

# MEMORANDUM



## COUNTY ADMINISTRATIVE OFFICE INTERGOVERNMENTAL & LEGISLATIVE AFFAIRS

January 11, 2021

**TO:** Legislative Committee  
**FROM:** Annette D'Adamo, Legislative Coordinator (MAIII)  
**RE:** 2021 Strategic Grant Services Program

### REQUESTED ACTIONS

1. Review the draft 2021 Strategic Grant Services Program, provide direction to staff on edits, and consider a recommendation to the Board of Supervisors for adoption.
2. Review proposed revisions to the Strategic Grant Services Program Policies Governing Program Activities, provide direction to staff, and consider a recommendation to the Board of Supervisors for adoption.

### 2021 Strategic Grant Services Program

The Strategic Grants Service Program assists in funding efforts on the County's highest priority project needs and projects which require a high-level collaboration among County departments and/or community partners. The program works to support the Board's Strategic Initiatives in close collaboration with the Board's Legislative Program to advocate for maximum funding for state and federal programs which translate into local grant funding opportunities.

Working with County departments, the program coordinates, facilitates and provides strategic expertise from the identification of a grant funding opportunity for a high priority project, through application submittal and award. Priority projects must align with the Board's Strategic Initiatives and Legislative Program goals and meet all grant requirements to submit a strong and competitive application.

### Program Guidance and Administration

The 2021 Strategic Grant Services Program has a limited workload capacity which is directed by the Board of Supervisors through annual adoption of the program. Following adoption, the Board's Legislative Committee provides routine program guidance and direction. The County Administrative Office – Intergovernmental & Legislative Affairs (IGLA) Division administers the program, which receives expert advice from the County's grant consultants at Nossaman LLP.

### 2021 Work Plan

The Strategic Grant Services Program includes a 2021 Work Plan developed in a consultation and collaboration with the County departments. The Work Plan identifies priority projects and potential grant programs the County will likely focus on in 2021. The Work Plan is designed to be flexible to adjust to the County's changing priorities and leaves 20% of program capacity unallocated in order to take advantage of new or unanticipated funding opportunities. Due to the fluctuating nature of grant funding availability and County project modifications, the Work Plan is considered a "living document" that will be updated throughout the year as necessary under the direction of the Legislative Committee.

<b>Proposed Projects for Inclusion in the 2021 Work Plan</b>	<b>Lead County Department</b>
TBD project to help meet SB 1383 food waste recovery goal of 20% <i>CalRecycle Food Waste Prevention and Rescue Grant Program</i>	Sustainability Program
Carmel River Flood Reduction and Environmental Enhancement Project <i>Construction Funding</i>	Public Works, Facilities & Parks
Carmel Lagoon Adaptive Management – Scenic Road Protective Structure, Ecosystem Protective Barrier, Sandbar Management Plan <i>Planning and Construction Funding</i>	Public Works, Facilities & Parks
San Lucas Water Supply Replacement <i>Consultation Drinking Water State Revolving Fund</i>	Public Works, Facilities & Parks
Road, Bicycle and Pedestrian Infrastructure Improvements <i>Caltrans Active Transportation Program (ATP)</i>	Public Works, Facilities & Parks
Habitat Management in County Parks <i>Habitat Conservation Fund</i>	Public Works, Facilities & Parks
San Lorenzo Park and Lake San Antonio <i>Proposition 68: Statewide Parks Program</i>	Public Works, Facilities & Parks
Interlake Tunnel & Fish Screens <i>California Department of Fish and Wildlife I-Bank</i>	Water Resources Agency
San Antonio and Nacimiento Dam and Spillway Improvements and Security <i>TBD</i>	Water Resources Agency
Salinas River Management Program and Habitat Conservation Plan <i>TBD</i>	Water Resources Agency

### **2021 Grant Needs Inventory**

The 2021 Strategic Grant Services Program includes a comprehensive grant needs inventory developed in consultation with the Board and County departments. The grant needs inventory is a list of projects which require a source of grant funding. This ever-evolving list guides the research efforts of IGLA staff and the County’s grant consultants in identifying potential funding opportunities.

### **California Grants Portal**

Information on the California Grants Portal has been added to the 2021 Strategic Grant Services Program document to aid County departments in their grant research efforts. The California State Library launched this new tool in 2020, which makes it easy to search through state grant opportunities from dozens of state departments and agencies through their website at [grants.ca.gov](https://grants.ca.gov).

## **Policies Governing Program Activities**

The Board of Supervisors has adopted Policies Governing Program Activities related to the Strategic Grant Services Program. The policies outline the roles of the Board of Supervisors, IGLA staff, the County's grant consultants, and County departments in the execution of the program.

It has been several years since the policies were amended. Staff has reviewed the policies and proposes the following changes to align them with current practices:

- The "agreement" section. In practice, since the requirements of every grant are different, the program tends to work on an informal basis with County departments in support of their unique grant application needs. As there are many factors throughout this process that program staff cannot control it is recommended that the County departments retain responsibility for the application process.
- The "award announcement" section. Most of the time County departments receive notification of grant awards prior to IGLA staff or the County's grant consultants being notified since their contact information is included in the grant application. It is therefore recommended that the County department be responsible for informing the Board and IGLA staff of award announcements. IGLA staff will assist with these notifications upon the department's request.

Many minor changes have also been included in the document. A redline version of all proposed changes is attached for the Committee's consideration and recommendation to the Board of Supervisors.

## **Next Step – January 26, 2021 Board of Supervisors**

At the January 26, 2021 meeting, the Board of Supervisors will be asked to approve the recommendations from the Legislative Committee to:

1. Approve the 2021 Strategic Grant Services Program; and
2. Approve Strategic Grant Services Program Policies Governing Program Activities.

## **Thank You**

Thank you to the Board of Supervisors, Legislative Committee, County department heads and staff, the County's legislative advocates and grant consultants, and IGLA staff for their contributions to the 2021 Strategic Grant Services Program.

## **Attachments**

- DRAFT 2021 Strategic Grant Services Program (redline version)
- DRAFT Strategic Grant Services Program Policies Governing Program Activities (redline version)