

Grants Policy

COUNCIL POLICY 14.3

POLICY TITLE: GRANTS – COUNCIL REVIEW AND APPROVAL

POLICY STATEMENT:

I. Application for Grant Funds

If the City Council has previously approved a project or program, staff may submit an application for a grant without bringing the application to Council for approval. Projects and programs include replacement equipment and those approved by Council on an individual basis or as part of a priority list, the three-year Capital Improvement Program, or approved as part of the annual budget adoption.

If staff proposes to submit a grant application for a project or program that has not received prior approval, the City Council must expressly approve the application. In such cases where grant application deadlines do not allow for Council authorization prior to submittal, the grant will be brought to a future Council meeting as soon as possible. In the intervening time, the Council will be promptly informed of the application. Wherever possible, Council approval of a grant application for significant projects, programs or equipment should precede any request to other governmental bodies for letters in support of the application, regardless of grant value.

II. Acceptance and Appropriation of Grant Funds

The City Manager shall have the administrative authority to accept and appropriate grants of up to \$100,000 in value on behalf of the City for projects and programs that have previously been approved by the City Council.

Acceptance and appropriation of grants in excess of \$100,000 in value must be approved by the City Council, unless pre-authorized for acceptance by the City Council.

III. Information Report

The City Manager's Office shall prepare a quarterly information report to Council with information on the status of all grants. Councilmembers may call up a grant to a regular Council meeting for City Council deliberation and action.

AUTHORIZATION: Established by Resolution No. NS-28,936, adopted at the Council meeting of April 28, 2015. Updates and replaces previous Policy 14.3, Grants—Previously Approved Projects and Programs. Revised by motion on June 22, 2021.