

PASSED

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

02-1-30-1

IN THE MATTER OF AMENDING CHAPTERS 4 AND 21 OF  
LANE MANUAL TO REVISE PROVISIONS REGARDING  
GRANTS (LM 4.010(21) – 4.010(22), 21.137, and 21.147)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapters 4 and 21 are hereby amended by removing, substituting and adding the following sections:

**REMOVE THESE SECTIONS**

NONE

21.137  
as located on page 21-28  
(a total of 1 page)

21.147  
as located on page 21-31  
(a total of 1 page)

**INSERT THESE SECTIONS**

4.010(21) – 4.010(22)  
as located on page 4-2  
(a total of 1 page)  
[two pages are attached to show  
the complete 4.010]

21.137  
as located on page 21-19 – 21-20  
(a total of 2 pages)

21.147  
as located on page 21-21 – 21-22  
(a total of 2 pages)

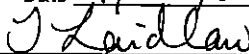
Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to add new LM 4.010(21) and (22) to add the provisions regarding grant funds to the financial management policies, revise LM 21.137 regarding grant applications, awards and continuation, and revise LM 21.147 regarding grant amendments.

Adopted this 30th day of January 2002.

  
\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 1/22/02 Lane County



OFFICE OF LEGAL COUNSEL

**Chapter 4****MANAGEMENT POLICIES****FINANCIAL MANAGEMENT POLICIES****4.005 Purpose.**

The purpose of these policies is to provide guidance to the departments in the prudent management of the financial affairs of Lane County. *(Revised by Order No. 84-12-19-9; Effective 12.19.84)*

**4.010 Policies.**

The following are the policies to be used by departments in administering their budgets, developing long-range goals and plans, and dealing with the public and other governments.

(1) The County budget will provide for an appropriate balance between the operating and capital portions of the budget to insure that equipment and facility maintenance and replacement are adequately funded and occur in a timely cost-effective manner.

(2) Before new capital projects, new service programs, and grant programs are initiated, financial impact reports which identify the short- and long-range effect on the County will be prepared and considered.

(3) Long-range financial plans and revenues and expenditure estimates will be developed which will contribute to financial and program stability.

(4) The County budget will provide information concerning program service delivery and will integrate performance measurement and productivity indicators, where possible.

(5) Any County debt will be eliminated by the most cost-effective and equitable means.

(6) County revenue sources should be developed which can be controlled by the County and which reduce the impact of fluctuations in major revenue sources.

(7) Lane County will establish reserve funds which can be used to reduce the impact of substantial revenue fluctuations, thus providing for a more stable delivery of services to Lane County citizens.

(8) County fee and charge amounts will be set by the Board of County Commissioners and based on an analysis of who benefits the amounts charged by other agencies for the same services, the indirect and direct costs of providing the services and the statutory limits.

(9) Normally, the County may sell or lease services which were developed to meet a County need, but such sales or leases will be the secondary purpose of the development effort.

(10) Adequate contingency funds will be identified in every operating fund within the County budget to meet unanticipated requirements during the budget year.

(11) The County's cash management program will seek to minimize the overall cost of cash management banking services while maximizing the rate of return on all cash investments, consistent with safety and liquidity requirements of state law.

(12) Nonrecurring revenue will normally not be used for operating purposes but will be used for one-time capital expenditures or project.

(13) Contracting for services will be considered when cost effective and consistent with labor policies.

(14) Lane County will endeavor to prepare and publish a comprehensive disclosure of its financial affairs in a format intelligible to the interested public with the goal of obtaining the Certificate of Conformance of the Governmental Finance Officers Association, the highest form of recognition in the field of governmental financial reporting.

(15) Lane County will manage its separate funds to insure that one fund does not improperly subsidize another fund.

(16) Lane County will increase efforts to review programs effectiveness to insure maximum return from extremely limited resources. One major effort will be an expanded performance audit capability.

(17) Intergovernment services agreements shall be encouraged wherever services used by several departments can be more effectively provided on a collective basis. Service billings to user agencies will be sufficient to fully recover costs of operation, including depreciation of equipment used to provide the services.

(18) Lane County will strive to maintain a minimum of a 5% Prudent Person Reserve in all funds.

(19) Department expenditures shall not exceed appropriation, and they may not expend more discretionary General Fund dollars than they have in their approved budgets, except upon written board authorization.

(20) Lane County will charge the allowable indirect to all departments and funds in the most equitable manner possible and will recover the allowable indirect from all grants, contracts and intergovernmental agreements, except upon written board authorization. The Board may grant exceptions by category or on a case-by-case basis.

(21) It is County policy to fully expend all grant, contract, and other program generated revenues (e.g. fees, reimbursements) prior to expending county funds unless otherwise directed by specific grant or contract requirements.

(22) Any services or programs that are largely or wholly supported by time-limited grant or contract funds will be considered to automatically sunset at the expiration of the grantor contract. Exceptions will only be made on the basis of departments finding alternative funding or doing service shifting within their budgets. *(Revised by Order No. 84-12-19-9; Effective 12.19.84; 96-10-8-3, 10.8.96)*

## INVESTMENT POLICIES

### 4.015 Purpose.

The purpose of these policies is to provide direction to the Chief Fiscal Officer in the investment of surplus cash in all funds, including moneys held in a fiduciary capacity. *(Revised by Order No. 94-6-28-7, Effective 6.28.94)*

### 4.020 Policies.

The following are the policies to be used by the Chief Fiscal Officer in administering the investment program.

(1) Investment practices shall be in accord with all applicable state statutes and federal regulations. Funds shall only be invested in those types of investments authorized by ORS 294.035 or other state statute.

(2) Maturity of such investments will be made to coincide as nearly as practical with the expected use of the funds and may not exceed three (3) years or statutory requirements.

(3) Investment of County funds shall be made only upon the authorization of the Chief Fiscal Officer or designee.

maintain such licenses, permits, or certificates is grounds for rejection of a bid or immediate termination of the contract.

(20) Unless otherwise provided, data which originates from this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the County. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights. Data which is delivered under the contract, but which does not originate therefrom shall be transferred to the County with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided that such license shall be limited to the extent which the contractor has a right to grant such a license. The contractor shall exert all reasonable effort to advise the County, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. The County shall receive prompt written notice of each notice or claim of copyright infringement received by the contractor with respect to any data delivered under this contract. The County shall have the right to modify or remove any restrictive markings placed upon the data by the contractor.

(21) If as a result of this contract, the contractor produces a report, paper, publication, brochure, pamphlet or other document on paper which uses more than a total 500 pages of 8 1/2" by 11" paper, the contractor shall conform to the Lane County Recycled Paper Procurement and Use policy, LM 2.440 through 2.448, by using recycled paper with at least 25% post-consumer content which meets printing specifications and availability requirements.

(22) The Standard Specifications for Highway Construction adopted by the State of Oregon, and the Manual on Uniform Traffic Control Devices, each as is currently in effect, shall be applicable to all road construction projects except as modified by the bid documents. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **AUTHORITY TO AWARD, EXECUTE, CANCEL**

##### **21.135 Contracts Which are Exempt from Bids and RFPs.**

(1) The award of contracts which are exempt from competitive bids shall be made by the public officer delegated the authority to execute the contract or, if no delegation has been made, the Board.

(2) Generally, the award shall be made to the person or entity which has submitted the lowest responsible quote or proposal, in the case where the County is purchasing a good or service, or to the highest responsible quote or proposal, in the case where the County is selling a good or service. In the situation where interviews or substantive proposals have been sought, the award shall be made to the entity submitting the quote or proposal which best meets the needs of the County, in conformity with all prescribed selection procedures. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

##### **21.137 Grant Applications.**

(1) For grants from \$0 - \$50,000, the County Administrator is delegated authority to approve and execute all documents in the application process and the acceptance of the award.

(2) For grants over \$50,000, the Board shall approve the preliminary application and acceptance of the grant. This may be done in one Board action if the application contains complete information, and the grant is ultimately awarded without unusual conditions, or there may be separate Board actions to approve grant application

submittal and grant award acceptance. The County Administrator is delegated authority to approve and execute all other grant documents in the application process.

(3) The County Administrator is delegated authority to approve and execute all documents to continue a grant that was approved by the Board pursuant to LM 21.137(2), so long as the continuation is substantially similar to the original proposal approved by the Board.

(4) The County Administrator may further delegate the authority in (1), (2) and (3) to a representative by a signed written agreement. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.139 Fair Board.**

Pursuant to ORS 565.230, the Fair Board has authority to award and execute all contracts relating to fairground facilities and operations, except those contracts which transfer an interest in real property. It is also delegated authority to cancel or terminate such contracts as provided in the contract or by law. The Fair Board may further delegate authority under this provision to a representative by signed written document. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.141 On-Site Construction Change Orders.**

The Director of the Department of Public Works or his or her authorized representative, is delegated the authority to execute an on-site construction change order to a contract for the construction or renovation of roads or other transportation facilities and the Director of the Department of Management Services, or his or her representative, is delegated the authority to execute an on-site construction change order to a contract for the construction, renovation, remodeling or repair of County facilities, if all of the following conditions are met:

(1) The change would not increase the cost of the project by more than 10 percent of the contract price or \$25,000, whichever is less,

(2) The change order is necessary for completion of the contract,

(3) Failure to immediately authorize the change could result in a work stoppage or severe slowdown, causing undue and unnecessary costs, or result in a hazard to the public and

(4) It is in the best interest of the County to authorize the order and facilitate completion of the project. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.143 Cancellation of Award.**

(1) The Board reserves the right to cancel the award of any contract at any time prior to the execution of said contract by all parties without any liability against the Board or Lane County. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

### **COUNTY ADMINISTRATOR DELEGATED AUTHORITY CONTRACTS AND AMENDMENTS**

#### **21.145 Delegation of Authority to Execute Contracts.**

(1) The County Administrator is delegated authority to execute the following types of contracts:

(a) All contracts which have been competitively bid and awarded by the Board.

(b) All contracts and agreements not exceeding \$50,000 nor three years in length.

(c) Subcontracts and subgrants not exceeding \$50,000 which implement grants.

(d) Amendments to contracts or modifications to grants, subgrants, and subcontracts as described in LM 21.147.

(e) All computer software licenses not exceeding a purchase price of \$50,000.

(f) Insurance nonwaiver agreements and insurance endorsements to original policies.

(g) Land use improvement agreements, Building Program Quick Start Agreements and acceptance and release of land use performance bonds.

(h) Real property leases, licenses and permits, caretaker agreements involving the lease of property, and concessionaire agreements, not exceeding \$50,000 nor three years in length.

(i) Emergency contracts which do not exceed \$50,000, with one exception, and which are executed within 60 days of the declaration of the emergency. See LM 20.255 and 20.260.

(j) Contracts and assignments for the collection of County judgments.

(k) All contracts implementing projects listed on the public improvements project list adopted pursuant to ORS 279.023, including those reflecting the County paid portion of the project, those reflecting any amount to be paid by other governmental agencies or housing development entities for assisted housing projects, and those covering environmental mitigation responsibility.

(l) All projects, services, materials/product purchases, contracts specifically listed as part of budget adoption order, or a supplemental budget adoption order.

(m) Any other type of contract the award of which has been expressly approved by the Board. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.147 Delegation of Authority to Execute Amendments.**

The County Administrator is delegated authority to execute amendments which comply with LM 21.127(1) above as follows:

(1) For personal or professional services contracts where the original amount is equal to or less than \$500,000, the County Administrator may execute any individual amendment which does not exceed \$50,000, but the total of all amendments of that contract shall not exceed 50 percent of the original contract amount. For personal or professional services contracts where the original amount is greater than \$500,000, the County Administrator may execute any individual amendment which does not exceed 20 percent of the original contract amount, but the total of all amendments of that contract shall not exceed 50 percent of the original contract amount.

(2) For grants or sub-grants where the original amount is equal to or less than \$500,000, the County Administrator may execute any individual amendment which does not exceed \$50,000. For grants or sub-grants where the original amount is greater than \$500,000, the County Administrator may execute any individual amendment which does not exceed 20 percent of the original contract amount. The delegation of authority provided in LM 21.137(3) applies only to grant continuations which are substantially similar to the original proposal approved by the Board pursuant to LM 21.137(2); all other grant amendments are governed by this subsection.

(3) The County Administrator is delegated authority to execute all amendments which meet the conditions of LM 20.110.

(4) For intergovernmental agreements and requirements contracts, the County Administrator is delegated authority to execute amendments based on either dollar amount of original contract or underlying subject matter, i.e., materials, services, materials/services, personal services, grant, etc.

(5) For contracts which include the subject matter in LM 21.145(1)(e), (f), (g), (h), (i), (j) above, or any other situation not covered by LM 21.147 (1), (2), (3), or (4)

above, the County Administrator is delegated authority to execute any amendment which does not exceed \$50,000 and which is less than three years in length. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

## Chapter 4

### MANAGEMENT POLICIES

#### FINANCIAL MANAGEMENT POLICIES

##### **4.005 Purpose.**

The purpose of these policies is to provide guidance to the departments in the prudent management of the financial affairs of Lane County. *(Revised by Order No. 84-12-19-9; Effective 12.19.84)*

##### **4.010 Policies.**

The following are the policies to be used by departments in administering their budgets, developing long-range goals and plans, and dealing with the public and other governments.

(1) The County budget will provide for an appropriate balance between the operating and capital portions of the budget to insure that equipment and facility maintenance and replacement are adequately funded and occur in a timely cost-effective manner.

(2) Before new capital projects, new service programs, and grant programs are initiated, financial impact reports which identify the short- and long-range effect on the County will be prepared and considered.

(3) Long-range financial plans and revenues and expenditure estimates will be developed which will contribute to financial and program stability.

(4) The County budget will provide information concerning program service delivery and will integrate performance measurement and productivity indicators, where possible.

(5) Any County debt will be eliminated by the most cost-effective and equitable means.

(6) County revenue sources should be developed which can be controlled by the County and which reduce the impact of fluctuations in major revenue sources.

(7) Lane County will establish reserve funds which can be used to reduce the impact of substantial revenue fluctuations, thus providing for a more stable delivery of services to Lane County citizens.

(8) County fee and charge amounts will be set by the Board of County Commissioners and based on an analysis of who benefits the amounts charged by other agencies for the same services, the indirect and direct costs of providing the services and the statutory limits.

(9) Normally, the County may sell or lease services which were developed to meet a County need, but such sales or leases will be the secondary purpose of the development effort.

(10) Adequate contingency funds will be identified in every operating fund within the County budget to meet unanticipated requirements during the budget year.

(11) The County's cash management program will seek to minimize the overall cost of cash management banking services while maximizing the rate of return on all cash investments, consistent with safety and liquidity requirements of state law.

(12) Nonrecurring revenue will normally not be used for operating purposes but will be used for one-time capital expenditures or project.

(13) Contracting for services will be considered when cost effective and consistent with labor policies.

| At right margin indicates changes  
**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted  
**4.015-4.015** Lane Manual

**LEGISLATIVE  
FORMAT  
4.020-4.020**

(14) Lane County will endeavor to prepare and publish a comprehensive disclosure of its financial affairs in a format intelligible to the interested public with the goal of obtaining the Certificate of Conformance of the Governmental Finance Officers Association, the highest form of recognition in the field of governmental financial reporting.

(15) Lane County will manage its separate funds to insure that one fund does not improperly subsidize another fund.

(16) Lane County will increase efforts to review programs effectiveness to insure maximum return from extremely limited resources. One major effort will be an expanded performance audit capability.

(17) Intergovernment services agreements shall be encouraged wherever services used by several departments can be more effectively provided on a collective basis. Service billings to user agencies will be sufficient to fully recover costs of operation, including depreciation of equipment used to provide the services.

(18) Lane County will strive to maintain a minimum of a 5% Prudent Person Reserve in all funds.

(19) Department expenditures shall not exceed appropriation, and they may not expend more discretionary General Fund dollars than they have in their approved budgets, except upon written board authorization.

(20) Lane County will charge the allowable indirect to all departments and funds in the most equitable manner possible and will recover the allowable indirect from all grants, contracts and intergovernmental agreements, except upon written board authorization. The Board may grant exceptions by category or on a case-by-case basis.

(21) **It is County policy to fully expend all grant, contract, and other program generated revenues (e.g. fees, reimbursements) prior to expending county funds unless otherwise directed by specific grant or contract requirements.**

(22) **Any services or programs that are largely or wholly supported by time-limited grant or contract funds will be considered to automatically sunset at the expiration of the grantor contract. Exceptions will only be made on the basis of departments finding alternative funding or doing service shifting within their budgets.** *(Revised by Order No. 84-12-19-9; Effective 12.19.84; 96-10-8-3, 10.8.96)*

## INVESTMENT POLICIES

### **4.015 Purpose.**

The purpose of these policies is to provide direction to the Chief Fiscal Officer in the investment of surplus cash in all funds, including moneys held in a fiduciary capacity. *(Revised by Order No. 94-6-28-7, Effective 6.28.94)*

### **4.020 Policies.**

The following are the policies to be used by the Chief Fiscal Officer in administering the investment program.

(1) Investment practices shall be in accord with all applicable state statutes and federal regulations. Funds shall only be invested in those types of investments authorized by ORS 294.035 or other state statute.

(2) Maturity of such investments will be made to coincide as nearly as practical with the expected use of the funds and may not exceed three (3) years or statutory requirements.

(3) Investment of County funds shall be made only upon the authorization of the Chief Fiscal Officer or designee.

||At right margin indicates changes

**Bold** indicates material being added

~~Strikethrough~~ indicates material being deleted

21.135

Lane Manual

**LEGISLATIVE  
FORMAT**

21.137

maintain such licenses, permits, or certificates is grounds for rejection of a bid or immediate termination of the contract.

(20) Unless otherwise provided, data which originates from this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the County. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights. Data which is delivered under the contract, but which does not originate therefrom shall be transferred to the County with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided that such license shall be limited to the extent which the contractor has a right to grant such a license. The contractor shall exert all reasonable effort to advise the County, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. The County shall receive prompt written notice of each notice or claim of copyright infringement received by the contractor with respect to any data delivered under this contract. The County shall have the right to modify or remove any restrictive markings placed upon the data by the contractor.

(21) If as a result of this contract, the contractor produces a report, paper, publication, brochure, pamphlet or other document on paper which uses more than a total 500 pages of 8 1/2" by 11" paper, the contractor shall conform to the Lane County Recycled Paper Procurement and Use policy, LM 2.440 through 2.448, by using recycled paper with at least 25% post-consumer content which meets printing specifications and availability requirements.

(22) The Standard Specifications for Highway Construction adopted by the State of Oregon, and the Manual on Uniform Traffic Control Devices, each as is currently in effect, shall be applicable to all road construction projects except as modified by the bid documents. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

### **AUTHORITY TO AWARD, EXECUTE, CANCEL**

#### **21.135 Contracts Which are Exempt from Bids and RFPs.**

(1) The award of contracts which are exempt from competitive bids shall be made by the public officer delegated the authority to execute the contract or, if no delegation has been made, the Board.

(2) Generally, the award shall be made to the person or entity which has submitted the lowest responsible quote or proposal, in the case where the County is purchasing a good or service, or to the highest responsible quote or proposal, in the case where the County is selling a good or service. In the situation where interviews or substantive proposals have been sought, the award shall be made to the entity submitting the quote or proposal which best meets the needs of the County, in conformity with all prescribed selection procedures. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.137 Grant Applications.**

(1)—(a) For grants from \$0 - \$50,000, the County Administrator is delegated authority to approve and execute all documents in the application process and the acceptance of the award.

(2)—(b) For grants over \$50,000, the Board shall approve the preliminary application and acceptance of the grant. **This may be done in one Board action if the application contains complete information, and the grant is ultimately awarded**

||At right margin indicates changes

**Bold** indicates material being added

~~Strikethrough~~ indicates material being deleted

21.139

Lane Manual

**LEGISLATIVE  
FORMAT**

21.145

without unusual conditions, or there may be separate Board actions to approve grant application submittal and grant award acceptance. The County Administrator is delegated authority to approve and execute all other grant documents in the application process.

**(3) The County Administrator is delegated authority to approve and execute all documents to continue a grant that was approved by the Board pursuant to LM 21.137(2), so long as the continuation is substantially similar to the original proposal approved by the Board.**

~~—(4)~~ **(4)** The County Administrator may further delegate the authority in ~~(a1)~~, ~~and (b2)~~ and **(3)** to a representative by a signed written agreement. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.139 Fair Board.**

Pursuant to ORS 565.230, the Fair Board has authority to award and execute all contracts relating to fairground facilities and operations, except those contracts which transfer an interest in real property. It is also delegated authority to cancel or terminate such contracts as provided in the contract or by law. The Fair Board may further delegate authority under this provision to a representative by signed written document. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.141 On-Site Construction Change Orders.**

The Director of the Department of Public Works or his or her authorized representative, is delegated the authority to execute an on-site construction change order to a contract for the construction or renovation of roads or other transportation facilities and the Director of the Department of Management Services, or his or her representative, is delegated the authority to execute an on-site construction change order to a contract for the construction, renovation, remodeling or repair of County facilities, if all of the following conditions are met:

- (1) The change would not increase the cost of the project by more than 10 percent of the contract price or \$25,000, whichever is less,
- (2) The change order is necessary for completion of the contract,
- (3) Failure to immediately authorize the change could result in a work stoppage or severe slowdown, causing undue and unnecessary costs, or result in a hazard to the public and
- (4) It is in the best interest of the County to authorize the order and facilitate completion of the project. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

#### **21.143 Cancellation of Award.**

(1) The Board reserves the right to cancel the award of any contract at any time prior to the execution of said contract by all parties without any liability against the Board or Lane County. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

### **COUNTY ADMINISTRATOR DELEGATED AUTHORITY CONTRACTS AND AMENDMENTS**

#### **21.145 Delegation of Authority to Execute Contracts.**

(1) The County Administrator is delegated authority to execute the following types of contracts:

- (a) All contracts which have been competitively bid and awarded by the Board.

At right margin indicates changes  
Bold indicates material being added

Strikethrough indicates material being deleted

LEGISLATIVE  
FORMAT

21.147

Lane Manual

21.147

- (b) All contracts and agreements not exceeding \$50,000 nor three years in length.
- (c) Subcontracts and subgrants not exceeding \$50,000 which implement grants.
- (d) Amendments to contracts or modifications to grants, subgrants, and subcontracts as described in LM 21.147.
- (e) All computer software licenses not exceeding a purchase price of \$50,000.
- (f) Insurance nonwaiver agreements and insurance endorsements to original policies.
- (g) Land use improvement agreements, Building Program Quick Start Agreements and acceptance and release of land use performance bonds.
- (h) Real property leases, licenses and permits, caretaker agreements involving the lease of property, and concessionaire agreements, not exceeding \$50,000 nor three years in length.
- (i) Emergency contracts which do not exceed \$50,000, with one exception, and which are executed within 60 days of the declaration of the emergency. See LM 20.255 and 20.260.
- (j) Contracts and assignments for the collection of County judgments.
- (k) All contracts implementing projects listed on the public improvements project list adopted pursuant to ORS 279.023, including those reflecting the County paid portion of the project, those reflecting any amount to be paid by other governmental agencies or housing development entities for assisted housing projects, and those covering environmental mitigation responsibility.
- (l) All projects, services, materials/product purchases, contracts specifically listed as part of budget adoption order, or a supplemental budget adoption order.
- (m) Any other type of contract the award of which has been expressly approved by the Board. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

**21.147 Delegation of Authority to Execute Amendments.**

The County Administrator is delegated authority to execute amendments which comply with LM 21.127(1) above as follows:

(1) For personal or professional services contracts where the original amount is equal to or less than \$500,000, the County Administrator may execute any individual amendment which does not exceed \$50,000, but the total of all amendments of that contract shall not exceed 50 percent of the original contract amount. For personal or professional services contracts where the original amount is greater than \$500,000, the County Administrator may execute any individual amendment which does not exceed 20 percent of the original contract amount, but the total of all amendments of that contract shall not exceed 50 percent of the original contract amount.

(2) For grants or sub-grants where the original amount is equal to or less than \$500,000, the County Administrator may execute any individual amendment which does not exceed \$50,000. For grants or sub-grants where the original amount is greater than \$500,000, the County Administrator may execute any individual amendment which does not exceed 20 percent of the original contract amount. **The delegation of authority provided in LM 21.137(3) applies only to grant continuations which are substantially similar to the original proposal approved by the Board pursuant to LM 21.137(2); all other grant amendments are governed by this subsection.**

(3) The County Administrator is delegated authority to execute all amendments which meet the conditions of LM 20.110.

||At right margin indicates changes  
**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted  
21.147 Lane Manual

**LEGISLATIVE  
FORMAT**  
21.147

(4) For intergovernmental agreements and requirements contracts, the County Administrator is delegated authority to execute amendments based on either dollar amount of original contract or underlying subject matter, i.e., materials, services, materials/services, personal services, grant, etc.

(5) For contracts which include the subject matter in LM 21.145(1)(e), (f), (g), (h), (i), (j) above, or any other situation not covered by LM 21.147 (1), (2), (3), or (4) above, the County Administrator is delegated authority to execute any amendment which does not exceed \$50,000 and which is less than three years in length. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

## ADMINISTRATIVE PROCEDURES MANUAL

### Chapter 1 Section 2A

#### SUBJECT: AGENDA PROCESS FOR APPROVAL OF A GRANT APPLICATION OR ACCEPTANCE

##### I. Procedure

The purpose of this procedure is to establish a standard method to provide pertinent agenda information regarding grant application and acceptance to the Board of County Commissioners, and to request approval of grant submittal and grant acceptance.

##### II. Scope

This procedure is applicable to all County departments.

##### III. Amendment

The County Administrator may amend this procedure as required.

##### IV. Procedure

###### A. When to request approval and acceptance of grants in one agenda packet.

Staff from departments desiring to apply for grants may submit the proposal and also request approval to accept the grant with one action of the Commissioners unless the following circumstances apply:

1. if the initial proposal was still in development at the time of the board order, and did not include specific workplan/budget or complete answers to all of the agenda packet questions; or
2. if the final award requires an increase in the funds required of the county; or
3. if the final grant award amount is less than what was proposed in the board action, or

4. if the final award contains different conditions than originally approved by the Board which the County Administrator determines should be approved by the Board.

B. Agenda Cover Memo

When an item relates to approval of a grant or any project or proposal with limited duration funding, the following questions will be addressed in the Agenda Cover Memo, under *Section B. Analysis*.

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?
2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?
3. Will the grant funds be fully expended before county funds need to be spent?
4. How will the administrative work of the grant be covered if the grant funds don't cover it?
5. Have grant stakeholders been informed of the grant sunseting policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.
6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?
7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments?
8. Are there any restrictions against applying the county full cost indirect charge?
9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

