



OFFICE OF THE COUNTY ADMINISTRATOR

MEMORANDUM

TO: All Department Directors

FROM:  Mark S. Woodard, County Administrator

SUBJECT: Delegation of Authority from the County Administrator and Improved Grant Procedures

DISTRIBUTION: John Bennett, Assistant County Administrator
Paul Sacco, Assistant County Administrator
Jake Stowers, Assistant County Administrator
Pick Talley, Assistant County Administrator
Jim Bennett, County Attorney

DATE: March 28, 2016

This memo replaces County Administration memo dated January 28, 2005, regarding Grant Application Approval Delegation.

The following processes have been modified in order to improve efficiency, compliance and consistency with county grants.

1. The Intent to Apply will still be submitted during the consideration of a grant application. Intent to Apply will now be submitted online via the Grants Center of Excellence (COE) SharePoint site <http://sharepoint1-vm.co.pinellas.fl.us/bcc/omb/process/Grants/SitePages/Home.aspx>.
2. If an application is withdrawn or not submitted after approval of the Intent to Apply, the department that submitted the Intent to Apply shall notify the Grants Center of Excellence via email to GrantsCOE@co.pinellas.fl.us.
3. Delegated authority for department directors to sign off on a grant application shall be raised from \$250,000 to an amount not to exceed \$500,000, excluding local match or in-kind contributions in a fiscal or calendar year. The Director is responsible for ensuring that a copy of the completed grant application is uploaded into Granicus/Legistar for inclusion on the Delegated Authority Log. A modified contract review is recommended to facilitate this process.
4. Grant application(s) \$500,000 through less than \$1,000,000, excluding local match or in-kind contributions in a fiscal or calendar year, shall undergo a modified contract review in

Granicus/Legistar. The review shall include the Director, Assistant County Administrator and County Administrator along with any others as defined in Granicus/Legistar standard operating procedures.

5. As per County Ordinance 2-62(a)(4), delegated authority shall be based on the grant amount applied for per fiscal year, per grant; not on the total project cost or local match.
6. Signature authority for "time only extensions" that involve no change in fund allocations or match shall be delegated to Assistant County Administrator authority level. These shall undergo a modified contract review in Granicus/Legistar. The review shall include the Director and Assistant County Administrator along with any others as defined in Granicus/Legistar standard operating procedures.
7. The OMB mailing address and GrantsCOE@co.pinellas.fl.us shall be utilized as part of the recipient address used for official correspondence from grantor to County Administrator and the Board of County Commissioners as the official grant recipient for all grant applications and all notifications. Note that this may not be the same as the grant recipient contact for regular correspondence that may be separately defined in the application, agreement, and/or other grant documentation.
8. Indirect cost allocations for all County grant applications shall be administered by OMB in coordination with departments.

All County departments shall follow grants administration procedures. A Grants Operations Manual is available on the Grants COE SharePoint site. Regular meetings will be scheduled between the Grants COE team and departments to ensure concurrence on policies as well as to communicate department funding needs.

Thank you for your continued cooperation to deliver first class services to both internal and external customers as we "Do Things to Serve the Public".