

GRANTS POLICY

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified goals and objectives as set forth by the Mayor and Council. Aside from entitlement grants, the City should focus its efforts on securing grants for capital improvements. This approach will allow the City to compete for projects while maintaining financial independence should future grant sources diminish.

The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant scope of work. Operating departments have the primary responsibility for seeking out grant opportunities, preparing effective grant applications, and successfully managing grant programs after they have been awarded.

A. Application and Acceptance of Grants

City Council approval to submit an application is required for Grants over \$100,000, any grant requiring match, or when approval or resolution is a requirement of the application. A detailed staff report and a resolution (where required) should be brought forth to City Council for Council adoption. The staff report should include the following information:

- 1. Project and grant details**
- 2. Budget summary**
- 3. Administration requirements and funding source**
- 4. Match requirements**
- 5. Compliance requirements**
- 6. Grantee responsibilities**
- 7. Maintenance and operations requirements**
- 8. Long-term costs including staffing needs after the expiration of the grant.**

In the event the application deadline does not allow the necessary lead time for council approval; and prior Council approval is not a requirement of the application; the Department Director should ensure the approval of the City Manager prior to submitting the application. Applications for grants under \$100,000 with no matching requirements can be submitted without City Council approval unless required by the granting agency.

B. Grant Administration and Compliance

Each department must notify the City Clerk and Finance Director upon acceptance of any grant awards. The City Department which applied for and received the grant is responsible for compliance with all aspects of the grant requirements including monitoring to ensure that grant activities are properly accomplished; submitting requests for reimbursement accurately and on time; and maintaining sufficient documentation to properly account for the grant activity. Any and all communication between the City and the granting agency must be forwarded to the Finance Director, at least quarterly, unless grant requirements call for more frequent reporting. The outsourcing of grant management does not relieve the responsible staff from ensuring compliance with grant requirements.