

**Category:** Policy

**Subject:** Board of Health Approval of Contracts/Grants and Contract/Grant adjustments

**Date:** January 21, 2021 revised **October 19, 2021**

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**Purpose:**

The purpose of this policy is to provide a process for bringing new contracts, and contract renewals with budget changes to the Board of Health (BOH) for approval.

**Policy Statement:**

BOH will review and approve all contracts and grants as part of their fiduciary responsibility

**Procedures:**

In January of each year, the BOH will approve all CARS-negotiated Division of Public Health standing contracts with allocations that are in the budget for that year. This is done via a business agenda item and includes a table summarizing the basic grant requirements, the time frame of the grant, and the amount of funding received. This table includes only CARS-negotiated grants that have been previously and regularly received, and that have already been included in the annual budget, regardless of whether they are calendar year or non-calendar year contracts/grants.

Excluding all CARS-negotiated DPH standing contracts, the Board of Health will be notified during the Quarterly Financial Update of any other contract renewals received in the previous quarter at the approved budgeted amount.

The Board of Health will approve via a consent agenda item when any contract renewal is received for a different amount than the approved budgeted amount or when there is a significant change to the terms of the grant/contract.

The Board of Health will approve via a business agenda item when a contract is received from a new funding source that has not been previously approved in the overall budget in December of the previous year. This fact sheet will summarize the basic grant requirements, the time frame of the grant, and the amount of funding received.