

GRANT WORK PLAN DEPARTMENT PROCEDURES

I. Overview

A. SCC 2.10.010(30) and SCC 4.26.025 implement the Grant Work Plan, which provides for the approval of grant documents including, but not limited to, applications, certifications, contracts, and subsequent amendments, on behalf of the county for funds contributed to the county by grants. The Grant Work Plan includes an individual detail for each anticipated grant and the Grant Work Plan Summary is a consolidated report in Excel format:

1. Grant Work Plan includes.
 - a. REVENUE INFORMATION:
 - 1) Source of funding (i.e. federal, state)
 - 2) Grant Term
 - 3) Grantor
 - 4) Match information including amount and source
 - 5) Total resources amount
 - b. EXPENDITURE INFORMATION
 - 1) Internal Operations (estimated cost, fte)
 - 2) Pass Thru estimated cost
 - 3) Total expenditures amount

EXAMPLE

Grant Work Plan	
Department Human Services Division 04 Fund 124 Program _____	
Purpose of Grant (Brief description of work to be performed) «Program»	
Existing/ongoing program <input checked="" type="checkbox"/> Yes New program <input type="checkbox"/> Yes	
Source of grant funding: Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Other <input type="checkbox"/>	
Grant Term: From «New_Start_Date» to «New_End_Date»	
Grantor: «VName»	Grant Award \$«Amount»
Is match required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, match amount required: _____	
Match Source (General Fund, Patient Fees, In-Kind, etc.). If County funded, enter DAC.	
_____	DAC _____ Amount _____
_____	DAC _____ Amount _____
Total Resources _____	
EXPENDITURES	
1. Internal Operations (Admin., Operations, Direct Service, etc.) (Estimated cost) \$_____	
Who will complete the work? Existing FTE(s) <input type="checkbox"/> Existing project FTE(s) <input type="checkbox"/> New FTE(s) <input type="checkbox"/>	
If new FTEs are needed, complete the following. Attach additional sheet if needed.	
# FTEs	Classification
_____	_____
_____	_____
Total FTEs _____	
2. Pass Thru (Estimated cost) \$_____	
Total Expenditures \$«Amount»	

2. Grant Work Plan Summary includes
 - a. Grant summary
 - 1) Grantor,
 - 2) Program,
 - 3) Amount,
 - 4) Match and
 - 5) Total
 - b. Report section to be completed upon grant execution and **submitted to Council on an annual basis:**
 - 1) Grant amount,
 - 2) Match,
 - 3) Total resources,
 - 4) Date executed
 - 5) Effective date and
 - 6) Term date

EXAMPLE

2011 HUMAN SERVICES DEPARTMENT GRANT WORK PLAN SUMMARY									
				<i>This portion to be completed after contract execution and submitted to Council on an annual basis.</i>					
Program	Grant Amount	Match	Total Resources	Grant Amount	Match	Total Resources	Date Executed	Effective Date	Term Date
Health and Recovery Services/Alcohol and Other Drug	\$4,462,889	\$1,125,412	\$5,588,301			\$0.00			
Access to Recovery	\$744,873	\$0	\$744,873			\$0.00			
Drug Court Project	\$40,000	\$0	\$40,000			\$0.00			
Governor's Juvenile Justice Advisory Committee	\$5,000	\$0	\$5,000			\$0.00			

II. Snohomish County Code Citations

- A. Section 4.26.025 of the Snohomish County Code defines grant work plans as part of the annual budget process:

4.26.025 Grant work plan.

- (1) Any county official elected or appointed to administer an agency of the county may annually prepare a grant work plan for approval by the council. A grant work plan must be submitted to the executive for inclusion in the supplemental information submitted to the council in accordance with SCC 4.26.021. A grant work plan shall describe each grant and include the

following information for each grant: agency division, fund, program, purpose of grant, grantor, grant term, amount of grant award, amount of matching funds required, source of matching funds, number of required FTEs to perform grant (including an indication if new or project FTEs are required) and shall include a summary table for all grants included in the grant plan. The director of the department of finance shall prepare standard templates to be used for preparation of grant work plans including grant descriptions and grant work plan summaries.

- (2) The council shall consider grant work plans in conjunction with its consideration of the annual budget or mid-biennium review. The council may revise a grant work plan and approve the finalized grant work plan by motion. Council approval of a grant work plan shall provide authority for the executive to approve and execute grant documents (including but not limited to applications, certifications, contracts, and subsequent amendments) to implement the approved grant work plan in accordance with SCC 2.10.010(30). Such council approval shall also provide authority for the executive to approve and execute grant contracts for grants received in amounts up to \$50,000 greater than the amounts stated in the approved grant work plan.

- B. Paragraph 2.10.010 (30) of the Snohomish County Code authorizes the County Executive to approve and sign grant documents included in the Grant Work Plan approved per SCC 4.26.025

2.10.010 Executive functions.

The following functions of government not otherwise provided for in the charter are deemed executive functions and shall be performed by the county executive:

30. Approval of grant documents (including but not limited to applications, certifications, contracts, and subsequent amendments) on behalf of the county for funds contributed to the county by grants that are included in a grant work plan approved by the county council by motion in accordance with SCC 4.26.025; PROVIDED, That this section does not authorize the county executive to approve those grant documents which a prior contract or interlocal agreement requires must be approved by the county council; PROVIDED FURTHER That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the parties, grant amount, and the purpose of each grant contract approved and executed by the county executive under this subsection.

III. Annual Budget - Grant Work Plan Procedures

- A. Complete individual Grant Work Plan pages for each grant included in upcoming budget or anticipated but not included in budget.

- B. Reconcile individual grants into Grants Work Plan Summary spreadsheet.
- C. Provide initial draft of Grant Work Plan & Summary to Finance by August 20th.
- D. Prepare ECAF. Cite basis is SCC 4.26.025.
- E. Prepare motion approving the Grants Work Plan.
- F. Route final package to Finance by August 31st, after Department internal review and approval.

IV. Grants and Contracts ECAF Procedures

Upon approval of the Grants Work Plan by Council, grants documents (Application, Certifications, and Agreements) can now go to the Executive's Office for approval and signature.

- A. Prepare ECAF for grant.
 - 1. Approval Authority is Executive.
 - 2. Cite Basis is the Motion # and SCC 2.10.010(30).
 - 3. Background. Include text similar to the following in the background section of the ECAF:
SCC 2.10.010(30) authorizes the Executive to approve grant documents (including but not limited to applications, certifications, contracts, and subsequent amendments) on behalf of the county for funds contributed to the county by grants that are included in a grant work plan approved by the county council by motion in accordance with SCC 4.26.025; Motion XX-XXX approved the 20XX "your Department" Grant Work Plan.
 - 4. Non-Electronic Attachments should include:
 - a. Copy of Motion adopting your Grant Work Plan
 - b. Copy of Grant Work Plan page
 - c. Copy of Grant Work Plan Summary
- B. Include copy of the Motion, Grant Work Plan individual page, and Grant Work Plan summary with ECAF packet (ECAF, Grant Worksheet, and grant).