



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/29/2019

Agenda Placement: 6P

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Minh Tran - County Executive Officer  
County Executive Office

**REPORT BY:** Molly Rattigan, Deputy County Executive Officer - 253-4112

**SUBJECT:** Agreement with Arts Council Napa Valley for Use of Grant Software

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Arts Council Napa Valley for a maximum of \$2,700 per calendar year for the term January, 29 2019 through December 31, 2021 for the shared use of a software program to accept and manage grant applications and reports for the Special Projects Grants.

### **EXECUTIVE SUMMARY**

Today's requested action approves an agreement with Arts Council Napa Valley to share Submittable, a grant management and grant reporting software. The County will use this program for the Special Projects Fund grant program to streamline processes for County staff and for the arts and culture organizations seeking grant funding.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	SPECIAL PROJECTS FUND
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no requirement to fund a software program to manage the Special Projects Fund grant program. The purpose of the software is to streamline the two local arts and culture grant opportunities in the County and make it easier

and less staff intensive for arts and culture organizations to apply for and report on grants. Use of a software system will also reduce County staff time to accept and manually distribute grant materials.

Is the general fund affected? Yes

Future fiscal impact: The agreement extends for three calendar years. The annual cost is \$2,700.

Consequences if not approved: If this item is not approved, staff will return to a manual process for accepting applications for the Special Projects Grant program. This will be costly and take staff away from other activities.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The County Executive Office manages the Special Projects Fund grants process in coordination with the Napa County Arts and Culture Advisory Committee. Prior to 2018, the committee was using a software program that was not user friendly to accept applications for the \$250,000 grant program. After receiving many complaints, the committee and staff opted for a manual submission process that proved to be labor and cost intensive, and challenging for the committee, staff and the grant applicants.

As a result, the committee worked with Arts Council Napa Valley to identify grant software options. Napa County and Arts Council Napa Valley run the two local grant programs for arts and culture organizations and it was determined that a partnership between the two grant programs would make it easier and more efficient for Napa County arts and culture organizations to submit, report on, and manage their local grant funds. Arts Council Napa Valley took the lead on seeking competitive bids and arranging demonstrations and after reviewing options, the program Submittable was selected.

Arts Council Napa Valley holds the master agreement with Submittable and today's action approves the County's expense to use Submittable for three years to manage the application and reporting process for the Special Projects Fund grants. The cost to Napa County is \$2,700 per calendar year, or 70% based on anticipated usage and volume based on available grant funds. Use of this system will reduce staff time at both the County and the organizations seeking grant funding by streamlining all arts funding in Napa County to one system.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan