



Elizabeth Comfort  
Finance Director

**Department of Finance**

Public Services Building  
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

June 1, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Board Order delegating Limited Signing Authority for the purposes of applying or accepting Grants previously approved by the Board via online grant management portals. There is no financial impact expected.**

<b>Previous Board Action/Review</b>	Briefed at Issues – May 30, 2023		
<b>Performance Clackamas</b>	Builds Public Trust through Good Government		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Joseph Rosevear	<b>Contact Phone</b>	503-742-5429

**EXECUTIVE SUMMARY:**

The Clackamas County Board of Commissioners has authority to sign grant applications, grants, cooperative agreements, and any amendments or renewals. With the increasing use and reliance on electronic filings, many Grants may only be applied for, or accepted by, using the funding agency’s online grant management portal which often do not have a traditional signature block or other means by which the Board may sign to either apply for or accept the Grant. For purposes of administrative and operational efficiency and to avoid the need for an individual board order delegating authority for each grant that has been previously approved by the Board, the Finance department is requesting the Board delegate authority to apply for, or accept, previously approved Grants through the online grant management portals to the County Administrator and the Director of Finance.

**RECOMMENDATION:** Staff recommend the Board approve the Board Order delegating limited signing authority for online grant application and approval.

Respectfully submitted,

*Elizabeth Comfort*

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Finance Director

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**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Limited Delegation  
to Sign Online Grant Agreements



Board Order No. \_\_\_\_\_

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**Whereas**, the Clackamas County Board of Commissioners (the “Board”) has authority to sign grant applications, grants, cooperative agreements, and any amendments or renewals of the same (collectively “Grant” or “Grants”);

**Whereas**, with the increasing use and reliance on electronic filings, many Grants may only be applied for, or accepted by, using the funding agency’s online grant management portal;

**Whereas**, these online grant management portals often do not have a traditional signature block or other means by which the Board may sign to either apply for or accept the Grant;

**Whereas**, for purposes of administrative and operational efficiency and to avoid the need for an individual board order delegating authority for each particular Grant that has been previously approved by the Board, the Clackamas County Department of Finance has requested the Board delegate authority to apply for, or accept, previously approved Grants through the online grant management portals;

**Whereas**, the Board agrees that it is necessary to delegate limited signing authority for the purposes described above contingent upon this Board’s prior approval of the Grant, if such approval is required;

**NOW THEREFORE, the Clackamas County Board of Commissioners orders as follows:**

1. Both the Clackamas County Administrator and the Clackamas County Director of Finance are hereby delegated limited authority to use the funding agency’s online grant management portal to apply for, or accept, grant applications, grants, cooperative agreements, and amendments or renewals of the same, and to take such actions reasonably related to the same, provided that the grant application, grant, cooperative agreement, or amendment or renewal of the same, has previously been approved by the Board, if such approval is required.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Limited Delegation  
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Board Order No. \_\_\_\_\_

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**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2023

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary