

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

September 13, 2022

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Employment Contract for Chief Grant Officer

**RECOMMENDATION(S)**

1. Approve employment **Contract No. 22-804** with Thomas Hernandez as a Chief Grant Officer, for an estimated annual cost of \$263,713 (\$162,365 Salary, \$101,348 Benefits), for the period of September 13, 2022 through September 30, 2025.
2. Authorize the Chief Executive Officer to execute amendments to extend the term of the contract for a maximum of two successive one-year periods on behalf of the County, subject to review by County Counsel.
3. Direct the Chief Executive Officer to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.  
(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-4811)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

The estimated annual cost of \$263,713 will be funded with Discretionary General Funding; however, the County General Fund will recover a portion of the costs as an administrative expense from federal, state, and other departmental sources through the Countywide Cost Allocation Plan (COWCAP) process. Additional budget authority and the use of General Fund Contingencies for this position will be included in the 2022-23 Mid-Year Budget Report.

**BACKGROUND INFORMATION**

The Chief Grant Officer will perform a broad range of grant-related duties to maximize proposal win rates while ensuring timelines are met and that the grants align with the County's needs. This position will work through the County Administrative Office to support all County departments to provide grant management support.

The Chief Grant Officer's duties will include, but are not limited to:

- Study and understand the history, structure, objectives, programs, and financial needs of the County.
- Research grant opportunities from governmental and non-governmental agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.

**Employment Contract for Chief Grant Officer  
September 13, 2022**

- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Customize proposal templates and responses based on specifications.
- Write, develop, and edit end-to-end proposal content for various funding opportunities.
- Manage the proposal document throughout the lifecycle and manage the timely creation of compelling proposal documentation facilitating input from various collaborators.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing when required, review, and approval; and coordinating requirements with contributors.
- Enter and monitor tracking data, coordinate requirements with contributors.
- Find, analyze, and synthesize written content from proposal libraries; revise and repurpose content for new efforts, ensuring the content is tailored to meet the solicitation requirements.

The recommended contract will be effective September 13, 2022, and shall remain in effect through September 30, 2025, subject to the termination provisions of the contract, and with the option to extend for a maximum of two successive one-year periods. Notwithstanding the foregoing, either party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Resources (Gina King, Deputy Director, 387-5570) on August 30, 2022; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on August 30, 2022; Finance (Erika Rodarte, Administrative Analyst, 87-4919) on September 2, 2022; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 388-5423) on September 2, 2022.

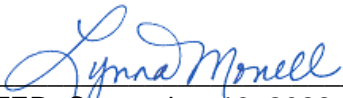
**Employment Contract for Chief Grant Officer  
September 13, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 13, 2022



cc: CAO- Williams w/agree  
Contractor- C/O CAO w/agree  
File- w/agree  
LA 09/16/2022