



*Implementation of  
Standard Operating Procedure for Grants  
for Environmental Health Bureau*

**ELIZABETH CARDONA, ACCOUNTANT I**

MONTEREY COUNTY ENVIRONMENTAL HEALTH BUREAU

MEPHLI COHORT III

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# Problem Statement

- ▶ EHB is a recipient of quite a few state grants:
  - a) Currently there is no written process establish for staff to reference for uniform procedure.
  - b) Creation of Standard Operating Procedure is needed to standardized Grant Administration process.
  - c) Consistency and uniformity is important especially if programs are funded thru State aid \$\$.

# Encounter Problems

- ▶ Delay process
- ▶ Rushing deadlines
- ▶ Frustration and headaches
- ▶ Inaccurate information
- ▶ Poor communication

# Goals for this project

- ▶ We can potentially implement cross-training across the Bureau, or at least between the finance members. This would allow for improved productivity and efficiency.
- ▶ Implementation of this tool will empower staff to gain knowledge and skills to handle tasks related to grants specially in the absence of grant administrator.
- ▶ New employees would gain confidence dealing and handling State requests even when no training is provided.

Thank you!!!!



# Questions

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