



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Matt Warner, Assistant Finance Director
Don Hudson, Assistant City Manager/Finance Director

DATE: February 10, 2025

SUBJECT:
Consideration of Resolution 5865-25 Adopting the Grant Application, Acceptance, and Management Policy

RECOMMENDATION:
Staff recommends that the City Council adopt the attached Grant Application, Acceptance, and Management Policy.

EXECUTIVE SUMMARY:
Attached for Council consideration is a Grant Application, Acceptance and Management Policy to be included as part of the City's Financial Policies. The policy, if adopted, will establish uniform guidelines and procedures for City Staff in the development, submission, and management of grant awards.

The intent of the policy is to streamline the grant application and management process and to build consistency across departments. The policy and process is designed to benefit employees who write and manage grants. It also establishes resources for those departments that do not routinely manage grant funds. Having an adopted grants policy is also an industry best practice and is looked upon favorably by granting agencies when grant applications are reviewed.

Also attached are two forms that are referenced in the policy that are not adopted by the resolution, but are included with this staff report for informational purposes only.

OUTCOMES OF DECISION:
Approval of the attached resolution and policy will incorporate the Grant Application, Acceptance and Management Policy into the City's Financial Policies and provide staff with a consistent framework to streamline grant activities from pre-application through grant close-out.

ATTACHMENTS:

Resolution No. 5865-25
Exhibit A - Grant Application, Acceptance, and Management Policy
Grant Award Form
Grant Expenditure Tracking Form