



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: April 14, 2020

DATE: Thursday, April 09, 2020

TO: Board of County Commissioners

FROM: Gabrielle Enfield, County Grants Administrator, Manager's Office
772-328-2009, genfield@washoecounty.us

THROUGH: Christine Vuletich, Assistant County Manager

SUBJECT: Recommendation to approve the updated Washoe County Grant Management Policy Manual 2020. (All Commission Districts)

SUMMARY

Washoe County Board of County Commissioners have the authority to approve county policies. The Washoe County Grant Management Policy Manual provides standardized policies and procedures to assist staff in complying with contractual, regulatory, and statutory provisions of grant awards. Since the last grant manual update in 2016, the U.S Office of Management and Budget has issued updated procurement thresholds. The updated manual incorporates the changes in the federal procurement requirements, provides more in-depth information, and separates out grant management procedures. Grant management procedures will be provided in the new Grant Management User Handbook to be completed in April 2020.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

On January 26, 2016 the Board of County Commissioners approved the updated Washoe County Grant Management Policy Manual 2016.

On July 9, 2013 the Board of County Commissioners approved the updated Washoe County Grant Management Policy Manual 2013.

On May 15, 2012 the Board of County Commissioners approved the Washoe County Grant Management Policy Manual.

BACKGROUND

Grant funds received by Washoe County support important programs and services that the county provides to the community. These funds allow the county to extend existing services, introduce new initiatives, gain technological advances, and support

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programmatic staffing. Grant funds are utilized throughout the county and impact: public safety, social services, public health, recreation, art, and infrastructure improvements.

The financial integrity of Washoe County is of utmost importance and maintaining comprehensive grant administration policies is a key element to maintain this integrity. The grants management manual provides standardized policies and procedures to assist staff in complying with contractual, regulatory, and statutory provisions of grant awards.

This latest update of the Washoe County Grant Management Policy Manual updates federal, state and county policy changes enacted since 2016, and is structured to provided for efficient future updates in future years. Additionally, the procedures previously included in the policy manual have been extracted and moved to a new Grants User Handbook to provide a dynamic handbook with tools and step-by-step instructions to support compliance with our grants management requirements. The Grant Management User Handbook to be completed in April 2020.

FISCAL IMPACT

No Fiscal Impact

RECOMMENDATION

Recommendation to approve the updated Washoe County Grant Management Policy Manual 2020.

POSSIBLE MOTION

Should the Board accept staff's recommendation a possible motion would be: *"Move to approve the updated Washoe County Grant Management Policy Manual 2020."*