

Organizational Self-Assessment Form

Organization Identifying Information	
Legal Name of the Organization	County of San Bernardino
Other Organizational Names or Acronyms Used	San Bernardino County
Dun & Bradstreet Data Universal Numbering System (DUNS) Number	136763120
Contact Information	
Name of Person Completing the Assessment	Allegra Pajot
Title	Finance Analyst
Email	Allegra.Pajot@cao.sbcounty.gov
Telephone	909-387-5005
Address	385 N. Arrowhead Ave., 4 th Floor, San Bernardino, CA 92415
Date Completed (mm/dd/yyyy)	6/15/19

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
A. Financial Management			
1. Are information systems and accounting systems in place and designed to meet all federal program requirements, including reporting requirements?	Yes	Y	Attach a narrative description of the system(s) Enterprise Benefits and Expectations
1. (a) Does your accounting and financial management system follow Generally Accepted	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
Accounting Principles?			
1. (b) Does it also support Generally Accepted Auditing Standards?	Yes		
1. (c) How long has it been since the current financial management system was implemented?	Yes		The current system was implemented in October 2017.
2. Does the organization produce annual financial statements?	Yes	Y	Attach copies of the most recent financial statements. Please refer 2017-2018 CAFR.
3. Is your accounting system	Yes		Enter: Cash or accrual

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
accrual-based or cash-based?			Accrual/Modified Accrual
4. Does your agency have an Audit Committee?	Yes		
5. Does your agency have an Internal Auditor?	Yes		
6. Does an effective system of internal controls exist to provide reasonable assurance that reports of federal awards submitted to the federal awarding agency include all activity of the reporting period, are	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Enter Attachments/comments
supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements?			
7. Is your financial management system sufficient to permit preparation of reports required by the applicable statutes and regulations and your grant agreement?	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
8. Does your financial management system allow you to segregate indirect costs, and define and manage existing or planned indirect cost rates?	Yes		
9. (a) Does your organization use Federal funds to pay indirect costs?	Yes		
9. (b) If yes, does your organization have a current approved negotiated indirect cost rate agreement with its	No	Y	Attach copy of the agreement

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
Federal cognizant agency?			
9. (c) Does your organization use the 10% de Minimis rate for indirect cost?	Yes		Determined at the department level with the department's rate
10. Does your financial management system allow you to compare actual expenditures or outlays to budgeted amounts for each grant?	Yes		
11. Does your financial management system minimize the time elapsed	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
between transfer of funds from the U.S. Treasury and disbursement of the funds?			
12. Does your organization have policy addressing who is authorized to request payment from the federal government, what procedures are used to ensure that requests are accurate, and when drawdown of funds will occur? If yes, please provide the	Yes		Enter: Title of document Managed at the department level with department's procedures

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
title of the document.			
13. Does an effective system of internal controls exist to provide reasonable assurance that federal awards are expended only for allowable activities and that the costs of goods and services charged to federal awards are allowable and in accordance with the applicable cost principles?	Yes		
14. Does your financial	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
management system support procedures for determining the reasonableness, allocability of costs in accordance with 2 CFR 200 Subpart E-Cost Principles?			
15. Does your organization periodically assess and maintain proper segregation of duties?	Yes		
16. Does an effective system of internal controls exist to provide reasonable	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
assurance that the (1) drawdown of federal cash is only for immediate needs, (2) reimbursement is requested only after costs have been incurred, (3) States comply with applicable Treasury agreements, and (4) recipients limit payments to sub-recipients to immediate cash needs?			
17. Are drawdowns requested as close	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
as possible to the time of disbursement?			
18. Does your financial management system provide for effective control over and accountability for all funds, property and other assets, including ensuring that all such assets are used solely for authorized purposes and activities that are allowable in accordance with the applicable cost principles and are	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
only used during the authorized period of availability?			
19. Does your system of internal controls provide reasonable assurance that matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued?	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
20. (a) Does your financial management system support effective control and accountability for all grant cash, real and personal property, and other assets?	Yes		
20. (b) If yes, do you perform periodic testing and update it, as needed?	Yes		Periodic testing and updates are performed by the SAP Center of Excellence
21. Does your organization have a formalized internal control and compliance	Yes	Y	Enter: Title of attachment and attach response Internal Controls and Cash Manual 2018 Risk Assessment Questionnaire

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>program, and a risk assessment methodology for assessing, managing and monitoring organizational, operational and financial risks, especially those associated with regulatory compliance? If yes, please provide the policy, risk assessment, and internal control documentation.</p>			
<p>22. Does an effective system of internal controls</p>	<p>Yes</p>		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>exist to provide reasonable assurance that program income is correctly earned, recorded, and used in accordance with the program requirements?</p>			
<p>23. Does your organization have policies and procedures related to the security of the internal accounting or financial systems used by the entity.</p>	Yes		<p>Enter: Title of the document 2019 Year-end Closing Manual</p>

Self-Assessment Questions	Entity Yes, No, or N/A	Attachment Required?	Attachments/comments
to manage federal grants?			
24. Please provide the amount of all federal and/or state grant awards that your organization currently receives.	Yes		\$704,006,385 in federal award expenditures as of June 30, 2018 per 2017-18 County of San Bernardino Single Audit Report. Additionally, San Bernardino County Housing Authority as a legally separate entity expended \$104,207,968 in federal awards, which is not included in the 2017-18 County of San Bernardino Single Audit Report
25. Has your organization ever had to use special loan of funding program to meet its cash needs?	No		
B. Audit Information			

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
1. (a) Have audits been performed on your financial statements for the past two years? If yes, please provide a copy of the most recent audit results, and answer questions b and c. If no, please respond to 22. (d).	Yes	Y	Attach most recent audit – 2017-18 and 2016-17 CAFRs
1. (b) What opinions did the auditors render?		Y	Enter: Title of attachment and attach response Unmodified (Clean) Opinion: 2017-18 and 2016-17 CAFRs
1. (c) If the audits were qualified, please explain why, and the		Y	Enter: Title of attachment and attach response

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
remedial actions taken.			
1. (d) If no audits were performed, please provide the reason why.	Y		Enter: Title of attachment and attach response
2. (a) If your organization has expended more than \$750,000 in federal grant funds within a fiscal year, has a Single Audit Report been submitted to the Federal Audit Clearinghouse?	Y		If yes, attach most recent audit. 2017-18 County of San Bernardino Single Audit Report
2. (b) If yes, were there any major findings? Please	Y		Enter: Title of attachment and attach response. 2017-18 County of San Bernardino Single Audit Report. The findings included deficiencies related to cash controls and reconciliation that were not performed in accordance to the Internal Controls and Cash Manual; the need

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
attach your narrative response if applicable.			to strengthen controls to determine eligibility for benefits; the need for proposed procedures to ensure vendors were not disbarred, suspended or otherwise excluded prior to entering transactions. Impacted departments have implemented processes to mitigate future risks.
2. (c) What was the audit opinion? Please attach your narrative response.	Y		Enter: Title of attachment and attach response. Unmodified (Clean) Opinion: 2017-18 County of San Bernardino Single Audit Report
3. (a) Are the associated grant fund operations regularly assessed by an internal auditor, Inspector General and external audit function (A-133)?	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>3. (b) Does your organization formally respond to all internal audit, Inspector General and external audit findings in writing and make timely remedial actions/corrections?</p>	Yes		
<p>C. Grants Administration and Management</p>			
<p>1. Has your organization successfully managed other federal and/or</p>	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
state awards in the last 5 years?			
2. Has your organization successfully managed similar awards in the last 5 years?	Yes		
3. (a) Does key personnel assigned to this grant have experience in managing federal grants and an understanding of the relevant federal regulations?	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
3. (b) List the key personnel's name, title and years of experience with State and Federal funds or specific grant program.	Yes		Allegra Pajot, Finance Analyst, 23 years of experience with State and Federal funds, seven years specifically with grant programs
4. Does your organization have a written grants management manual or standard operating procedures (SOPs) that you provide to employees?	Yes	Y	Attach copy of the manual or SOPs. Managed at the department level with department's manual/SOPs
5. Have the required reports and documents by	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
grant program (quarterly narrative reports, financial reports, amendment requests etc) been submitted on time?			
6. Has your organization had any grant specific performance review and audit? If yes, please submit the final report of the reviews and audits that happened within the last 3 years.	Yes		County of San Bernardino Single Audit Report for 2015-16; 2016-17; 2017-18

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
7. Has any awarding agencies placed your organization on special financial/technical status (e.g. high risk) and been monitoring your performance?	No		
D. Operations and General Management			
1. Does management promote open communications throughout your organization and effectively provide information to	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
employees and other stakeholders?			
2. Does your organization have management, information and accounting systems in place that are designed to meet all federal and Council-specific program requirements, including reporting requirements?	Yes		
3. Are policies, procedures and processes regularly reviewed, updated	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
and created to ensure that your organization effectively carries out its programs and activities, including updates that may be needed for federal grant funds?			
4. Does management periodically review all reports, deliverables, expenditures, and other requirements related to federal grant programs to ensure that guidelines and	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
requirements are being met?			
5. Does your organization maintain a written code of conduct governing the performance of your employees, and specifically those employees engaged in the award and administration of contracts?	Yes		If yes, please enter document title Code of Ethics and Commitment
6. Is it reviewed and signed off by employees at least annually?	No		
7. Does the code of conduct	Yes		Enter: Title of document that addresses conflicts of interest

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
encompass conflicts of interest? If no, what document addresses conflicts of interest?			Code of Ethics and Commitment
8. Does your organization have a Whistleblower Policy?	Yes		http://www.sbcounty.gov/ATC/fraud
9. Does your organization maintain a personnel system which has the capability to create monthly reports of the activities and time of each employee whose compensation is	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>changed to each project that the employee works on including all federal assistance programs?</p>			
<p>10. Is adequate training and supervisory oversight provided to all employees to ensure that your organization effectively carries out its programs and activities, including employees working on federal grant programs?</p>	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
11. Have any key personnel listed in the application ever been debarred or suspended from participation in Federal Assistance programs? If yes, please attach a list indicating who, when and for what reasons.	No	Y	Enter: Title of attachment and attach response
12. Does your organization have procedures in place to address breaches of ethics policy and/or instances of fraud or other criminal activity?	Yes		<p>DA – Public Integrity Unit: http://www.sbcountyda.org/ProsecutingCriminals/PublicIntegrityUnit.aspx</p> <p>ATC – Report Fraud, Waste, & Abuse: http://www.sbcounty.gov/ATC/Divisions/Auditor#tabs1-hss</p> <p>HR – Compliance and Ethics: http://cms.sbcounty.gov/hr/ComplianceEthics/ComplianceEthicsHome.aspx</p>

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
			GJ – File a Complaint: http://wp.sbcounty.gov/grandjury/file-a-complaint/ “Personnel Rules”
13. Do these procedures include required procedures and/or remedial actions to prevent future violations?	Yes		
14. Does this process include a means to notify the appropriate federal agency in cases of confirmed fraud related to federal funds?	Yes		
15. Is anti-fraud awareness training	No		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
conducted at least annually and can you provide evidence of participation through attendance sheets or other mechanisms?			
16. Are there formal policies and procedures in place for employees to confidentially report suspected violations of policies and or suspected instances of fraud or other criminal activity, including	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
specifically those related to federal grant programs?			
17. Does your organization complete criminal and financial background checks on employees?	Yes		
18. Are external and internal communication channels established between organization and (1) federal agency, (2) state agencies, (3) sub-recipients, (4) contractors	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
and vendors, and (5) other stakeholders?			
19. Is information related specifically to federal fund awards, including grant agreements, program guidelines, legal requirements, required reporting and other requirements communicated to relevant internal and external stakeholders?	Yes		
20. Do information	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>systems policies and procedures exist for the safeguarding of data, including personally identifiable information (PII), authorization and addition of system users, termination of user rights, information back-up and recovery, and retention and destruction of data?</p>			
<p>21. Does your organization perform vulnerability, penetration and</p>	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
disaster recovery testing on IT and data storage systems and document these processes and testing outcomes?			
22. Is access to data, including PII, protected against unauthorized access and limited to appropriate individuals based on job functions?	Yes		
E. Procurement			

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
<p>1. Does your organization maintain written procurement procedures which provide reasonable assurance that procurement of goods and services are made in compliance with the provisions of 2 CFR Part 200 and that covered transactions (as defined in the suspension and debarment common rule (2 CFR Part 180) are not made with a</p>	Yes	Y	<p>If yes, please enter document title and attach a brief description</p> <p>Procurement Manual – See Section 13 for a brief description related to Post-Federal Award Requirements</p>

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
debarred or suspended party?			
2. Does your procurement system provide for the conduct and documentation of cost or price analysis for each procurement action?	Yes		
3. Does your organization have an effective system of internal controls to provide reasonable assurance that	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
contractors and subcontractors are properly notified of the Davis-Bacon Act requirements and that the required certified payrolls are submitted to the non-federal entity?			
F. Civil Rights Compliance			
1. Does your organization have an active Title VI plan on file?	No	Y	Please provide a copy of the most recent Title VI plan, the board resolution, and expiration date of the plan.
2. Has your organization received any Title VI lawsuits or	No		If yes, please provide a list of lawsuits or complaints. The list should include the date that the lawsuit or complaint was filed, a summary of the allegation(s), the status of the lawsuit or complaint; and actions taken by your agency in response to the lawsuit or complaint.

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
complaints during the last year?			
G. Property Management			
1. Does your property management process include an effective system of internal controls to provide reasonable assurance of compliance with the real property acquisition, appraisal, negotiations, and relocation requirements?	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
2. Does your property management system provide for maintaining formal inventory records of all equipment acquired with federal funds, and for conducting a physical inventory and reconciliation of property at least every two years?	Yes		
3. Does your property management process include controls to safeguard against	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
loss, damage, or theft of the property?			
4. Does your property management system provide for adequate maintenance, disposition or encumbrance of the property according to federal requirements?	Yes		
H. Legal Assessment			
1. Does your organization have any previous and pending lawsuits?	Yes	Y	Refer to 2017-18 CAFR Note 22 and attachment H.1.

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
Does your organization have current legal judgments? Please provide a list and details of the lawsuits.			
2. Who can bind your organization? Please provide by-laws of your organization.	N/A	Y	Board of Supervisors – County Charters Article I
3. Does your organization have a tax exemption letter?	No	Y	
I. Sub-Recipient Management and Monitoring			

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
1. Does an effective system of internal controls exist to provide reasonable assurance that only eligible individuals and organizations receive assistance under federal award programs and that sub-awards are made only to eligible sub-recipients?	Yes		
2. Does an effective system of internal controls exist and has your organization established			

<p>Self-Assessment or Questions</p>	<p>Enter Yes, No, or N/A</p>	<p>Attachment Required?</p>	<p>Attachments/comments</p>
<p>policies and procedures that provide reasonable assurance that:</p>			
<p>2. (a) Federal award information and compliance requirements (2 CFR 200.331-332) are identified to sub-recipients?</p>	<p>Yes</p>		
<p>2. (b) Sub-recipient audit findings are resolved?</p>	<p>Yes</p>		
<p>2. (c). The impact of any sub-recipient noncompliance on the pass-through</p>	<p>Yes</p>		

<p>Enter Yes, No, or N/A</p> <p>Self-Assessment Questions</p>	<p>Attachment Required?</p>	<p>Attachments/comments</p>
<p>entity is evaluated and action taken?</p>		
<p>3. Does your organization maintain written policies regarding sub-recipient monitoring?</p>	<p>Yes</p>	<p>If yes, please enter document title. Managed at the department level with department's sub-recipient monitoring plans</p>
<p>3. (a) If yes, how does your organization monitor sub-recipients and how frequently are any of the following activities performed? (for each activity used, enter the frequency)</p>		<p>Enter frequencies below</p> <p>Managed at the department level with department's sub-recipient monitoring plans</p>

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
1. Desk reviews			
2. Site visits			
3. Financial report reviews			
4. Performance report reviews			
5. Other (please describe)	No	Y	Enter: Title of attachment and attach description
3. (b) Does your organization perform procedures that	Yes		

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
provide reasonable assurance that sub-recipients obtain required audits and take appropriate corrective action on audit findings?			
4. Does your organization maintain written procedures outlining sub-recipient responsibilities that include any clauses required by federal statute, the Council, or Executive Orders and their	Yes		<p>If yes, please enter document title</p> <p>Managed at the department level with department's sub-recipient agreements and guidelines</p>

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
implementing regulations, and that contain a provision for compliance with 2 CFR Part 200 in the sub-recipient agreement?			
5. How does your organization train sub-recipients? Please provide documentation to illustrate training activities.	Yes	Y	Enter: Title of attachment and attach response Managed at the department level with department's training activities
5. (a) Does your organization have a formalized risk assessment process in place specifically for	Yes		Subrecipient Risk of Noncompliance Assessment

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
federal grant programs to assess sub-recipient eligibility and monitoring of performance?			
5. (b) If yes, does the process include the use of standard forms and checklists?	Yes		
6. For federal programs, does your organization include a determination whether or not each agreement it makes with a non-federal entity represents a sub-	Yes		Subrecipient or Vendor/Contractor Determination Checklist

Self-Assessment Questions	Enter Yes, No, or N/A	Attachment Required?	Attachments/comments
recipient or a contractor relationship?			

CERTIFICATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE (REQUIRED)

I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under the applicable law.

Name of Authorized Representative on Behalf of the County of San Bernardino, and in my Official Capacity:

Prefix: _____

First Name: Gary

Middle Name: (Optional): _____

Last Name: McBride

Suffix: _____

Title of Authorizing Official: Chief Executive Officer

SIGNATURE: 

Date submitted (mm/dd/yyyy): 8/21/19

2/11/20 DA #36



County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.
For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: County Administrative Office

Contact Name: Stephenie Shea Telephone: 909-387-4919

Agreement No.: _____ Amendment No.: _____ Date of Board Item _____ Board Item No.: _____

Name of Contract Entity/Project Name: SCAG FCPP Grant: Remote Electronic Warrant Program Grant

Explanation of request/Special Instructions:

This request is to obtain the CEO's signature on the Self-Assessment form required by SCAG.

Insert check mark that the following required documents are attached to this request:

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Penny Alexander-Kelley	Date Sent:
Reviewing County Counsel Use Only	Review Date <u>August 20, 2019</u> Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>8/29/19</u> Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ____ Chair <input checked="" type="checkbox"/> CEO ____ Department ____ Return to Department for preparation of agenda item

The CEO approved submission of this grant on 12/13/18. The department has been awarded the grant funds of \$292,242. Counsel has recommended the CEO sign in his official capacity as of the County since many staff members contributed to completing the Self-Assessment Form