



COUNTY OF NEVADA COUNTY EXECUTIVE OFFICE

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NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: November 16, 2021

TO: Board of Supervisors

FROM: Alison Lehman, County Executive Officer

SUBJECT: Resolution authorizing the County Executive Officer to sign Memoranda of Understanding with eligible entities to fund grant writing services on their behalf to further Board objectives

RECOMMENDATION: Approve the attached Resolution.

FUNDING: It is anticipated that expenses for these services will be in the range of \$10,000 to \$50,000 per fiscal year, with approximately 2 to 10 entities requesting/approved for grant writing services. Per this resolution, the County Executive Officer (CEO) would be authorized to sign memoranda of understanding with eligible entities to fund grant writing services on their behalf, not to exceed \$20,000 per request and not to exceed a total of \$50,000, to achieve board objectives. We expect these requests to be associated with a range of departmental budgets including both general fund and non-general fund. Funding for grant writing services will be identified on a per project basis. Given the size and range of these projects, it's uncertain whether a budget amendment will be needed; budget amendments will be brought to the Board.

BACKGROUND: The County recognizes opportunities to further Board objectives by assisting eligible community partners to secure grant funding for specific projects, programs, or services. These eligible entities are non-profit organizations and local jurisdictions. There are unique circumstances in which community partners/eligible entities may not have the capacity to apply for a grant that is a significant opportunity to advance a Board objective. For example, entities may be volunteer run, or have small staff facing multiple deadlines that preclude them from competing for a critical state or federal funding opportunity.

By providing grant writing support in such situations, the County can support community entities to seek funding that furthers Board objectives. For example, in the past, Nevada County funded grant writing services for a grant that secured generators for the Town of Washington to address emergency preparedness, and funded grant proposal submissions to support Nevada City's Sugarloaf Trail and Penn Valley's Community Center, furthering economic development.

On September 14, 2021, the Board of Supervisors adopted Resolution 21-409 approving a Qualified List based on the competitive Request for Qualifications No. 143579 for grant writing consulting services to be provided as needed to various County departments for a variety of projects involving both County agencies and community partners, for the initial period of September 1, 2021 through June 30, 2024, and approving the option to renew the resulting Qualified List for up to two (2) additional one-year periods. The County may maintain contracts with other grant writing firms as well and can leverage these contracts to support eligible entities.

Grant opportunities often present with short turn-around times and tight deadlines. As such, the County must be able to respond quickly to partner on emergent opportunities and has established an efficient process to do so, comprised of:

- 1) Submission of a short application by the entity requesting support to the CEO's office (Attachment 1, Capacity Building Support Application);
- 2) Evaluation of application by the CEO or designee based on the following criteria:
 - a. Capacity of requesting organization. *Typically, the County may support smaller organizations that do not have staff capacity to develop proposals.*
 - b. Project readiness and viability. *Projects must be "shovel ready" and demonstrate feasibility for funding and long-term success.*
 - c. Broad community benefit. *Projects must provide significant benefit to Nevada County citizens.*
 - d. Project location. *In general, unincorporated areas in County's jurisdiction will be given priority.*
 - e. Alignment with Board priorities. *Projects must be aligned with Nevada County Board of Supervisors priorities.*
- 3) Execution of Memorandum of Understanding between County and entity receiving support if request is approved. (Attachment 2, Capacity Building Memorandum of Understanding).
- 4) Execution of task order with a grant writing entity with whom the County is in contract. Typical requests may range from \$3,000-\$20,000 depending on complexity of proposal and scope of work, and CEO shall approve task orders not to exceed \$20,000 per request; contracts per grant writing entity will follow standard purchasing guidelines with contracts exceeding \$50,000 going to the Board.

Therefore, staff recommends the Board adopt the attached resolution authorizing the County Executive Officer to review applications to determine eligibility for grant writing support and sign Memoranda of Understanding with eligible entities to fund grant writing services on their behalf to further Board objectives.

Item Initiated by: Ariel Lovett, Senior Administrative Analyst

Approved by: Alison Lehman, County Executive Officer