



DATE: May 24, 2023

TO: Waste Management Authority (WMA) Board

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

SUBJECT: Revisions to the Agency's Grant Acceptance Policy

SUMMARY

On May 11, 2023 the Programs and Administration (P&A) Committee recommended that the WMA Board approve revisions to the Agency's grant acceptance policy – specifically, changes to the Executive Director's authorization to accept grant awards and other types of external funding.

DISCUSSION

By a vote of 11–0, the P&A Committee reviewed and recommended forwarding for approval the attached resolution revising the Agency's grant acceptance policy. The changes are as follows:

- Increasing the Executive Director's authorization to accept and expend grant awards, contracts, and other forms of external funding from \$50,000 to \$100,000.
- Require that the Executive Director inform the Board of any such awards on a quarterly basis.

The report submitted to the P&A Committee is available at the following link: [Revised-Grant-Acceptance-Policy.pdf](#)

RECOMMENDATION

That the WMA Board approve the revised grant acceptance policy resolution as recommended by the P&A Committee.

Attachment: Grant Acceptance Policy Resolution

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

RESOLUTION # WMA 2023-04

**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.
3. 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:

Arliss Dunn, Clerk of the Board