



Grants Report

DRAFT

County Executive Office/Legislative Affairs

December 10, 2019

Item No. 29

County of Orange Report on Grant Applications/Awards

The Grants Report is a condensed list of grant requests by County Agencies/Departments that allows the Board of Supervisors to discuss and approve grant submittals in one motion at a Board meeting. County policy dictates that the Board of Supervisors must approve all grant applications prior to submittal to the grantor. This applies to grants of all amounts, as well as to new grants and those that have been received by the County for many years as part of an ongoing grant. Receipt of grants \$50,000 or less is delegated to the County Executive Officer. Grant awards greater than \$50,000 must be presented to the Board of Supervisors for receipt of funds. This report allows for better tracking of county grant requests, the success rate of our grants, and monitoring of County's grants activities. It also serves to inform Orange County's Sacramento and Washington, D.C. advocates of County grant activities involving the State or Federal Governments.

On December 10, 2019 the Board of Supervisors will consider the following actions:

RECOMMENDED ACTIONS

Approve grant applications/awards as proposed and other actions as recommended.

ACTION ITEMS

1. Approve Grant Application, Grant Award and Adopt Resolution – OC Public Works –Invasive Shot Hole Borer (ISHB) Block Grant – \$597,160.
2. Approve Grant Application and Adopt Resolution – OC Public Works – Proposition 1 Integrated Water Management Implementation Grant – \$2,330,002.
3. Approve Grant Award and Adopt Resolution – District Attorney – High Impact Insurance Fraud Program – \$468,899.
4. Approve Grant Application – OC Community Resources – 2019 Mainstream Voucher Program – \$530,866.
5. Approve Grant Application and Adopt Resolution – OC Community Resources – Project V-Community Based Transit/Circulators – \$400,000.
6. Approve Grant Application – Health Care Agency – Hepatitis C Prevention and Control – \$1,172,850.
7. Approve Grant Application – Health Care Agency – California Home Visiting Program – \$524,428.

8. Approve – 2020 Grants Manual Policy.

9. Receive and File Grant Report.

If you or your staff have any questions or require additional information on any of the items in this report, please contact Cynthia Shintaku at 714-834-7086



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / GRANT AWARD

Today's Date:	December 10, 2019
Requesting Agency/Department:	OC Public Works/OC Environmental Resources OC Agricultural Commissioner's Office
Grant Name and Project Title:	Invasive Shot Hole Borer (ISHB) Block Grant
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	California Department of Forestry and Fire Protection (CAL FIRE)
Application Amount Requested:	\$597,160
Application Due Date:	Not Applicable
Board Date when Board Approved this Application:	
Awarded Funding Amount:	\$597,160
Notification Date of Funding Award:	October 4, 2019
Is this an Authorized Retroactive Grant Application/Award?	No; Orange County was recently notified by the State that these funds will be made available upon request. We are currently requesting Board approval to request (i.e. apply for) these funds and accept receipt of them as they are made available. <small>(If yes, attach memo to CEO)</small>
Recurrence of Grant	New <input checked="" type="checkbox"/> Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input type="checkbox"/> Other Type <input checked="" type="checkbox"/> Explain: This is a Block Grant for California counties that are recognized as infested with Invasive Shot Hole Borer. Orange County has been identified as an eligible county.
County Match?	Yes <input type="checkbox"/> Amount _____ or _____ % No <input checked="" type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	N/A
Will the grant/program create new part or full-time positions?	No
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.
<p>On October 4, 2019, the Orange County Agricultural Commissioner received notification from the California Department of Forestry and Fire Protection (Cal Fire) about funding provided by the California legislature to be used in the suppression, management and control of the invasive shot hole borer complexes within Orange County. Funds can be used for tree removal and proper disposal (reducing the potential chance of spread of both the insects and the fungi involved in invasive shot hole borer complexes), related surveys and trapping, and overhead (Cal Fire permits only a 12% overhead rate). Funds will be available for a three-year period.</p> <p>The total funding amount Cal Fire has made available for Orange County is \$597,160, payable over a three-year period.</p>	



**CEO-Legislative Affairs Office
Grant Authorization eForm**

Board Resolution Required? <small>(Please attach document to eForm)</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Deputy County Counsel Name: <small>(Please list the Deputy County Counsel that approved the Resolution)</small>	Ray Diaz
Recommended Action/Special Instructions <small>(Please specify below)</small>	
<ol style="list-style-type: none"> 1. Approve the filing of an application for "State General Fund" CAL FIRE grant program funds; and 2. Certify that funds under the jurisdiction of Orange County Board of Supervisors are available to begin the project; and 3. Certify that said applicant will expend grant funds prior to March 30, 2022; and 4. Appoint the Director, OC Public Works or designee as agent of the Orange County Board of Supervisors to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests, etc., which may be necessary for the completion of the afore mentioned project. 	
Department Contact:	<small>List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.</small>
Jeff Croy, Agricultural Commissioner, (714)955-0102, jeff.croy@ocpw.ocgov.com Eileen DePuy, OCPW Grant Coordinator, (714)955-0255, eileen.depuy@ocpw.ocgov.com	
Name of the individual attending the Board Meeting:	<small>List the name of the individual who will be attending the Board Meeting for this Grant Item:</small>
Shane L. Silsby, Director, OC Public Works Khalid Bazmi, Assistant Director/County Engineer OC Public Works Amanda Carr, Deputy Director, OC Environmental Resources, OC Public Works Jeff Croy, Agricultural Commissioner, OC Public Works	

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA
November 19, 2019

RESOLUTION OF THE BOARD OF SUPERVISORS OF ORANGE COUNTY, CALIFORNIA FOR FUNDING FROM THE CAL FIRE GRANT PROGRAM ENTITLED “INVASIVE SHOT HOLE BORER BLOCK GRANTS” as provided through the General Fund of the State of California.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted the 2019/2020 Budget Act, which provide funds to the State of California and its political subdivisions for treatment of Invasive Shot Hole Borers; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter an agreement with the State of California to carry out an Invasive Shot Hole Borer treatment project;

NOW, THEREFORE, BE IT RESOLVED that the Orange County Board of Supervisors:

1. Approves the filing of an application for “State General Fund” CAL FIRE grant program funds; and
2. Certifies that funds under the jurisdiction of Orange County Board of Supervisors are available to begin the project.
3. Certifies that said applicant will expend grant funds prior to March 30, 2022.
4. Appoints the Director, OC Public Works or designee as agent of the Orange County Board of Supervisors to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests, etc., which may be necessary for the completion of the afore mentioned project.

Approved and adopted the ___(day)___ day of __ (month)__, 20_(year)__. I, the undersigned, hereby certify that the foregoing Resolution, number _____ was duly adopted by the following roll call vote:

Orange County Board of Supervisors

Ayes: _____ Noes: _____ Absent: _____

_____ (Clerk) Notarized Seal:



GRANT APPLICATION / **GRANT AWARD**

Today's Date:	December 10, 2019
Requesting Agency/Department:	OC Public Works
Grant Name and Project Title:	Proposition 1 Integrated Regional Water Management Implementation Grant
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	State of California, Department of Water Resources
Application Amount Requested:	\$2,330,002
Application Due Date:	December 13, 2019
Board Date when Board Approved this Application:	
Awarded Funding Amount:	
Notification Date of Funding Award:	
Is this an Authorized Retroactive Grant Application/Award? No <small>(If yes, attach memo to CEO)</small>	
Recurrence of Grant	New <input checked="" type="checkbox"/> Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input checked="" type="checkbox"/> Other Type <input type="checkbox"/> Explain:
County Match?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	
Will the grant/program create new part or full-time positions?	No
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.

This grant is related to Proposition 1 funds issued by the state Department of Water Resources (DWR). The \$2.33 million in grant funds sought are proposed to fund four new water resource projects located in the South Orange County Watershed Management Area. On September 11, 2018, the Board of Supervisors authorized submittals of grant applications by OC Public Works, for Proposition 1, on behalf of the South Orange County Integrated Water Management Group (ASR Control #18-000513); however, a Board of Supervisors resolution granting authority to execute a grant agreement with DWR is also required to accompany the application. The accompanying resolution therefore seeks authority to submit a Proposition 1 – Round 1 Integrated Regional Water Management Grant application, as well as authority to execute a subsequent grant agreement with DWR, and Implementation Agreements with the four (4) individual project proponent agencies/organizations (County being in the role of grant administrator). This grant represents the first of two expected rounds of Proposition 1 Integrated Regional Water Management Implementation Grant funds; each round is considered a separate (non-recurrent) grant.



The South Orange County Watershed Management Area Executive Committee approved the suite of projects proposed for Round 1 of Proposition 1 Integrated Regional Water Management Grant funding at their November 7, 2019 meeting, and authorized submittal of the grant application by the County of Orange as administrator for the South Orange County Integrated Water Management Group. Anticipated grant award notification is winter 2019/20.

The four projects proposed in the application and the respective agencies administering them are as follows: 1) Municipal Water District of Orange County (MWDOC) South Orange County Irrigation Water Use Efficiency Program; 2) Pacific Marine Mammal Center Water Treatment/Recycling System; 3) City of Laguna Beach Bluebird Canyon Water Quality Diversion; and 4) Santa Margarita Water District Las Flores Enhanced Water Reliability Project.

Board Resolution Required?

(Please attach document to eForm)

Yes

No

Deputy County Counsel Name:

(Please list the Deputy County Counsel that approved the Resolution)

Julia Woo

Recommended Action/Special Instructions

(Please specify below)

1. Authorize the Director of OC Public Works, or his designee, to submit, on behalf of the County and the South Orange County Integrated Regional Water Management Group, an application for a Proposition 1 – Round 1 IRWM Implementation grant from the California Department of Water Resources, in an amount not to exceed \$2,330,002 for the 4 highest ranked water resource projects in the SOC IRWM Plan and any required documents, invoices, and reports required to obtain grant funding.
2. Authorize the Director of OC Public Works, or his designee, to negotiate and execute a Grant Agreement with the California Department of Water Resources, in substantially the same form as the Agreement Template attached hereto as Exhibit A, on behalf of the South Orange County Integrated Regional Water Management Group. The Director or his designee is further authorized to approve amendments and minor modifications to the Agreement Template and/or the executed Grant Agreement, subject to Board policy.
3. Authorize the Director of OC Public Works, or his designee, to negotiate and execute Implementation Agreements on behalf of the South Orange County Integrated Regional Water Management Group with the individual project proponent-agencies of the 4 highest ranked projects pursuant to delegated authority provided on November 20, 2007 (Item #47).

List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.

Jenna Voss, Senior Environmental Resource Specialist: Jenna.Voss@ocpw.ocgov.com | (714) 955-0652

Eileen DePuy, Grant Coordinator Eileen.Depuy@ocpw.ocgov.com | (714) 955-0255

Name of the individual attending the Board Meeting:

List the name of the individual who will be attending the Board Meeting for this Grant Item:

Shane Silsby, Director, OC Public Works

Khalid Bazmi, Assistant Director/County Engineer, OC Public Works

Amanda Carr, Deputy Director, OC Environmental Resources, OC Public Works

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

December 10, 2019

WHEREAS, the mission of OC Public Works includes regional resources and environmental quality throughout Orange County; and

WHEREAS, OC Public Works has led development of the South Orange County Integrated Regional Water Management (IRWM) Plan (SOC IRWM Plan) pursuant to the Integrated Regional Water Management Planning Act of 2002 (Senate Bill 1672; referred to as “the Act”), which encourages local agencies to work cooperatively to manage local and imported water supplies to improve the quality, quantity, and reliability; and

WHEREAS, in November 2002, California voters passed Proposition 50, the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (CWC §79560-79565), to fund competitive grants for projects consistent with an adopted IRWM Plan; and

WHEREAS, the South Orange County IRWM Group was formed with cities and water/special districts located within the San Diego Regional Water Quality Control Board boundary in Orange County, with OC Public Works serving as the Group’s lead; and

WHEREAS, the Act provides for the acceptance of an IRWM plan by participants in an IRWM group who have authority to implement the IRWM plan; and

WHEREAS, the Board of Supervisors reviewed and accepted the SOC IRWM Plan at its regular Board meeting on June 7, 2005, and adopted minor modifications to the SOC IRWM Plan at its regular Board meeting on May 23, 2006; and

WHEREAS, in November 2006, California voters passed Proposition 84, the Safe Drinking Water, Water Quality, and Supply, Flood Control, River and Coastal Protection Bond Act (PRC §75001-75130). OC Public Works led the update of the SOC IRWM Plan to be eligible for Proposition 84 Grant, and the Board of Supervisors adopted the updated SOC IRWM Plan on September 17, 2013; and

WEREAS, in November 2014, California voters passed Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act (Assembly Bill 1471). OC Public Works led the update of the SOC IRWM Plan to be eligible for Proposition 1 Grant funding, and the Board of Supervisors adopted the updated SOC IRWM

Plan at its regular Board meeting on September 11, 2018 meeting; and

WHEREAS, OC Public Works is authorized by the South Orange County IRWM Group to serve as the Proposition 1 grant administrator.

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby:

1. Authorize the Director of OC Public Works, or his designee, to submit, on behalf of the County and the South Orange County Integrated Regional Water Management Group, an application for a Proposition 1 – Round 1 IRWM Implementation grant from the California Department of Water Resources, in an amount not to exceed \$2,330,002 for the 4 highest ranked water resource projects in the SOC IRWM Plan and any required documents, invoices, and reports required to obtain grant funding.
2. Authorize the Director of OC Public Works, or his designee, to negotiate and execute a Grant Agreement with the California Department of Water Resources, in substantially the same form as the Agreement Template attached hereto as Exhibit A, on behalf of the South Orange County Integrated Regional Water Management Group. The Director or his designee is further authorized to approve amendments and minor modifications to the Agreement Template and/or the executed Grant Agreement, subject to Board policy.
3. Authorize the Director of OC Public Works, or his designee, to negotiate and execute Implementation Agreements on behalf of the South Orange County Integrated Regional Water Management Group with the individual project proponent-agencies of the 4 highest ranked projects pursuant to delegated authority provided on November 20, 2007 (Item #47).



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / GRANT AWARD

Today's Date:	November 26, 2019
Requesting Agency/Department:	District Attorney
Grant Name and Project Title:	High Impact Insurance Fraud Program
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	California Department of Insurance (CDI)
Application Amount Requested:	\$853,983
Application Due Date:	October 18, 2019
Board Date when Board Approved this Application:	February 26, 2019
Awarded Funding Amount:	\$468,899
Notification Date of Funding Award:	November 20, 2019
Is this an Authorized Retroactive Grant Application/Award? No <small>(If yes, attach memo to CEO)</small>	
Recurrence of Grant	New <input type="checkbox"/> Recurrent <input checked="" type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	FY 18-19; Applied for \$766,000; Awarded \$529,145
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input checked="" type="checkbox"/> Other Type <input type="checkbox"/> Explain:
County Match?	Yes <input type="checkbox"/> Amount _____ or _____ % No <input checked="" type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	N/A
Will the grant/program create new part or full-time positions?	No
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.
<p>The California Department of Insurance (CDI) released a Fiscal Year 2019-20 Request for Applications for the High Impact Insurance Fraud Program on September 20, 2019. This is the second year of funding for a three-year program. The funds were made available from successfully litigated anti-fraud cases, which shall be used for enhanced investigation and prevention efforts.</p> <p>The High Impact Insurance Fraud Program funds will be awarded to counties on a case basis and the insurance fraud case must have a suspected loss over \$1,000,000. OCDA has identified a qualifying case meeting the requirements of the Disability and Healthcare Insurance Fraud Program (California Insurance Code Section 1872.85).</p>	
Board Resolution Required? <small>(Please attach document to eForm)</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Deputy County Counsel Name: <small>(Please list the Deputy County Counsel that approved the Resolution)</small>	James Harman



Recommended Action/Special Instructions

(Please specify below)

1. Authorize the District Attorney or his designee, to sign and execute, on behalf of the County of Orange, the Grant Agreement with the CDI accepting the grant award of \$468,899 for the High Impact Insurance Fraud Program for fiscal year 2019-20.
2. Authorize the District Attorney, or his designee, to execute, on behalf of the County of Orange, any extensions or amendments that reflect the actual grant award but do not materially alter the terms of the grant award.
3. Adopt the Resolution to receive funds for the High Impact Insurance Fraud Program.

CDI requires the District Attorney to submit a Board Resolution. County Counsel has reviewed and approved the attached sample Board Resolution.

Department Contact :

List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.

Glenn Robison (714) 347-8778; glenn.robison@da.ocgov.com

Name of the individual attending the Board Meeting:

List the name of the individual who will be attending the Board Meeting for this Grant Item:

Glenn Robison

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

December 10, 2019

WHEREAS, the County of Orange desires to undertake its project designated “The High Impact Insurance Fraud Program” to be funded in part from funds made available through the California Insurance Code Section 1872.85 and administered by the California Department of Insurance (hereafter referred to as CDI).

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby:

1. Find that the proposed project is exempt from CEQA pursuant to 14 C.C.R. 15061(b)(3) because it does not impose a significant effect on the environment.
2. Find that pursuant to Section 711.4 of the California Fish and Game Code, the proposed project is exempt from the required fees as it has been determined that no adverse impacts to wildlife resources will result from the project.
3. Authorize the District Attorney, or his designee, to sign and execute, on behalf of the County of Orange, a Grant Award Agreement with CDI for the High Impact Insurance Fraud Program, effective from July 1, 2019 through June 30, 2020, in the amount not to exceed \$468,899.
4. Authorize the District Attorney, or his designee, to execute, on behalf of the County of Orange, any extensions or amendments that reflect the actual grant award amount but do not materially alter the terms of the grant award.
5. Assure that the County of Orange assumes any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages. The State of California and the California Department of Insurance disclaim responsibility for any such liability.
6. Assure that the County of Orange will not use grant funds to supplant expenditures controlled by the Board of Supervisors.



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / GRANT AWARD

Today's Date:	November 27, 2019		
Requesting Agency/Department:	OC Community Resources/Orange County Housing Authority		
Grant Name and Project Title:	2019 Mainstream Voucher Program		
Sponsoring Organization/Grant Source: (If the grant source is not a government entity, please provide a brief description of the organization/foundation)	United States Department of Housing and Urban Development		
Application Amount Requested:	\$2,899,200		
Application Due Date:	September 5, 2019		
Board Date when Board Approved this Application:	April 23, 2019		
Awarded Funding Amount:	\$530,866		
Notification Date of Funding Award:	November 14, 2019		
Is this an Authorized Retroactive Grant Application/Award? No (If yes, attach memo to CEO)			
Recurrence of Grant	New <input type="checkbox"/> Recurrent <input checked="" type="checkbox"/> Other <input type="checkbox"/> Explain:		
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	Applied	Received	Date Awarded
	\$1,260,000	\$549,168	September 4, 2018
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
What Type of Grant is this?	Competitive <input checked="" type="checkbox"/> Other Type <input type="checkbox"/> Explain:		
County Match?	Yes <input type="checkbox"/> Amount _____ or _____ % No <input checked="" type="checkbox"/>		
How will the County Match be Fulfilled? (Please include the specific budget)	N/A		
Will the grant/program create new part or full-time positions?	No New Positions		
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.		
<p>New funding for the Mainstream Voucher Program (Section 811 Housing Choice Vouchers) was authorized by the Omnibus Appropriations Act, 2017. In 2018, the Orange County Housing Authority (OCHA) received 44 vouchers to provide rental assistance payments for non-elderly homeless, disabled households that have exited recuperative care, have no place to go and are at risk of readmission to the hospital. Recuperative Care is a post-acute medical care respite for homeless persons who are too ill or frail to recover from a physical illness or injury but are not ill enough to be in a hospital or skilled nursing facility.</p> <p>With this additional Mainstream Voucher Program award, OCHA will provide rental assistance payments for 33 non-elderly disabled households experiencing homelessness and:</p> <ul style="list-style-type: none"> • Frequently use Orange County hospitals/emergency services in OCHA jurisdiction; or • Are connected to Coordinated Entry System access points in OCHA jurisdiction; or 			



**CEO-Legislative Affairs Office
Grant Authorization eForm**

- Remain on OCHA's Waiting List in OCHA's jurisdiction

Since implementation of the Mainstream Voucher Program in early 2019, OCHA and its partner for this program, the Orange County Health Care Agency (Whole Person Care) have successfully connected 62 applicants with the Mainstream Voucher Program. To date, 50 applicants have been determined eligible to the program and 43 of those are either housed or actively searching for a suitable unit.

Authorizing acceptance of these funds will provide OCHA the funding necessary to further contribute to the prevention and reduction of homelessness.

Board Resolution Required?
(Please attach document to eForm)

Yes

No

Deputy County Counsel Name:
(Please list the Deputy County Counsel that approved the Resolution)

N/A

Recommended Action/Special Instructions
(Please specify below)

Authorize OC Community Resources Director or designee to sign documents applicable to this award, accept the grant funds and administer the Mainstream Voucher Program utilizing said funds. No Board Resolution is required to accept the grant award.

Department Contact:

List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.

Julia Bidwell- Julia.Bidwell@occr.ocgov.com (714) 480-2991

Name of the individual attending the Board Meeting:

List the name of the individual who will be attending the Board Meeting for this Grant Item:

Julia Bidwell- Julia.Bidwell@occr.ocgov.com (714) 480-2991



**CEO-Legislative Affairs Office
Grant Authorization eForm**

Attachment A

GRANT APPLICATION / **GRANT AWARD**

Today's Date:	12/3/2019
Requesting Agency/Department:	OC Community Resources / OC Parks
Grant Name and Project Title:	Grant Name: Project V- Community-Based Transit/Circulators Project Name: Mile Square Regional Park Public Event Shuttle Service
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	Orange County Transportation Authority (OCTA)
Application Amount Requested:	\$400,000
Application Due Date:	December 12, 2019
Board Date when Board Approved this Application:	N/A
Awarded Funding Amount:	N/A
Notification Date of Funding Award:	N/A
Is this an Authorized Retroactive Grant Application/Award?	No <small>(If yes, attach memo to CEO)</small>
Recurrence of Grant	New <input checked="" type="checkbox"/> Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	N/A
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input checked="" type="checkbox"/> Other Type <input type="checkbox"/> Explain:
County Match?	Yes <input checked="" type="checkbox"/> Amount__ or __10__% Non-federal No <input type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	Match will be fulfilled using existing OC Parks budget fund 405
Will the grant/program create new part or full-time positions?	No
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.
<p>If awarded, grant funds will be used to provide a public shuttle service for large annual public events at Mile Square Regional Park.</p> <p>The purpose of the project is to provide transportation to the Mile Square Regional Park events from various parking areas.</p>	
Board Resolution Required? <small>(Please attach document to eForm)</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Deputy County Counsel Name: <small>(Please list the Deputy County Counsel that approved the Resolution)</small>	Mark Batarse



CEO-Legislative Affairs Office Grant Authorization eForm

Recommended Action/Special Instructions (Please specify below)	
<ol style="list-style-type: none">1. Authorize OC Community Resources Director or designee to apply for an OCTA Project V Community-Based Transit/Circulators Grant.2. Adopt the attached Grant Resolution and authorize OC Community Resources Director or Designee to sign all documents required for participation in the OCTA Project V Community-Based Transit/Circulators program as reviewed and approved as to form by County Counsel.	
Department Contact :	List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.
Sue McIntire, OC Parks Grants Manager- (949) 923-3735; sue.mcintire@ocparks.com	
Name of the individual attending the Board Meeting:	List the name of the individual who will be attending the Board Meeting for this Grant Item:
Stacy Blackwood, OC Parks Director or designee	

RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

December 12, 2019

A RESOLUTION OF THE ORANGE COUNTY BOARD OF SUPERVISORS FOR ORANGE COUNTY COMMUNITY RESOURCES (OCCR)/ORANGE COUNTY PARKS (OC PARKS) APPROVING THE SUBMITTAL OF MILE SQUARE REGIONAL PARK (Mile Square) PUBLIC EVENT SHUTTLE SERVICE APPLICATION TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE PROJECT V COMMUNITY-BASED TRANSIT/CIRCULATORS PROGRAM

- (a) WHEREAS, the Community-Based Transit/Circulators program (Project V) establishes a competitive process to enable local jurisdictions to develop community-based local transit services that complement regional transit services and meets needs in areas not adequately serviced by regional transit.
- (b) WHEREAS, OCTA intends to allocate Project V funds within the incorporated cities and the County; and
- (c) WHEREAS, OCTA has established the procedures and criteria for reviewing applications as identified in the Project V Guidelines; and
- (d) WHEREAS, by formal action the Orange County Board of Supervisors authorizes the nomination of the Mile Square public event shuttle service Project, including all understanding and assurances contained therein.
- (e) WHEREAS, the County of Orange has been declared by the Orange County Transportation Authority (OCTA) to meet the eligibility requirements to receive revenues as part of Measure M2; and
- (f) WHEREAS, the County of Orange must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and
- (g) WHEREAS, the County of Orange authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the OCTA Board of Directors; and
- (h) WHEREAS, the County of Orange Circulation Element is consistent with the County of Orange Master Plan of Arterial Highways; and
- (i) WHEREAS, OCCR/OC Parks will comply where applicable with provisions of the Americans with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and

- (j) WHEREAS, OCCR/OC Parks will consult with OCTA regarding the need for a paratransit plan prior to starting operations; and
- k) WHEREAS, OCCR/OC Parks will provide matching funds for the project as required by the Project V Guidelines and shall fund its share of the project costs and any additional costs over the identified programmed amount; and
- (l) WHEREAS, OCCR/OC Parks will not use Measure M funds to supplant Developer Fees or other commitments; and
- (m) WHEREAS, OCCR/OC Parks will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the Project; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Orange County Board of Supervisors hereby requests that the OCTA allocate Project V funds in the amounts specified in OCCR/OC Parks application. Said funds shall be matched by funds from OC Parks as required and shall be used as supplemental funding to aid OC Parks in the implementation of the proposed transit service.



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / **GRANT AWARD**

Today's Date:	November 26, 2019
Requesting Agency/Department:	Health Care Agency/ Public Health
Grant Name and Project Title:	Hepatitis C Prevention and Control
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	California Department of Public Health (CDPH), Sexually Transmitted Diseases (STD) Control Branch
Application Amount Requested:	\$1,172,850 (\$234,570 per year x 5 years)
Application Due Date:	December 27, 2019
Board Date when Board Approved this Application:	N/A
Awarded Funding Amount:	N/A
Notification Date of Funding Award:	TBD
Is this an Authorized Retroactive Grant Application/Award? No <small>(If yes, attach memo to CEO)</small>	
Recurrence of Grant	New <input checked="" type="checkbox"/> Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	N/A
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input type="checkbox"/> Other Type <input checked="" type="checkbox"/> Explain: Formula
County Match?	Yes <input type="checkbox"/> Amount ____ or ____ % No <input checked="" type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	N/A
Will the grant/program create new part or full-time positions?	No
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.
The funds must be used to develop and implement a public education and outreach program to raise hepatitis C awareness in high-risk groups, physician's offices, among health care workers, and in health care facilities by including hepatitis C counseling, education, and testing, as appropriate, into local state funded programs. No less than 50 percent of the funds shall be provided to community-based organizations (CBOs) to accomplish these activities.	
Board Resolution Required? <small>(Please attach document to eForm)</small>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Deputy County Counsel Name: <small>(Please list the Deputy County Counsel that approved the Resolution)</small>	N/A
Recommended Action/Special Instructions <small>(Please specify below)</small>	
The Health Care Agency requests that the Board of Supervisors approve the Recommended Action authorizing the Agency to apply for this grant for the term of July 1, 2019-June 30, 2024 and delegate authority to the HCA director, or designee to execute any forms needed in the application process. HCA will return to the Board to obtain approval to accept the awarded funds.	
Department Contact :	List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.
Marc Meulman, (714) 834-2980, mmeulman@ochca.com	
Name of the individual attending the Board Meeting:	List the name of the individual who will be attending the Board Meeting for this Grant Item:
David Souleles	



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / **GRANT AWARD**

Today's Date:	12/2/19
Requesting Agency/Department:	Health Care Agency (HCA)/Community and Nursing Services
Grant Name and Project Title:	California Home Visiting Program (CHVP).
Sponsoring Organization/Grant Source: <small>(If the grant source is not a government entity, please provide a brief description of the organization/foundation)</small>	California Department of Public Health (CDPH)/ California Home Visiting Program (CHVP).
Application Amount Requested:	\$524,428
Application Due Date:	Official submittal date has not been announced.
Board Date when Board Approved this Application:	N/A
Awarded Funding Amount:	N/A
Notification Date of Funding Award:	HCA's received an email of potential funding available on 11/4/19
Is this an Authorized Retroactive Grant Application/Award? <small>(If yes, attach memo to CEO)</small>	
Recurrence of Grant	New <input checked="" type="checkbox"/> Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:	
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What Type of Grant is this?	Competitive <input type="checkbox"/> Other Type <input checked="" type="checkbox"/> Explain: Allocation. OC is one of 23 counties that will receive funds from CDPH.
County Match?	Yes <input type="checkbox"/> Amount _____ or _____ % No <input checked="" type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please include the specific budget)</small>	Not Applicable
Will the grant/program create new part or full-time positions?	No. HCA will use existing staff positions within the Community and Nursing Services Division to conduct grant related activities.
Purpose of Grant Funds:	Provide a summary and brief background of why Board of Supervisors why should accept this grant application/award, and how the grant will be implemented.
The California Department of Public Health administers the California Home Visiting Program (CHVP) with Federal financing through the established Maternal, Infant and Early Childhood Home Visiting Program (MIECHV). Orange County was selected to receive this award based on the number of Medi-Cal births with three risk indicators (children under age 5 in poverty, preterm births and children under age 5 in foster care) and existing capacity to serve clients through one of CHVP approved evidences-based services models, Nurse Family Partnership®. Program goals include promoting maternal health and well-being, improve infant and child health and development and strengthen family functioning and cultivation of strong communities. Service is provided to pregnant and newly parenting families who have medical and social risk factors such as inadequate income, education less than 12 years, substance abuse and depression and/or mental illness. NFP is staffed by Public Health Nurses within the Community and Nursing Services Division. Research has shown that evidence-based home visiting programs produce positive outcomes that save taxpayer dollars by reducing societal costs associated with intimate partner violence, youth crime, substance abuse and need for governmental assistance ¹ .	
Board Resolution Required? <small>(Please attach document to eForm)</small>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



CEO-Legislative Affairs Office Grant Authorization eForm

Attachment A

Deputy County Counsel Name: (Please list the Deputy County Counsel that approved the Resolution)	
Recommended Action/Special Instructions (Please specify below)	
1) Authorize the Health Care Agency Director, or designee, on behalf of the Board of Supervisors to execute the Application.	
Department Contact :	List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.
Marc Meulman, Chief of Operations, Public Health Services, (714) 834-2980, mmeulman@ochca.com	
Name of the individual attending the Board Meeting:	List the name of the individual who will be attending the Board Meeting for this Grant Item:
David Souleles	

ⁱ Miller TR. Projected outcomes of Nurse-Family Partnership home visitation during 1996-2013, United States. *Prevention Science*, 16:6, 755-777, 2015.



County of Orange

County Policy

Subject:	Grants Policy Manual
Authority:	Board of Supervisors
Policy Owner:	County Executive Office: Signature _____
Approval Date:	12/10/2013
Revision Date(s)	12/10/2019 , 1/24/2017
Version No.:	4.0

A. Policy

The Board of Supervisors (Board) has ordered that a regular and comprehensive report listing all grants involving County departments (Department(s)) be placed on the Board meeting agenda for approval. Per Board directive, this policy serves as the procedure and protocol that is to be followed by the Board, Departments, and County Executive Office of Legislative Affairs (CEO-LA) during the submittal and approval of all grant applications and awards.

As set forth herein, the Board must approve receipt of pre-authorized or reoccurring grants and all grant applications prior to submittal to the Grantor, and grant awards over \$50,000. Grant awards under \$50,000 shall be approved by the County Executive Officer or designee (CEO). Generally speaking, the vehicle to seek Board approval of both grant applications and acceptance is the Grants Report, which is prepared and placed on the Board agenda by CEO-LA. The Grants Report also serves to inform the County's Sacramento and Washington, D.C. advocates of County grant activities involving state and federal agencies.

B. Purpose

This policy is intended to provide direction to Departments when submitting grant applications and/or awards via the Grants Report for consideration and approval by the Board.

C. Authority

All grant eForms prepared for inclusion in the Grants Report will be reviewed by CEO-LA prior to submission to the Board for final approval. CEO-LA has the authority to request changes or additional information prior to submission to the Board. It is the Department's responsibility to be aware of all submission deadlines to the appropriating agency and work with CEO-LA to provide all information requested in a timely manner. CEO-LA will not be responsible for any delays caused as a result of incomplete or incorrect information provided by the Department, which may result in missing a grant application or award deadline.



County of Orange

County Policy

All grant awards up to \$50,000 shall be approved by the CEO. The Board shall approve all grant applications prior to submittal to the Grantor, grant awards greater than \$50,000, as well as all “retroactive” and/or “ratify” grant items regardless of their amount.

D. Scope

Departments submitting grant items using the Grants Report for Board and CEO-LA consideration and approval will adhere to this policy.

E. Responsibilities

There are three entities responsible for preparation and filing of the Grants Report: (i) Department Grant Coordinators, (ii) Department Head or designee and (iii) CEO-LA.

F. Definitions

Term	Definition
Approve	Formal Board action to consent to the submission of a grant application on behalf of the County and/or to accept a grant award/contract.
Agenda Staff Report (ASR) Process	Filing of ASR to be included on the Board meeting agenda. See ASR submittal policy, click here: https://ocgov.sharepoint.com/InfoCentral/KB/PPSG/policylib/County%20Policy%20Library/Agenda%20Staff%20Report%20Submittal%20to%20CEO/Policy.pdf
CEO Notification Form	An electronic form used by Departments to seek CEO approval of grant awards up to \$50,000.
CEO Memo	A memo submitted along with the CEO Notification Form to the CEO for approval to accept grant awards up to \$50,000. The memo shall be written on the Department’s letterhead and signed by the Department Head. The memo shall include details of the grant and if awarded, how the funding will be implemented.
eForm	An electronic form used by Departments to seek Board approval of grant application(s) and/or grant awards that is sent to CEO-LA for inclusion in the Grants Report.
Grant Application	A group of required forms and documents that contains specific program and project information, budget details and all information required by the Grantor.
Grant Award	The document that provides funds to a recipient to carry out an approved program or project (based on an approved application or progress report). ¹
Grantor	A state or federal department or agency, a for-profit organization or a nonprofit organization, which posts funding opportunities or manages the submission of funding opportunities.



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County Policy

Term	Definition
Grants Matrix	A cumulative, annual table of Departments' recurring grants for the purpose of tracking such grants. The matrix is submitted to CEO-LA for inclusion in the Grants Report.
Grants Report	The central method by which straightforward, standard County grant applications, awards and the County's grants activities shall be processed and monitored. The Grants Report shall be a standing item on the Board agenda to facilitate the submission of time-sensitive grant applications or awards.
Letter of Intent	A document may be required by the Grantor prior to submission of grant application for Board approval.
"Ratify" Grant	To confirm and adopt after the fact a grant application or award submitted to the Grantor prior to obtaining Board approval due to circumstances created by the Grantor that are beyond the County's control.
"Retroactive" Grant	A grant application or award submitted to the Grantor prior to obtaining Board approval.
"Retroactive" or "Ratify" Grant Memo	A memo submitted along with the eForm to the CEO for initial approval. The memo shall be submitted on the Department's letterhead and signed by the Department Head. The memo shall include a detailed justification on why the grant did not receive prior Board approval. Once approved by the CEO, the "retroactive" or "ratify" grant memo and eForm will be included in the grants report for the Board's approval.

G. Procedure

I. General Guidelines

- A. The Board shall approve all grant applications prior to submittal to the Grantor, grant awards greater than \$50,000, and all "retroactive" and "ratify" grant requests.
- B. Grant awards up to \$50,000 shall be approved by the CEO.
- C. Departments must notify CEO-LA of their designated grant coordinator. Grant coordinators are responsible for reviewing and submitting all grant items to CEO-LA for inclusion on the grants report. CEO-LA will also contact Department grant coordinators with relevant grant information, grant opportunities, or new program policies.
- D. Departments must submit all grant documents to CEO-LA no later than **5 p.m. on Tuesday, one week prior to the applicable Board meeting date** in order to be included on the Grants Report for said meeting.



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- E. Grant documents must be submitted via email to grants@ocgov.com and CEO-LA Grants Manager at Cynthia.Shintaku@ocgov.com. If the CEO grants manager is out of the office, a designee will be made available to the departments.
- F. CEO-LA will provide an email confirmation within 24 hours to confirm inclusion of the grant item requested by each Department.
- G. CEO-LA has a standing briefing with Board staff every Thursday, where grant items are presented. CEO-LA may request Department representative to attend the weekly legislative briefings to discuss their grant items. If a Department does not comply with this policy, their grant item is subject to be removed from the grants report.

II. Grants Report

The Grants Report is used to seek Board approval for both grant applications and awards. Grant applications and awards that are included in the Grants Report are intended to be for straightforward, standard funding opportunities from state and federal government agencies, as well as for-profit and nonprofit organizations.

Grant applications and awards that involve multiple agreements, resolutions, or are determined to be a unique circumstance by CEO-LA must be submitted as a stand-alone ASR, and follow the standard ASR timeline. The final decision on whether or not a grant item is eligible on the grants report is determined by CEO-LA.

CEO-LA will prepare the Grants Report prior to the Board meeting based on the information each Department submits through the eForm. This draft is reviewed by Board staff on the Thursday prior to the following Board meeting. Once approved by the Board, a final copy of the Grants Report will be sent to the Clerk of the Board and to each Department's Grant Coordinator.

III. Grant Application Approval Process

A. Procedure for Acceptance of Applications

The Board shall approve all grant applications prior to submittal to the Grantor, as well as all "retroactive," and "ratify" grant applications.

- i. In order to be included in the Grants Report, the Department shall complete a Grant Authorization eForm (eForm). eForms must be submitted to CEO-LA via email to grants@ocgov.com no later than **5 p.m. on Tuesday, one week prior to the applicable Board meeting date.**
- ii. If the grant application requires a resolution or agreement, the Department shall work with their assigned deputy county counsel to obtain approval of the document.



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Approved resolutions or agreements must be submitted with the eForm via email to grants@ocgov.com.

a. Resolution

1. The resolution shall include language authorizing the requesting Department to apply for funding only with Board approval.
2. The final draft of the resolution must follow the standard resolution template. Two copies of the resolution shall be sent to CEO-LA; one copy as a PDF and one copy as a Microsoft Word file.

b. Agreement

1. Agreements that require the Chair's signature will be included in the grants report. Agreements that do not require the Chair's signature will not be included in the grants report.
2. Agreements shall be reviewed, signed and stamped "Approved as to Form" by the Department's assigned deputy county counsel.
3. A PDF of the final "Approved as to Form" agreement shall be sent to CEO-LA along with the eForm.

iii. All grant applications must be taken to the Board for approval prior to submittal to the Grantor. Applications submitted without prior Board approval must be taken to the Board as a "retroactive" or "ratify" grant application. If the Board chooses not to approve a grant application, it is the Department's responsibility to notify the Grantor. Any costs resulting from this action shall be paid directly by the Department.

iv. All "retroactive" or "ratify" grant applications must be included in the Grants Report as soon as possible, but no later than 30 days following the Grantor's deadline. Applications beyond the 30-day deadline must be submitted as a stand-alone ASR by the Department for Board consideration.

For Example:

- If the grant application deadline is July 1st, then
- The grant application shall be presented to the Board for approval before July 1st, or
- The "retroactive" or "ratify," grant applications shall be presented to the Board, if presented after July 1st but no later than July 31st, or
- The "retroactive" or "ratify," grant applications shall be presented to the Board by the Department as a stand-alone ASR, if presented after August 1st.



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- v. Departments partnering with an outside agency as part of a larger grant application in which the County is not the lead agency must still receive Board approval prior to the submittal of an application and acceptance of any grant funds under the following circumstances:
- Grant funds will be used to support a staff position;
 - The Department will be contributing matching funds;
 - A resolution or Board authorized agreement is required.

B. Recurring Grants

For recurring grants, the Department may choose to complete the Grants Matrix and submit it to CEO-LA for inclusion in the Grants Report on an annual basis. Recurring grant applications that require a resolution or Board authorized agreement are not allowed for inclusion on the Grant Matrix.

- i. Departments requesting to submit a recurring Grant Matrix shall complete an eForm and Grant Matrix. Both documents shall be submitted to CEO-LA via email to grants@ocgov.com no later than **5 p.m. on Tuesday, two weeks prior to the next applicable Board meeting date.**
- ii. Required elements of the eForm and Matrix are:
- a. Requesting Agency/ Department;
 - b. Grant Name;
 - c. Project Name;
 - d. Sponsoring Organization/Grant Source;
 - e. Requesting Funding Amount;
 - f. County Match;
 - g. Application Due Date;
 - h. Type of grant: Competitive/Other Type, please explain;
 - i. Date of prior Board approval;
 - j. Purpose of Grant Funds;
 - k. New full or part –time positions, if any, and;
 - l. Whether a CEQA finding is necessary.

IV. Grant Award Approval Process

A. Procedure for Grant Acceptance of Awards greater than \$50,000

The Board shall approve all grant awards greater than \$50,000, as well as all “retroactive” and “ratify” grant awards.



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- i. In order to be included in the Grants Report, the Department shall complete a Grant Authorization eForm (eForm). eForms must be submitted to CEO-LA via email to grants@ocgov.com no later than **5 p.m. on Tuesday, one week prior to the next applicable Board meeting date.**
- ii. If the grant award requires a resolution or agreement, the Department shall work with their assigned deputy county counsel to obtain approval of the document. Approved resolutions or agreements must be submitted with the eForm via email to grants@ocgov.com.
 - a. Resolution
 1. The resolution shall include language authorizing the requesting Department to receive or accept funding only with Board approval.
 2. The final draft of the resolution must follow the standard form available in CAMS (e-Agenda) Library. Two copies of the resolution shall be sent to CEO-LA; one copy as a PDF and one copy as a Microsoft Word file.
 - b. Agreement
 1. The agreement shall be reviewed, signed and stamped “Approved as to Form” by the Department’s assigned deputy county counsel.
 2. A PDF of the final “Approved as to Form” agreement shall be sent to CEO-LA along with the eForm.
- iii. Departments shall bring all grant awards greater than \$50,000 to the Board for approval within 30 days of the award notification date from the Grantor. Grant awards beyond the 30-day notification deadline shall be considered “retroactive” or “ratify” by CEO-LA, depending on the circumstance of the delay.
- iv. All “retroactive” or “ratify” grant awards must be included in the Grants Report within 60 days of the grant notification date. “Retroactive” or “ratify” awards beyond the 60-day deadline must be submitted as a stand-alone ASR by the Department.

For example:

- Department receives grant award notification on July 1st, then
- Grant award shall be presented to the Board for approval by July 31st, and
- “Retroactive” or “ratify” grant awards shall be presented to the Board by August 30th, or



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- “Retroactive” or “ratify” grant awards submitted after August 30th shall be presented to the Board as a stand-alone ASR.
- v. Departments partnering with an outside agency as part of a larger grant application in which the County is not the lead agency must still receive Board approval prior to the submittal of an application and acceptance of any grant funds under the following circumstances:
- Grant funds will be used to support a staff position;
 - The Department will be contributing matching funds;
 - A resolution or Board authorized agreement is required.

B. Procedure for Acceptance of Awards up to \$50,000

Standard grant awards up to \$50,000 may be approved by the CEO.

- i. Departments requesting the CEO’s approval must complete a CEO Notification Form and along with a memo signed by the Department’s Director. Both documents must be submitted to CEO-LA via email to grants@ocgov.com within 30 days of the grant award notification.
- ii. CEO-LA will notify the Board via memo on a quarterly basis of all such grant awards received.

V. Grant Contract Amendments

Grant contract amendments that request acceptance of supplemental grant funds over the \$50,000 grant award threshold and/or significantly change the scope of work or type of activities to be funded will require Board approval. Grant contract amendments under the \$50,000 grant award threshold may be approved by the CEO or designee following the grant award procedures listed in Section VI. B.

Grant contract amendments requesting Board approval must be submitted by the Department via the ASR process, unless the original grant contract was previously approved by the Board via the Grants Report; such amendments may also be approved via the Grants Report.

Departments shall submit eligible grant contract amendments for the Grants Report as follows:

- A. Complete and submit the eForm to CEO-LA for inclusion in the Grants Report before the amendment due date. eForms must be submitted to CEO-LA via email to grants@ocgov.com no later than **5 p.m. on Tuesday, one week prior to the applicable Board meeting date.**



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- B. Departments shall include a copy of the original Grants Report previously approved by the Board with the completed eForm.
- C. The Department must work with their assigned deputy county counsel and obtain approval of the contract amendment. "Approved as to Form" contract amendments must be submitted with the eForm via email to grants@ocgov.com no later than **5 p.m. on Tuesday, one week prior to the applicable Board meeting date.**

VI. Grant Tracking

Departments will be required to track their grant items on a routine basis through the CEO-LA's SharePoint sites located here:

<https://ocgov.sharepoint.com/sites/GCR/serviceareas/legislativeaffairs/Grants/track/Pages/default.aspx>.

If a Department does not have access to SharePoint, they must submit their grant tracking information via email to CEO-LA.

CEO-LA will email specific grant tracking reminders and deadlines to all Departments.

Information from the grant-tracking site will be utilized to prepare the annual year-end grant memo to the Board of supervisors.

VII. Best Practices

CEO-LA recommends that each Department consider the following best practices prior to accepting or applying for grant funds:

- *Is the grant match requirement obtainable?*
- *Will the grant require the hiring of additional staff to manage/operate the project/program?*
- *Will the operating expense of the grant program/project be sustainable?*

VIII. Grants Advocacy

CEO-LA recommends when applicable that Departments engage in a legislative advocacy strategy as part of their applications for grant awards. In fact, many competitive grants require letters of support from outside entities including elected officials, nonprofit organizations and municipal partners. If needed, Departments should request assistance from CEO-LA to engage the County's legislative advocates as part of an advocacy strategy.



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In coordination with CEO-LA, Departments may:

- A. Request the County's legislative advocates to solicit letters of support for grant applications from elected officials and outside entities;
- B. Request the County's legislative advocates make contact with the granting agency to help advocate on the County's behalf; and/or
- C. Request the County's legislative advocates to engage stakeholders in the legislative process to improve the County's chances of being successful in a grant application.

IX. Attachments

#	Title
A	Grant Application eForm
B	CEO Notification Form



**CEO-Legislative Affairs Office
Grant Authorization eForm**

GRANT APPLICATION / GRANT AWARD

Today's Date:		
Requesting Agency/Department:		
Grant Name and Project Title:		
Sponsoring Organization/Grant Source: (If the grant source is not a government entity, please provide a brief description of the organization/foundation)		
Application Amount Requested:		
Application Due Date:		
Board Date when Board Approved this Application:		
Awarded Funding Amount:		
Notification Date of Funding Award:		
Is this an Authorized Retroactive Grant Application/Award? (If yes, attach memo to CEO)		
Recurrence of Grant	New <input type="checkbox"/>	Recurrent <input type="checkbox"/> Other <input type="checkbox"/> Explain:
If this is a recurring grant, please list the funding amount applied for and awarded in the past:		
Does this grant require CEQA findings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What Type of Grant is this?	Competitive <input type="checkbox"/>	Other Type <input type="checkbox"/> Explain:
County Match?	Yes <input type="checkbox"/> Amount _____ or _____ %	No <input type="checkbox"/>
How will the County Match be Fulfilled? (Please include the specific budget)		
Will the grant/program create new part or full-time positions?		
Purpose of Grant Funds:	Provide a summary and brief background on why the Board of Supervisors should accept this grant application/award, and how the grant will be implemented.	
Board Resolution Required? (Please attach document to eForm)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Deputy County Counsel Name: (Please list the Deputy County Counsel that approved the Resolution)		
Recommended Action/Special Instructions (Please specify below)		
Department Contact :	List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.	
Name of the individual attending the Board meeting:	List the name of the individual who will be attending the Board Meeting for this Grant Item:	



CEO-Legislative Affairs Office Grants Notification Form

A CEO Grants Notification Form must be completed and submitted to CEO-LA for all grant awards requesting approval from the CEO.

Today's Date:	
Requesting Agency/Department:	
Grant Name and Project Title:	
Sponsoring Organization/Grant Source:	
Application Amount Requested:	
Date Board Approved Application:	
Awarded Funding Amount:	
Notification Date of Funding Award:	
Does this grant require CEQA findings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What Type of Grant is this?	Competitive <input type="checkbox"/> Other Type <input type="checkbox"/> Explain:
County Match?	Yes <input type="checkbox"/> Amount: \$____or %____ No <input type="checkbox"/>
How will the County Match be Fulfilled? <small>(Please specify budget and account number)</small>	
Will the grant/program create new part or full-time positions?	
Recurrence of Grant	New <input type="checkbox"/> Recurrent <input type="checkbox"/>
Explain:	
If this is a recurring grant, please list the funding amount applied for and awarded in the past.	
<u>Purpose of Grant Funds:</u>	Provide a summary and brief background of why the CEO should accept this grant award, and how the grant will be implemented.
<u>Recommended Action/Special Instructions:</u>	
<u>Contact:</u>	List the name and contact information (telephone, e-mail) of the staff person to be contacted for further information.