

RICHARDSON BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of February 10, 2023

To: Board of Directors
From: Brad Gross, Executive Director
Subject: Grants: Execution of Grant Agreements prior to Board Approval

STAFF RECOMMENDATION:

Motion: Authorize Executive Director to execute grant agreements without prior Board approval, with conditions, and adopt Resolution 23-04:

BACKGROUND/DISCUSSION:

Staff researches and applies for grants without prior Board approval, when the grant purpose aligns with the RBRA mission, goals, and objectives, knowing that not all grant applications will be successful.

Each grantor establishes different processes for applying for and receiving grants: a Board resolution may be required to apply for the grant beforehand, or accept the grant after award; a grantor may wish to control the public announcement of an award; a grant process may be multi-part – a notice of funding availability, followed by a letter of interest, followed by a request to submit a comprehensive proposal, followed by notice of award. Board action or executive approval may be required at any point.

All grants for which staff applies are consistent with the mission, goals, and objectives of this Agency. Staff does not apply for grants with the goal of then seeking a new project should the application be successful: existing projects drive the grant process, not vice – versa.

Some grants are more competitive than others: RBRA has a good track record of success with grants from State Parks, Division of Boating and Waterways; less so at the federal level (current NOAA grant notwithstanding).

On occasion, it may be necessary for RBRA to execute an agreement to accept an award without the opportunity to seek prior approval from this Board. For example, a grantor may require contract execution prior to finalization of an award, and finalization has a time frame associated such that notice to the Board is not feasible. In such an instance, staff recommends this Board delegate to the Executive Director the authority to execute the grant agreement under certain conditions:

- 1 With verbal approval of the Board chairperson;
- 2 When timing and/or other circumstances preclude prior Board approval;

- 3 When the grant agreement does not include matching funds that are previously unencumbered and exceed the Executive Director's procurement authority;
- 4 With written notification to the full Board at the next Board meeting.

In this manner, the Board is apprised of the activities of staff, opportunities are seized, and the goals and objectives of the agency are furthered.

Staff recommends this Board adopt the attached Resolution 23-04.

FISCAL IMPACT:

None

Attachments:

Resolution 23-04 authorizing the Executive Director to execute grant agreements under certain specific conditions without prior Board approval.