




OFFICE OF THE COUNTY ADMINISTRATOR

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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

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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 If an application is withdrawn or not submitted after approval of the Intent to Apply, the department that submitted the Intent to Apply shall notify the Grants Center of Excellence via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](mailto: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](mailto: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".



OFFICE OF THE COUNTY ADMINISTRATOR

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M E M O R A N D U M

TO: Department Directors  
FROM:   
Stephen M. Spratt, County Administrator  
CC: Assistant County Administrators  
DATE: January 28, 2005  
SUBJECT: Grant Application Approval Delegation

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In an effort to streamline the grant application process, it has been suggested that I delegate the authority to all department directors to sign off on grant applications valued at and up to \$250,000, which includes the County's match. This authority carries the responsibility to provide the Agenda Coordinator within 5 business days after signing:

1. A copy of the packet with signatures, outlining the background information regarding the item, including the dollar value; and
2. The original signatures on an internal review/approval slip.
3. Documentation from OMB's that the County's match exists or is obtainable.

The Agenda Coordinator shall include the grant application on the Board of County Commissioners' agenda as part of the list of "Delegated Items Approved by the County Administrator".

My assistant county administrators can require their own reviews of grant applications at their discretion. They will be responsible for communicating their preferences to their respective department directors. I also request that they inform Katherine Burbridge, Intergovernmental Liaison, and Nancy Rose, Agenda Coordinator, of their decision.

Information on the requirements by OMB for their review and agreement will be forthcoming from the Intergovernmental Liaison. If the department directors have any questions, please do not hesitate to contact Ms. Burbridge at ext. 43721.



OFFICE OF THE COUNTY ADMINISTRATOR

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M E M O R A N D U M

**TO:** Department Directors  
**FROM:** Katherine Burbridge, Intergovernmental Liaison  
**CC:** Assistant County Administrators  
**DATE:** January 28, 2005  
**SUBJECT:** OMB Review Requirements of Grant Application's County Match

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In an effort not to add time to the approval process, the Department needs to submit the "Intent to Apply" form to the Intergovernmental Liaison and to OMB early in the grant application process. OMB's review can be performed electronically, if sufficient information is submitted with the "Intent to Apply". OMB will require the following for its review:

1. Capital Budgeted Items: Identify the CIP project number, the dollar amount, and the fund.
2. Specified Operation Budgeted Items: Identify the allocation's cost center and account.
3. Non-specified Operation Budget Items: Indicate exactly how the match will be made within the existing budget. This situation shall require the Department Director's written agreement.

The Department's responsibility is to provide the Agenda Coordinator within 5 business days after signing the grant application:

1. A copy of the packet with signatures, outlining the background information regarding the item, including the dollar value; and
2. The original signatures on an internal review/approval slip.
3. Documentation from OMB's that the County's match exists or obtainable (this can be in either written or electronic form.)

If the department directors have any questions, please do not hesitate to contact me at ext. 43721.