



Staff Report

TO: City Council
FROM: Kyle Warsinski, Economic Development Manager
DATE: January 4, 2022
SUBJECT: City of Beaumont Grant Policies and Procedures

Background and Analysis:

The purpose of the grant procedures outlined in the proposed document are:

1. To ensure proper oversight of all funds awarded to the City,
2. To minimize the City's risk of losing funding due to non-compliance with grant requirements, and
3. To ensure proper administration and accounting of all grants.

This policy is applicable to any City of Beaumont program, department, or fund division preparing and submitting grant applications to agencies outside the City government for funds, materials, or equipment to be received and administered by the City or by an entity for which the City acts as fiscal agent. The goals and objectives of the City departments should be established early in the planning process and should not change based on changes in the availability of different funding sources sought and received. If grant policies and regulations conflict with regulations and policies of the City, the federal and state regulations will prevail unless they are less restrictive than City policies where City policy prevails.

No grant will be accepted that will incur management reporting costs greater than the grant amount. Such costs include, but are not limited to, indirect costs, overhead and any other items needed to administer the grant.

The main highlights of the proposed Grant Policies and Procedures are as follows:

1. Create a central responsibility for the management and reporting of all grants,
2. Establish Grant Application Procedures, including City Manager approval prior to grant application submittals,
3. Establish procedures for acceptance of Grants,
4. Creation of a grant master file and fiscal file to assist in management and reporting,

5. Establish detailed guidelines for grant reporting and monitoring,
6. Establish procedures for grants involving personnel,
7. Establish procurement rules to ensure compliance with grantor entities,
8. Fiscal year-end procedures,
9. A process for grant closeouts, and
10. Detailed federal grant procurement policy.

Fiscal Impact:

City staff estimates the cost to prepare this report is \$400.

Recommended Action:

Approve the proposed City of Beaumont Grant Policies and Procedures.

Attachments:

- A. City of Beaumont Grant Policies and Procedures