

## **Staff Report**

**Subject:** Ratification of Memorandum of Understanding with GEMA  
**Author:** Kathy Candler, Grants Coordinator  
**Department:** General  
**Meeting Date:**  
**Item Description:** A new Memorandum of Understanding was needed to add the Grants Coordinator to the account.

### **Summary Recommendation:**

Staff requests approval for ECBOC to ratify and affirm the Memorandum of Understanding with GEMA.

### **Executive Summary:**

To effectively incorporate the new Grants Coordinator into our operations, a new Memorandum of Understanding (MOU) was required. This MOU solely addresses the addition of the Grants Coordinator role, ensuring they are officially recognized and can perform their duties. All other terms and conditions from the previous MOU remain unchanged. This update is crucial to streamline our grant management processes and enhance our capacity to secure and manage funding efficiently.

### **Background:**

1. The previous MOU was submitted on January 31, 2020
2. New MOU was needed to add new Grants Coordinator

### **Alternatives for the Commission to Consider:**

1. Approve ECBOC to ratify and affirm the Memorandum of Understanding with GEMA.
2. Do not approve ECBOC to ratify and affirm the Memorandum of Understanding with GEMA.
3. Provide Staff with Direction

### **Recommended Alternative:**

Staff recommends Alternative number 1

### **Other Alternatives:**

N/A

### **Department Review:** *(list departments)*

Finance

**Funding Source:**

No cost share requirement.

**Attachments:**

1. Previous MOU
2. New MOU