



TAMI LITTLE
COUNTY ASSESSOR

April 13, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

**A Resolution Approving the Submission of
The Assessor’s CAFFA Grant Application for FY 2022-2023**

Purpose/Outcome	The resolution is an annual requirement to accompany the application for a grant from the State of Oregon Department of Revenue to the Clackamas County Assessor’s Office.
Dollar Amount and Fiscal Impact	The grant provides approximately 15% of the revenue for the Assessor’s Office.
Funding Source	The State of Oregon
Duration	Effective July 1, 2022 to June 30, 2023
Previous Board Action/Review	None
Strategic Plan Alignment	<p>1. The CAFFA Grant Request provides essential funding to help us meet statutory requirements and moves forward our day to day business operations, which aligns with each of our department strategic business plan goals.</p> <p>2. The CAFFA Grant request aligns with the County Performance Clackamas goal to Build Public Trust through Good Government by providing funding for the Clackamas County Assessment and Taxation Department to administer the property tax system fairly and equitably.</p>
Counsel Review	Date of Counsel review: Kathleen Rastetter 4/13/2022
Procurement Review	<p>(Please check yes or no for procurement review. If the answer is “no,” please provide an explanation.)</p> <p>1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/></p> <p>2. If no, provide brief explanation: item is a grant.</p>
Contact Person	Tami Little, County Assessor 503-655-8302 Megan Nava, Records Supervisor 503-655-7623

BACKGROUND:

County Assessment Function Funding Assistance (CAFFA) is a grant from the State of Oregon to the Clackamas County Assessor’s Office. The grant provides approximately 15% of the revenue for the Assessor’s Office. All documents required to be included in the grant application are attached. They include a summary of expenses, two staffing



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reports, two narrative reports, two work activity forms, and the Grant Application resolution.

The application and accompanying documentation must be received in the State Department of Revenue's Online System by May 1, 2022, and this material has been reviewed and approved by County Counsel.

RECOMMENDATION: Staff respectfully recommends that the Board of Commissioners approve this resolution, so that this grant application may be submitted to the state.

Respectfully submitted,

Bronson Rueda
Deputy Director
Assessment and Taxation

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

In the matter of Approving
the Submission of a Grant
Document to the Oregon
Department of Revenue



Resolution No.

Clackamas County is applying to the Department of Revenue in order to participate in the County Assessment Function Funding Assessment Program, and

WHEREAS, this state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation, and

WHEREAS, Clackamas County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. The County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation, and

WHEREAS, Clackamas County agrees to appropriate the budgeted dollars based on 100 percent of the expenditures certified in the grant application. The total expenditure amount for the consideration in the grant is \$10,413,496. If 100 percent is not appropriated, no grant shall be made to the county for the quarter in which the county is out of compliance, and

WHEREAS, Clackamas County designates Tami Little, Assessor, phone number (503)655-8302, as the County contact person for this grant document, and

WHEREAS, The Board finds it would be in the best interest of Clackamas County to adopt this resolution and submit the attached grant documents to the Oregon Department of Revenue.

NOW, THEREFORE, the Clackamas County Board of Commissioners do hereby resolve that this application be approved and the grant documents be submitted to the Oregon Department of Revenue.

Dated this _____ day of April, 2022

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

Chair

Recording Secretary



Form 1 Grant Application Staffing

2022-2023

	Column 1	Column 2	Column 3
County <u>CLACKAMAS</u>	Approved FTE current year (2021-22)	Budgeted FTE coming year (2022-23)	Change (Column 2 less Column 1)
A. Assessment administration			
Assessor, deputy, etc.	2.00	2.00	0.00
Assmt. support staff, deed clerks and data entry staff	18.80	17.90	(0.90)
Total assessment administration staff	20.80	19.90	(0.90)
B. Valuation and appraisal staff			
Chief appraisers/appraiser supervisor	3.00	3.00	0.00
Lead appraisers	6.00	6.00	0.00
Residential appraisers	5.50	6.50	1.00
Commercial/industrial appraisers	3.50	3.50	0.00
Farm/forest/rural appraisers.....	2.00	2.00	0.00
Manufactured structure/floating structure appraisers	0.50	0.50	0.00
Personal property appraisers.....	0.50	0.50	0.00
Personal property clerks.....	2.00	2.00	0.00
Sales data analyst.....	2.00	3.00	1.00
Data gatherers and appraisal techs.....	0.00	0.00	0.00
Total valuation and appraisal staff	25.00	27.00	2.00
C. Board of Property Tax Appeals (BoPTA)			
	1.00	1.00	0.00
D. Tax collection and distribution administration			
Administration, deputy, etc.....	1.00	1.00	0.00
Support and collection	5.50	5.50	0.00
Tax distribution	1.25	1.25	0.00
Foreclosure and garnishment.....	0.75	0.75	0.00
Total tax collection and distribution	8.50	8.50	0.00
E. Cartography and GIS administration			
Cartographic/GIS supervisor.....	0.00	0.00	0.00
Leadcartographers	1.00	1.00	0.00
Cartographers.....	5.00	5.00	0.00
GIS specialists.....	0.50	0.50	0.00
Total cartographic and GIS staff	6.50	6.50	0.00
F. Dedicated IT services for A&T			
	2.00	2.00	0.00
G. Total assessment and taxation staffing			
	63.80	64.90	1.10



Form 2 Explanation of Staffing Issues

2022-2023

County CLACKAMAS

In this section, explain any difference between approved staffing for the current year and staffing for the budgeted year. Explain why any funded positions were unfilled for the current year. Use this form to describe the intended use of nonpermanent workers (temporary help, project temporaries, and contractors) by A&T function, along with their cost. Note any special or unique aspects regarding who accomplishes the work and how they accomplish it related to Forms 4, 5, and 6. For example, if you use staff to perform personal property functions, other than those reported on Form 1, Section B, note that here and include the FTE.

The differences between current year approved staffing and our budgeted year 2022-2023, are noted in Sections A and B, ahead.

Vacancies continued to be filled throughout the year and lag time due to the recruitment process sometimes impacts specific workloads during annual cycles. We completed 6 FTE recruitments in FY 2021-22 with 4 existing FTE, 1 FTE position recently was repurposed and 1 new position recently added. These recruitments are the equivalent of 9.8% of our 61 FTE count. We currently have 1 vacant position for a GIS Cartographer 2 in section E. We have reduced our lobby hours open to the public which has enabled us to dedicate more staff time to core work. In addition, implementation of new technology has produced efficiencies in our office. We plan to keep the GIS Cartographer 2 position open until October 1, 2022, as we continue to analyze our shifting workload and determine whether or not to repurpose this position.

We have reduced our Temporary Employee budget from \$60,000 to \$0. Last year we used temporary employees to supplement our work on the CIM (Commercial, Industrial, and Multi-family) project. The CIM project will make property data available online for commercial properties. A small portion of the temporary time was also spent on personal property processing, document scanning, appraisal data entry, and entering diagrams, and photos into our appraisal system, and Assessment & Tax customer support. Lastly, we used Temporary CART GIS Employees to assist in the ORMAP project. The cost for these personnel were covered by the ORMAP Grant. We are at a point where all the work completed by temporary employees has been absorbed by full time staff or the work is nearly complete (ORMAP). This may change in the future, but for FY 22-23, we don't anticipate needing temporary employees.

A. Assessment & Administration: Due to efficiencies gained and reduced customer service hours, we repurposed 1.00 FTE from Assessment & Administration to Valuation – Appraisal Staff (Section B). In addition, we increased our county counsel FTE 0.10 based on an increase in legal workload. In total, a net loss of 0.90 FTE occurred in this section.

B. Valuation – Appraisal Staff: Summarized above in Section A, 1.00 FTE was moved from Assessment & Administration to Valuation – Appraisal Staff. This repurposed position is now a Sales Data Analyst. In addition, 1.00 FTE was added to our budget in FY 21-22. This additional FTE is a residential appraiser. Residential appraisal staff continued to have a high volume of work due to real estate sales activity, new construction and other exception events that continue to show significant increases. We also have an increase in permits and anticipate a significant increase in appeals.

Since 2019-20 when we decided to no longer contract work with a Fee Appraiser, we have been able to manage appeal work ourselves. If we are unable to address appeals due to complexity or volume, we will contract with Fee Appraisers using County Procurement which has existing contracts in place for this type of work.

C. Clerk / BOPTA staff: No change, the projected 1 FTE are .5 from the Assessor's office and .5 from the Clerk.

D. Tax Collection & Distribution Administration: No Changes

E. Cartography & GIS Admin: No changes in FTE for this section.

Mentioned above, we no longer have a need for temporary GIS CART positions since we have nearly

completed all of the six ORMAP Standards. Should more ORMAP Standards be added in the future, we will most likely hire temporary GIS CART positions to complete the work. Furthermore, we have one GIS CART position vacant. We are in the process of analyzing our cartography workload to determine if this position will be hired as a GIS CART FTE or if the position will be repurposed to another section of our A&T Department. Our goal is to have this decision made, and begin the recruitment process, by October 1, 2022.

GIS/ORMAP: The County continues to provide support and resources to progress toward ORMAP goals. To date we have retired 3,401 Mylar Maps out of a total of 3,427. Additional in-kind support for the GIS data creation part of the project includes TS and other County Support at \$40,000. This support includes our transition from ArcGIS to AcrGIS Pro in the coming months.

F. A&T Data Processing Staff: This is support from County Technical Services Department for Database support, maintenance, programming, and web services.

Form 4

#7 Other Valuation Appraiser Activity: 1.5 FTE is attributed to appraisal time directed to the ProVal CAMA system upgrade testing and development, neighborhood boundary maintenance, special projects and outlier analysis. Resource limitations and a high volume real estate sales activity have impacted the ability to direct additional resources to populate our CAMA system with the commercial/industrial property characteristic data and build income property valuation models to enable valuation and recalculation of these types of property within our system. This remains a strategic goal. Despite the resource limitations, we have made some progress this year on our CIM project and will continue to progress utilizing current staff.

Form 5

#15 Assessment and Taxation is combined under the Assessor.



Form 3 General Comments

2022-2023

County CLACKAMAS

Use this form to describe any issue in your budget that needs further clarification. Examples include significant changes on Form 7, purchase of a new data processing system, salary increases, new car purchases, personnel services, costs for mapping, etc. You can also use this form to document any miscellaneous comments about this grant application.

Our 2022-23 budget increase is 5.00% over the prior year, or approximately \$468,000. The increase is primarily due to new annual maintenance costs for Data Cloud Solution, dba Woolpert (\$52,000), and an increase in personnel expenses, costs in allocations per employee, additional FTE fringe benefits, and PERS.

In 2018, we hired EagleView and purchased a suite of imagery products to assist in our Assessment and Taxation work. The scope of work with Eagleview included a flyover of the county providing overhead and oblique imagery. The project to date has been successful and is integrated in our CAMA system. We share the imagery products with other county departments but the cost sharing element has not materialized and our department is paying the entire cost of the flights. Our budget increased last year to cover the flight in 2021 and our contract amendment changed from 2 flights over 6 years paying \$122,000 each year to annual flights through 2026 with a reduced total on each flight.

The bulk of our budget increase is from personnel costs. Not only our A&T department personnel costs but also our allocated costs from county internal services departments. In the FY 2022-23, our personnel costs will go up due to the impact of Oregon's Equal Pay Law. At this time, the amount of increase is unknown. However, the county administration is going to pay for the increase in personnel costs associated with Oregon's Equal Pay Law for the first 18 months. The increase will then be reflected in our FY 2023-24 budget.



Form 4 Valuation and Appraisal Resources

2022-2023

County <u>CLACKAMAS</u>	Number of accounts by activity		Number of FTE by activity	
	Actual (2021-22)	Estimated (2022-23)	Actual (2021-22)	Estimated (2022-23)
Activities				
1. Real property exceptions, special assessments and exemptions				
New construction.....	8,613	8,316	5.50	6.00
Zone changes.....	61	60	0.25	0.25
Subdivisions, segregations, and consolidations..	1,910	2,070	1.75	1.75
Omitted properties	499	500	1.50	1.50
Special assessment qualification and disqualification	495	400	2.00	2.00
Exemptions.....	217	246	0.50	1.00
Subtotal.....	<u>11,795</u>	<u>11,592</u>	<u>11.50</u>	<u>12.50</u>
2. Appeals and assessor review				
Assessor review and stipulations	23	25	0.25	0.50
BOPTA	194	250	2.50	2.50
Department of Revenue.....	4	3	0.25	0.25
Magistrate Division of the Oregon Tax Court.....	169	120	1.75	1.75
Regular Division of the Oregon Tax Court	6	4	0.25	0.25
Subtotal.....	<u>396</u>	<u>402</u>	<u>5.00</u>	<u>5.25</u>
3. Real property valuation				
Physical reappraisal.....	0	4,000	0.50	0.50
Recalculation only—no appraisal review	170,430	171,731	2.25	2.25
Subtotal.....	<u>170,430</u>	<u>175,731</u>	<u>2.75</u>	<u>2.75</u>
4. Business personal property (returns mailed)	<u>11,438</u>	<u>11,500</u>	<u>2.00</u>	<u>2.00</u>
5. Ratio			<u>2.00</u>	<u>2.50</u>
6. Continuing education			<u>0.50</u>	<u>0.50</u>
7. Other valuation—appraisal activity			<u>1.25</u>	<u>1.50</u>
8. Total valuation and appraisal staff (FTE)			<u>25.00</u>	<u>27.00</u>



Form 5 Tax Collection and Distribution Work Activity

2022-2023

County CLACKAMAS

**Number of accounts
by activity**

Actual (2021-22)	Estimated (2022-23)
---------------------	------------------------

1. Number of accounts requiring roll corrections		
Business personal property	93	89
Personal property manufactured structures	44	46
Real property	1,306	1,371
2. Number of accounts requiring a refund		
Business personal property	110	113
Personal property manufactured structures	83	85
Real property	1,929	1,987
3. Number of delinquent tax notices sent		
Business personal property	1,040	771
Personal property manufactured structures	2,169	2,325
Real property	5,424	5,800
4. Number of foreclosure accounts processed		
Real property only	396	397
5. Number of accounts issued redemption notices		
Real property only	52	58
6. Number of warrants	826	839
7. Number of garnishments	0	0
8. Number of seizures	0	0
9. Number of bankruptcies	380	400
10. Number of accounts with an address change processed	8,291	8,539
11. How many second trimester statements do you mail?	17,000	
12. How many third trimester statements do you mail?	16,500	
13. Does the county contract for lock box service?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Does the county use in-house remittance processing?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Is tax collecting combined with another county function?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe that function on Form 2.		



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2022-2023

County CLACKAMAS

Assessment and administrative support work activity		
	Numbers by activity	
	Actual (2021-22)	Estimated (2022-23)
1. Number of deeds worked	<u>18,155</u>	<u>18,518</u>

Cartography work activity		
	Numbers by activity	
	Actual (2021-22)	Estimated (2022-23)
1. Number of new tax lots	<u>1,145</u>	<u>1,202</u>
2. Number of lot line adjustments	<u>167</u>	<u>158</u>
3. Number of consolidations	<u>181</u>	<u>187</u>
4. Number of new maps	<u>17</u>	<u>10</u>
5. Number of tax code boundary changes	<u>136</u>	<u>1,200</u>



Form 7 Summary of Expenses

2022-2023

County CLACKAMAS

	A.	B.	C.	D.	E.	F.	
Current operating expenses	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography*	Dedicated IT services for A&T	Totals
1. Personnel services	2,229,117	3,551,603	135,211	858,505	788,949	330,543	7,893,928
2. Materials and services	581,251	962,224	43,303	227,839	195,294	0	2,009,911
3. Transportation	0	13,775	0	0	0	0	13,775
4. Total current operating expenses (Total direct expenses)	2,810,368	4,527,602	178,514	1,086,344	984,243	330,543	9,917,614

* Include approved grant funding for ORMAP

Indirect expenses

5. Total direct expenses (line 4)	9,917,614
6. If you use the 5 percent method to calculate your indirect expenses, enter 0.05 in this box.	0.05
Total indirect expenses (line 5 multiplied by line 6)	495,881
6A. If you use a percent amount approved by a federal granting agency to calculate your indirect expenses, enter that percentage in this box.....	0.00000
Total indirect expenses (line 6A multiplied by the direct expense amount for the category/categories that your certificate allows)	0
7. Total indirect expenses	495,881

Capital outlay

	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	Data Processing Support (IT, AT)	
8. Enter the actual capital outlay without regard to limitation.	0	0	0	0	0	0	Total capital outlay without regard to limitation
9. Total direct and indirect expenses (sum of lines 4 and 7)							10,413,495
10. Direct and indirect expenses multiplied by 0.06							624,810
11. The greater of line 10 or \$50,000.....							624,810
12. Capital outlay (the lesser of line 8 or line 11)							0
13. Total expenditures for CAFFA consideration (sum of lines 4, 7, and 12).....							10,413,495

Form 8

Grant Application Resolution

CLACKAMAS County is applying to the Department of Revenue to participate in the County Assessment Function Funding Assessment Program.

This state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

CLACKAMAS County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. The County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and all requiring equity and uniformity in the system of property taxation.

CLACKAMAS County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application. The total expenditure amount for consideration in the grant is \$10,413,495. If 100 percent isn't appropriated, no grant shall be made to the county for each quarter in which the county is out of compliance.

The County designates the following individual as the contact for this grant application.

<u>TAMI LITTLE</u>	<u>(503) 655-8302</u>	<u>tamilit@clackamas.us</u>
Name	Phone	Email

County Approval

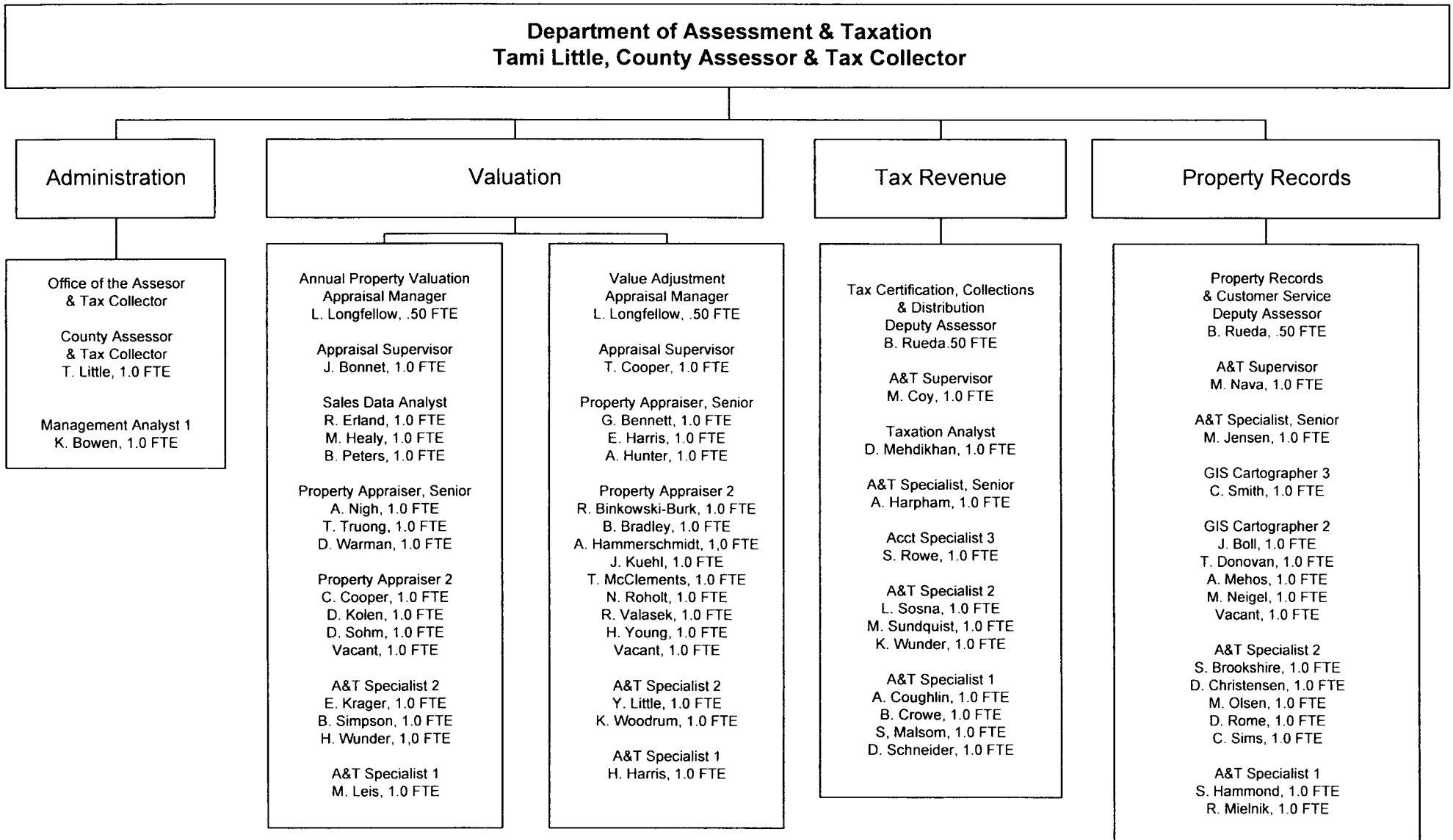
By selecting the "I Accept" checkbox, you are signing this Resolution electronically and certifying the Resolution has been approved by the board. You agree your electronic signature is the legal equivalent of your manual signature.

I Accept

<u>TOOTIE SMITH</u>	<u>CHAIR</u>	<u>21-Apr-2022</u>
Chair/Judge or Appointee	Title	Sign Date

**DEPARTMENT OF ASSESSMENT & TAXATION
2022-2023**

**Department of Assessment & Taxation
Tami Little, County Assessor & Tax Collector**



Total FTE: 61

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**** CONCEPTION ****

Section I: Funding Opportunity Information - To be completed by Requester

Award type: Direct Appropriation (no application)
Subrecipient Award Direct Award
Award Renewal? Yes No

Lead Department & Fund #: _____

If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.
If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

Name of Funding Opportunity: _____

Funding Source: Federal State Local

Requestor Information (Name of staff person initiating form): _____

Requestor Contact Information: _____

Department Fiscal Representative: _____

Program Name and prior project # (please specify): _____

Brief Description of Project:

Name of Funding Agency: _____

Notification of Funding Opportunity Web Address:

OR

Application Packet Attached: Yes No

Completed By: _____

Date

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application

Non-Competing Application

Other

CFDA(s), if applicable: _____

Funding Agency Award Notification Date: _____

Announcement Date: _____

Announcement/Opportunity #: _____

Grant Category/Title: _____

Funding Amount Requested: _____

Allows Indirect/Rate: _____

Match Requirement: _____

Application Deadline: _____

Other Deadlines: _____

Award Start Date: _____

Other Deadline Description: _____

Award End Date: _____

Completed By: _____

Program Income Requirement: _____

Pre-Application Meeting Schedule: _____

Additional funding sources available to fund this program? Please describe: _____

How much General Fund will be used to cover costs in this program, including indirect expenses? _____

How much Fund Balance will be used to cover costs in this program, including indirect expenses? _____

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

2. What, if any, are the community partners who might be better suited to perform this work?

3. What are the objectives of this funding opportunity? How will we meet these objectives?

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

Collaboration

1. List County departments that will collaborate on this award, if any.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

Fiscal

1. Will we realize more benefit than this financial assistance will cost to administer?

2. Are other revenue sources required, available or will be used to fund the program? Have they already been secured? Please name other sources, including General Fund or Fund Balance and amounts.

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

4. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Program Approval:

Megan Nava

Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature <i>Jami Little</i>

FINANCE ADMINISTRATION		
Name (Typed/Printed)	Date	Signature <i>Elizabeth Comfort</i>

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.