



# GRANTS DIVISION



# PRESENTATION OUTLINE

- Introduction
- Staffing Plan
- Return on Investment
- Grant Focus
- Departmental Procedure
- Grants Management Software

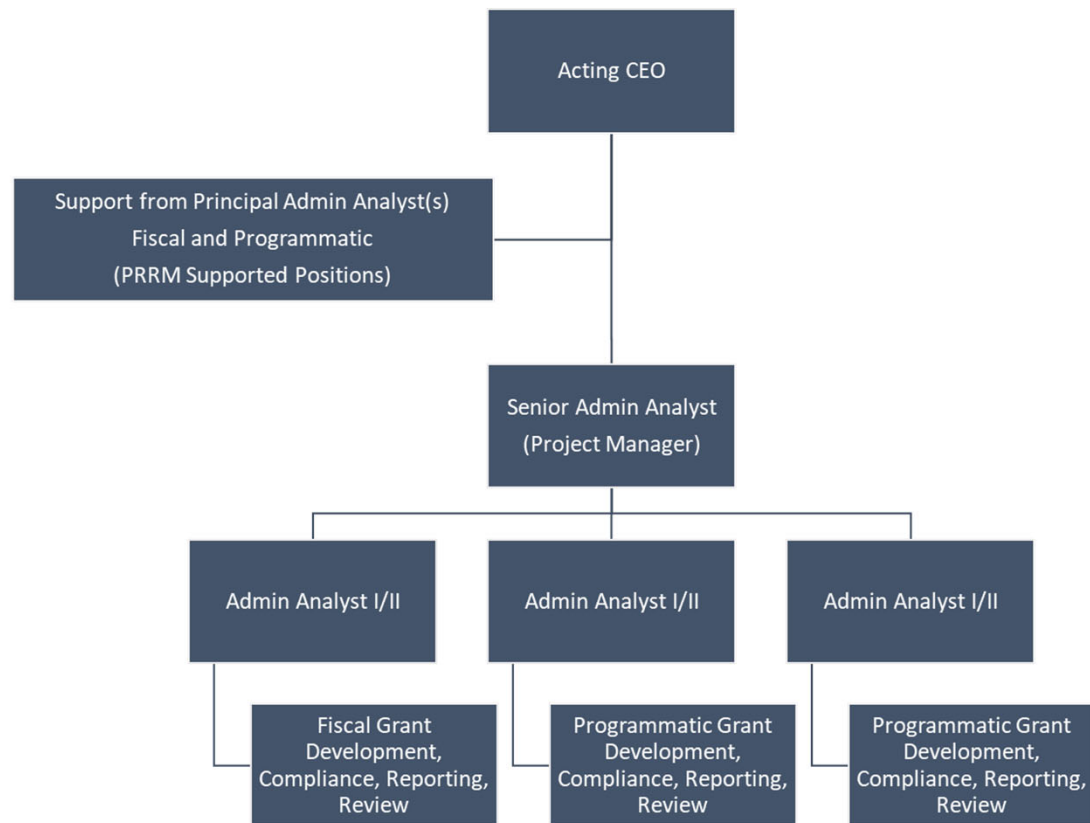


# INTRODUCTION

On November 16, 2021 the Board of Supervisors as part of agenda item 5c, First Quarter Budget Update, discussed and requested the Executive Office bring back a plan to maximize the County's efforts in grant writing.

The following presentation outlines a plan and provides ideas where we can begin focusing our grant writing efforts.

# STAFFING PLAN



# RETURN ON INVESTMENT (ROI)

Currently, there are some departments who apply for grants; the majority of recent grants have been obtained by the County's Prevention, Recovery, Resiliency, and Mitigation (PRRM) Division. PRRM's primary focus has been on projects outlined in the 2018-2019 Recovery Project Plan which was created as a result of the 2017 Redwood Complex Fire. Since 2018 PRRM has secured:

- Approximately \$40M in grants awarded for County projects
- Over \$4M pending in applications
- Over \$9M in successful awards assisting other agencies
- For every dollar spent on contracted grant writing, \$66 in awards is received
  - The current proposal is to staff the Grants Division with internal staffing, ROI with internal staffing will vary

# GRANT FOCUS

- Carbon Reduction Initiatives
- Countywide Communication and Connectivity Initiatives
- Countywide Strategic Plan Initiatives
- Economic Development
- Emergency Services
- Mendocino County Multi-Jurisdictional Hazard Mitigation Plan (HMP), which was completed earlier this year, includes a County Wide Mitigation Action Tracker and lists numerous projects. Please see Attachment A for full list.

# DEPARTMENTAL PROCEDURE

- Departments identify grants they are interested in and notifies the Grants Division
- Grants Division will set up exploratory call
- Grants Division will work in collaboration with departments to complete grant application, and ensure a resolution is brought in front of the Board
- Once grant is awarded, department receiving the award will be the primary grant administrator, with the Grants Division support
- Awarded revenue and expenses will be tracked through the appropriate budget unit using project codes

# GRANTS MANAGEMENT SOFTWARE

- A Grants management software will allow for project, data, and financial management along with subproject monitoring and reporting. The following are a few examples of each feature.
  - Project Management: performance tracking, tasks and appointments management, and project modifications
  - Data Management: user access and permissions, document repository, and contract organization
  - Financial Management: budgeting, funds management, expenditure tracking, and reimbursement/disbursements tracking
  - Subproject Management: compliance oversight, invoicing, and performance management
- Currently all tracking and reporting is done using various spreadsheets, which are not standardized between departments.