

DEPARTMENT OF HEALTH SERVICES

COUNTY OF LOS ANGELES



SUBJECT: TIMELY APPROVAL OF GRANT-FUNDED
CONTRACTS

POLICY NO. 506.1

PURPOSE: To establish accountability for the timely approval of grant-funded contracts to ensure full utilization of grant funds. To establish procedures to avoid retroactive contracts and to ensure contracts with automatic renewals contain separate budgets for each term of the agreement.

SCOPE: Public Health has overall processing, coordinating, reporting and monitoring responsibility for DHS grant funded projects. Public Health policy and procedures for grant funded projects are to be followed by all departmental budget units. Departmental budget units are each required to determine the corresponding sections to perform grant maintenance support responsibility as described below,

GUIDELINES The Program Offices and DHS Contracts and Grants Division are responsible to coordinate with other PH, DHS, and County offices, as appropriate, to ensure full utilization of grant funds.

The Program Offices are responsible for performing the grant activities (grant planning, grant application preparation, grant negotiation, program development, and to initiate grant-funded contract development). The other PH, DHS, and County offices are responsible for providing the administrative support services (fiscal, contract development, procurement, space management services, information systems, facility support services, allocation of positions, hiring issues, and providing consultation and/or legal advice, etc.).

For those grant activities which require complex or timely administrative support services, it is recommended that the Program Office draft an Action Plan identifying the responsibilities for administrative support services and the time line. Program Offices shall schedule planning meetings whenever deemed necessary to seek the understanding and acceptance of other offices or to discuss project progress or project issues with other offices.

The Program Offices shall provide the letter of award or intent and the budget. They are also responsible for developing draft statement of work exhibits and budgets/schedules. DHS Contracts and Grants Division is responsible for preparing the draft Board letter and agreement. It is also responsible for keeping the Program Offices informed of the status of Board requests, prioritizing Board requests, and elevating critical problems or issues which prevent Board requests from moving forward

The Program Offices and DHS Contracts and Grants Division are responsible for ensuring County contracting policies, procedures, and practices are adhered to, including, but not limited to conducting competitive solicitation processes, seeking broad participation of potential contractors, informing the Board Health Deputies concerning the key steps in the solicitation process, and justifying requests for sole source contracts.

EFFECTIVE DATE: June 1, 2000

SUPERSEDES

APPROVED:

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DHS Contracts and Grants Division is responsible for ensuring grant-funded contracts with renewal clauses include appropriate budgets for each term of the agreement.

PROCEDURES:

DEVELOPMENT OF NEW OR ONE-TIME/TIME LIMITED GRANT-FUNDED CONTRACTS

1. The Program Office shall plan and coordinate implementation of grant activities which may include meeting with DHS Contracts and Grants Division, Grant Monitoring Section, Finance Section, Human Resources, and HSA Materials Management. Discussion items may include the following:
 - a. Draft Action Plan,
 - b. Board delegated authority for the Director or his designee to approve no cost extension for twelve months at end of grant term after receiving authority to roll-over funds, and
 - c. Board delegated authority for the Director or his designee to extend the contract(s) term(s) for up to six months and to increase the contract maximum by up to 50%, if the grantor agency provides a letter of intent or an award letter prior to expiration of the agreement term.
2. The Program Office shall begin grant planning activities five months prior to the end of the grant term when it understands that the grantor agency may award supplemental grant funds or may consider approval of roll-over authority. If appropriate, the Program Office may schedule a meeting to include, DHS Contracts and Grants Division, Grant Monitoring Section, Finance Section, Human Resources, and HSA Materials Management. Discussion items may include the following:
 - a. Draft Action Plan,
 - b. Whether roll-over authority will result in exercising Board delegated authority for no cost extension for twelve months at the end of the grant term,
 - c. Whether a letter of intent to supplement funds will result in exercising Board delegated authority for the Director or his designee to extend the contract term for up to six months and to increase the contract maximum by up to 50%, and
 - d. If supplemental funds are expected, whether the next grant-funded contract should include delegated authority language, as appropriate.
3. DHS Contracts and Grants Division/OAPP shall prepare and process the Board letter and other documents, including requests for specific delegated authority, upon receiving grantor agency letter of intent to award supplemental funds in compliance with established County contracting policies, procedures, and practices.

4. DHS Contracts and Grants Division/OAPP shall prepare the necessary correspondence in compliance with contract language, to exercise delegated authority. This shall be done upon receiving documentation of grantor agency roll-over authority or letter of intent to award supplemental funds.

DEVELOPMENT OF AUTOMATICALLY RENEWED GRANT-FUNDED CONTRACTS

1. The Program Office shall plan renewal period activities at least five months before the base grant term expires, which may include scheduling a meeting with DHS Contracts and Grants Division, Grant Monitoring Section, Finance Section, Human Resources, and HSA Materials Management. Discussion items may include the following:
 - a. Draft Action Plan,
 - b. Base grant plans for several years, and
 - c. Decision to request renewal provision.
2. DHS Contracts and Grants Division prepares and processes the Board letter and other documents. Contracts with automatic renewal provisions must include budgets for each renewal period, in compliance with established County contracting policies, procedures, and practices.

CROSS REFERENCE TABLE

<u>PH</u>	<u>OAPP</u>	<u>PHS/HSA/OMC</u>
Program Manager	Contract Manager	(To be designated)
Program Office	Contracts & Grants	(To be designated)
Grant Monitoring Section	Finance	(To be designated)
DHS Contracts and Grants Division	Contracts & Grants	DHS Contracts and Grants Division
PH Finance Section	Finance	(To be designated)