

Notice of Intent Process for Competitive Grant Applications

Updated 9-24-15

A Notice of Intent (NOI) is the official mechanism to request permission from the Board of County Commissioners (BCC) to submit a competitive grant application. The following guidelines are consistent with BCC-1, the Board's approved policies.

An NOI is required when:

- The department/office is the lead fiscal agent, and;
- It is a competitive request for new funding or technical assistance (either a new project or supplementary funds for an existing program), OR;
- The request is a competitive renewal not covered by dates of the original NOI.

The lead department/office should initiate an NOI within a timeframe that allows BCC agenda placement prior to the grant submission deadline.

NOI Process:

- 1. Department/office identifies a grant opportunity and determines the grant requires an NOI.**
- 2. Department/office contacts the Board Clerk for an agenda placement date** (Recommended to do this as soon as possible; the date can be modified or cancelled as needed.)
- 3. Department/office drafts NOI form** - Department/office staff and Department Director or designee determine if NOI is regular or consent agenda and check the appropriate box. NOI for the Consent Agenda must meet all of the following criteria:
 - Annual proposed budget under \$500,000;
 - Does not include cash match;
 - Does not commit County to ongoing programming following award;
 - Adheres to County's indirect guidelines;
 - Is within strategic direction of the affected department;
 - Does not have policy and/or legal implications that warrant a public dialogue.

Board Staff may contact the project lead with questions regarding Consent Agenda items. At their discretion, Board Staff or County Commissioners may move a NOI to the regular agenda.
- 4. Department/office gets electronic signature from Department Director or designee.** Signature indicates approval to pursue the funding and agreement with agenda placement designation.
- 5. Department/office sends NOI to Central Budget Office Budget Analyst for approval (minimum of 2-3 days needed).** Budget Analyst will review the NOI for budgetary impacts (departmental and countywide) and compliance with budgetary law and county budget policy.
- 6. Department/office receives Budget Office approval and forwards NOI with electronic signatures to Board Clerk and Chief of Staff (due 15 days prior to presentation date).** *Note: Departments may have variations in who does final submittal to the Board Clerk.*
- 7. For NOIs on regular agenda: Department/office contacts Board Staff lead for placement on the Board Staff agenda a week before the BCC meeting.** (Board Staff meetings are weekly on Mondays).

Need Help with your NOI?

- For questions on program description, strategic alignment, policy/legal implications, and appropriate agenda placement, contact the Senior Grants Coordinator.
- For input on necessary detail for financial related questions, contact your Central Budget Office Analyst.

NOI FAQs

Q. I found out about a grant opportunity too late to submit an NOI to the Board Clerk and the Budget Office on time. What do I do?

A. Contact the Senior Grants Coordinator about facilitating the NOI outside of the normal process timeline.

Q. How do I know how much fiscal information to include on the NOI form? What do I do if I'm not sure what the fiscal impact will be?

A. Contact your Central Budget Office Analyst if you have questions about how to fill out the fiscal portions of the form.

Q. How much program information should be included on the NOI form – it is complicated and we often don't know the details until just before the submission date.

A. It is important to provide enough context so the Board can see how the proposal aligns with the department's strategic direction and is aligned with current programming. Additional details are not necessary and will be provided in the Budget Modification process following the grant award. Examples of NOI are available for your review, and you may contact the Senior Grant Coordinator for further clarification.

Q. When should I start preparing an NOI?

A. Each department will have internal deadlines and processes to meet the submission timeline. Typically, you should start preparing an NOI at least a month before you would like to present to the Board. You will need several days to prepare the draft, 1-2 days for department director approval, 2-3 days for Budget Office approval, and the deadline to the Board Clerk is 15 days before the presentation date. If this timeline is impossible because you learned of a grant too late, contact the Senior Grants Coordinator.

Example timeline for November 26, 2014 presentation

