



**DATE:** May 11, 2023

**TO:** Programs and Administration Committee

**FROM:** Timothy Burroughs, Executive Director  
Pat Cabrera, Administrative Services Director

**SUBJECT:** Revisions to the Agency’s Grant Acceptance Policy

**SUMMARY**

At the May 11, 2023, Programs and Administration (P&A) Committee meeting, staff will recommend approval of revisions to the Agency’s grant acceptance policy – specifically, increasing the Executive Director’s acceptance authority from \$50,000 to \$100,000.

**DISCUSSION**

Resolution WMA 2010-03 authorized the Executive Director to accept grant awards up to \$50,000 without Board approval. This amount aligned with the Executive Director’s authority at the time to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant per fiscal year. On April 27, 2022, the WMA Board raised the expenditure authorization limit to \$100,000. The purpose of this change was to increase operational efficiency by reducing the number of contracts/vendors the Board would need to preapprove, thus streamlining the contracting process. The same logic applies to the grant acceptance policy.

Staff recommends raising the grant acceptance policy from \$50,000 to \$100,000 to increase operational efficiency and so that it aligns with the Executive Director’s authority to approve contracts, purchase orders, or other expenditure of funds. The Executive Director will still inform the Board of any grants or other types of external funding on a quarterly basis (see Attachment 3 for sample external funding report for the Board).

Accepting grants or other types of external funding also requires authorization to spend the funds which is why the Agency includes a miscellaneous grants project in the budget totaling \$300,000 as a placeholder to accept and expend these funds. Staff is not requesting changing this amount as it appears to be adequate at this time.

**RECOMMENDATION**

That the Programs and Administration Committee recommend that the WMA Board approve the grant acceptance policy.

- Attachment 1: Grant Acceptance Policy resolution (redlined)
- Attachment 2: Grant Acceptance Policy resolution (no redline)
- Attachment 3: Grant Information Template (updated to reflect increased acceptance threshold)

# ATTACHMENT 1

## ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

### RESOLUTION # WMA ~~2023- 40-3~~

MOVED: Santos  
SECONDED: Landis

#### AT THE MEETING HELD ~~FEBRUARY 24, 2010~~ MAY 24, 2023 POLICY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT GRANT AWARDS NOT TO EXCEED \$~~100,000~~50,000 PER AWARD AND TO INCREASE CORRESPONDING EXPENDITURES NOT TO EXCEED \$~~100,000~~ 50,000 PER AWARD

WHEREAS, the Alameda County Waste Management Authority has been the recipient of numerous grants which help further the mission of the organization, and

WHEREAS, Authority staff ~~have been~~ actively pursuing additional grant funding for a variety of programmatic activities, and

~~WHEREAS, Authority currently has no policy regarding the acceptance of grant monies which necessitates seeking Board approval for grant awards of any amount, and~~

WHEREAS, bringing forth each small grant awards for Board approval is impractical and inefficient, and

WHEREAS, the Executive Director's purchasing authority includes the ability to authorize budgeted contracts or expenditures up to \$~~100~~50,000 per contractor or vendor per fiscal year without separate Board approval, and

WHEREAS, authorizing a threshold for the acceptance of grants and other types of external funding consistent with the purchasing policy and in conjunction with corresponding expenditures will reduce administrative costs; and increase operational efficiencies, and

WHEREAS, the Programs and Administration and Organization Committee at its meeting held May 11, 2023~~February 3, 2010~~, reviewed and approved forwarding this resolution to the Authority Board for adoption.

#### NOW THEREFORE, BE IT RESOLVED, THAT:

1. The Executive Director or designee is authorized to accept grant awards, contracts and other forms of external funding not to exceed \$~~100,000~~50,000 per grant award without separate Board approval.
2. The Executive Director is authorized to approve additional expenditures up to the grant award amount not to exceed \$~~100~~50,000 per award grant, if the approved budget includes an authorization to expend miscellaneous grants up to a specified amount and the sum total of miscellaneous grant spending does not exceed the amount authorized in the budget.
- ~~3.~~ The Executive Director is required to inform the Board of any such grants awards at on a quarterly basis, the next regularly scheduled Board meeting.

**ADOPTED BY THE FOLLOWING VOTE:**

**AYES:** ~~Carson, Green, Henson, Hildenbrand, Keating, Landis, Leider, Natarajan, Santos, Sullivan, West, Wile, Waespi, Wozniak~~

**NOES:** ~~None~~

**ABSENT:** ~~Freitas, Johnson, Quan~~

**ABSTAINED:** ~~None~~

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~~Gary Wolff, Executive Director  
Arliss Dunn, Clerk of the Board~~

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**ATTACHMENT 2**

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY**

**RESOLUTION #WMA 2023-03**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD MAY 24, 2023**

**POLICY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT GRANT AWARDS NOT TO EXCEED \$100,000 PER AWARD AND TO INCREASE CORRESPONDING EXPENDITURES NOT TO EXCEED \$100,000 PER AWARD**

**WHEREAS**, the Alameda County Waste Management Authority has been the recipient of numerous grants which help further the mission of the organization, and

**WHEREAS**, Authority staff actively pursue additional grant funding for a variety of programmatic activities, and

**WHEREAS**, bringing forth each small grant award for Board approval is impractical and inefficient, and

**WHEREAS**, the Executive Director's purchasing authority includes the ability to authorize budgeted contracts or expenditures up to \$100,000 per contractor or vendor per fiscal year without separate Board approval, and

**WHEREAS**, authorizing a threshold for the acceptance of grants and other types of external funding consistent with the purchasing policy in conjunction with corresponding expenditures will reduce administrative costs and increase operational efficiencies, and

**WHEREAS**, the Programs and Administration Committee at its meeting held May 11, 2023, reviewed, and approved forwarding this resolution to the Authority Board for adoption.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

1. The Executive Director or designee is authorized to accept grant awards, contracts and other forms of external funding not to exceed \$100,000 per award without separate Board approval.
2. The Executive Director is authorized to approve additional expenditures up to the award amount not to exceed \$100,000 per award, if the approved budget includes an authorization to expend miscellaneous grants up to a specified amount and the sum total of miscellaneous grant spending does not exceed the amount authorized in the budget.

The Executive Director is required to inform the Board of any such awards on a quarterly basis.

**ADOPTED BY THE FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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**Arliss Dunn, Clerk of the Board**

ATTACHMENT 3



**Date:**

**TO:** WMA Board or Energy Council

**FROM:** Timothy Burroughs, Executive Director

**SUBJECT:** Grants Accepted Under Executive Director Signature Authority

The Executive Director or designee is authorized to accept grants, contracts and other types of external funding not to exceed \$100,000 per award and to advise the Board of these awards on a quarterly basis. These awards are listed below.

**Grants: (Add date range)**

PROJECT NAME	AWARD AMOUNT	PROJECT TYPE/DESCRIPTION	BOARD