

 <b>CITY COUNCIL GRANT POLICY</b>	<b>Citywide Policy Manual</b> Policy # TBD
	<b>Attachments:</b> N/A
<b>Effective Date:</b> July 6, 2023 per Resolution 23-XX	<b>Responsible Department:</b> Administrative Services
<b>Related Policies &amp; Notes:</b> Administrative Grant Management Policy and Procedure	<b>City Council or Administrative Policy:</b> City Council

**Purpose**

To establish Council authority for the application, acceptance, and reporting of grants.

A grant is an external funding source that is awarded for a specific purpose, is valid within a defined timeframe, and typically imposes contractual obligations on the City. The method of grant disbursement is determined by the granting agency and the use of the funds is generally subject to audit by the granting agency.

**Policy**

This policy, including any amendments, shall be approved by City Council resolution and applies to all grants for which the City may apply.

It is the objective of the City to affirmatively seek grant funding opportunities that add to the City’s financial resources to help maintain and provide quality services and capital improvements for Cupertino residents and businesses.

**City Manager Authorization**

All grant application submittals must be approved by the City Manager or designee.

Based on the following circumstances, City Council delegates to the City Manager the ability to approve submittal of a grant if:

- the Council has a policy, goal, or plan in place supporting the program the funds would be used for.
- the grant or application does not require any staff time which will not be funded by the grant or program applied for.
- the grant or application does not require any additional City funds not already budgeted for this purpose.

City Council approval must be obtained to apply for a grant that does not meet the conditions set forth above or if the granting agency requires governing body approval before applying for a grant.

When considering the submittal of a grant application, the City Manager will consider the Grant Application Parameters referenced at the end of this policy.

In addition, City Manager is authorized to accept or reject all grant awards that do not fall under City Council authorization described in the following section.

### **City Council Authorization**

Council approval for acceptance of grant awards is required when any of the following apply:

- Funding for the project is not already approved in the amended operating or capital budgets.
- Funds will be used to purchase or lease real property.
- The City acts as a fiscal agent for another agency.
- Appropriation of additional funds to serve as matching funds is required.
- The granting agency requires governing body approval.

### **City Council Reporting Guidelines**

The Director of Administrative Services or designee will report to Council as follows:

- As part of the Quarterly Financial Reports, staff will include the following for all active grants and grants closed-out during the fiscal year:
  - Purpose of the grant
  - Granting agency
  - Grant amount awarded
  - Grant amount spent
  - Grant amount remaining

### **Grant Application Parameters**

1. The minimum dollar amount for the solicitation of grant funds from both Federal/State government agencies and private agencies should generally be the following:
  - Federal \$500,000
  - State \$100,000
  - Private and Other Local Agencies \$5,000
2. Amounts under this minimum should be considered only if there are minimal administrative tasks (i.e., financial/project reporting, maintaining receipts, vouchers etc.) imposed on the City by the grantor.
3. Programs and projects proposed for grant funding should be those that are consistent with the City's Mission Statement and Strategic Goals as identified as part of the City Work Program, Capital Improvement Program, General Plan, or adopted Master Plans or similar planning documents.
4. Grant programs must comply with rules established by the granting agency. If the requirements by the granting agency conflict with City policies, the granting agency requirements prevail. No grant may be accepted if grant program requirements conflict with state or federal law or with any City ordinance.

5. The submission of a grant application does not commit the City to appropriating match funds or funds for ongoing costs not covered by the grant.