



County Executive Office

Eric Rood Administrative Center | 950 Maidu Avenue, Suite 220, Nevada City, CA 95959

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: October 8, 2024

TO: Board of Supervisors

FROM: Sarah Holyhead, Senior Management Analyst

SUBJECT: Ordinance amending the CEO's authority to apply for and accept grant awards from \$25,000 to \$100,000

RECOMMENDATION: Adopt ordinance.

FUNDING: N/A

BACKGROUND: The Grants Improvement Team, a cross-department group that was convened to identify improvements in the grant application and acceptance process, is seeking to change the County Executive Officer's authority to apply for and accept grant awards from \$25,000 to \$100,000. This is because \$25,000 is now considered a small grant with no benefit derived from review and approval by the Board of Supervisors. Preparing agenda items and shuttling them through the agenda process can create delays in meeting grant application deadlines and executing grant agreements. Often, the time between awareness of a grant opportunity and stated deadline presents timing problems which can be mitigated by increasing the authority threshold for initial approval. Therefore, the Grants Improvement Team is seeking to amend the CEO's authority upwards to \$100,000 at the October 8 board meeting in the form of an ordinance, as a revision to County Code is necessary.

This proposed change is strictly administrative, has been reviewed and approved by County Counsel, and is at the discretion of the CEO. This change will not impact or incur expenses related to accepting grant awards as it does not change the purchasing policy. Under this change, grant applications and awards under \$100,000 that are controversial, and/or require matching grant funds over the amount specified in the County Executive Officer's contracting authority as specified in the purchasing policy (currently \$25,000) will still need to be presented to the Board for approval.

All grant applications will continue to be entered into the County's Grant Tracking Tool to provide the CEO with the ability to review the prospective resource impact and to determine which items may be of significant interest to the Board of Supervisors, therefore requiring additional review.

The new ordinance language will require quarterly reporting to the Clerk of the Board of any newly approved grant agreements.

Item Initiated by: Sarah Holyhead



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Approved by: Alison Lehman

Submittal Date: September 17, 2024

Revision Date: