

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: September 15, 2025

Topic:

Workshop Discussion Only – Approve Administrative Policy No. 9.7, Federal Grant Procurement Policy, pertaining to the General Land Office Community Development Block Grant – Disaster Recovery (CDBG-DR) Program, Infrastructure Contract Number 25-141-001-F190.

Background:

The City has been awarded funding through the General Land Office (GLO) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program. As a condition of funding, the GLO requires recipient municipalities to adopt a formal Federal Grant Procurement Policy.

The policy ensures that all procurement activities funded in whole or in part by federal grant dollars comply with applicable federal regulations, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

Summary of Proposed Policy:

- Establishes procurement standards and procedures specifically for federally funded purchases.
- Ensures compliance with Uniform Guidance (2 CFR Part 200) and GLO grant requirements.
- Outlines appropriate methods of procurement, including micro-purchases, small purchases, sealed bids, and competitive proposals.
- Includes conflict of interest provisions, documentation requirements, and contract oversight protocols.
- Applies to all departments handling federal grant-funded procurements.

Adoption of this policy is required for continued eligibility and compliance under the GLO grant awarded. Non-compliance may result in delays or forfeiture of grant funds. There is no immediate fiscal impact associated with the policy adoption as it just ensures compliance with federal procurement standards.

Origination: Project Management

Recommendation:

Staff recommends approving Administrative Policy No. 9.7, Federal Grant Procurement Policy, pertaining to the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program Contract Number 25-141-001-F190.

Party(ies) responsible for placing this item on agenda:

Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: #400-154-6409
If no, funds will be transferred from account # _____ To account # _____

Signed	Meagan Mageo	Approved by	
	Staff Member		Date