Other information: