

# CITY OF EL CENTRO

## POLICY STATEMENT

Statement No: 604  
Category: Administrative  
Subject: Grants Policy

Adopted: February 2, 2016  
Revised:  
Distribution:

### I Purpose

The City of El Centro recognizes that grant funding provides significant resources to enhance and expand the City's ability to provide services and activities not otherwise available. The City will seek grant funding for activities that are determined to further City functions or that provide activities which are in the best interest of citizens and taxpayers. Since the process of applying and implementing a grant has an impact on City resources, the City will examine the benefits of grant funding prior to application and determine if it meets the criteria for submission.

### II Policy

This Policy affects all departments that research, apply for, and/or manage grants. When the City applies for and receives a grant, it agrees to administer the funding according to the granting agency's terms and conditions. Reporting and accounting properly for grant expenditures and providing program documentation and evaluation is critical to the City's success in getting and keeping City grant awards.

The Grant process has two (2) main categories which are addressed within the grant cycle:

#### **Pre-Award**

- Grant Research
- Grant Application

#### **Post-Award**

- Award Acceptance
- New Grant Setup
- Compliance Monitoring & Reporting
- Grant Accounting
- Time extensions
- Closeout
- Sub-recipient Monitoring and Non Compliance
- Annual Audit
- Monitoring Site Visits
- File Maintenance and Records Retention
- Equipment Inventory

### III Process

The City of El Centro has developed a Policy to help determine the appropriateness of a grant as well as track grants and ensure that programs are managed and meeting compliance.

1. **Grants identification and application:** Each department is responsible for seeking grant funding that meets the needs of the community. When a potential grant has been identified, the corresponding department director will determine if the grant is appropriate and feasible; and if an application should be submitted.
2. **Strategic alignment:** The department proposing the grant application will be required to assess the extent to which a grant is consistent with the City's mission, strategic plan and/or other adopted plans as opposed to simply constituting additional funding for a department. Applying for a grant that is not consistent with the overall strategic direction of a government creates the risk that the government will spend its own resources or funds to support a grant inconsistent with overall strategic direction or commit the government to spending City funds beyond the grant period. A cost benefit analysis is required to include but not limited to: (see cost/benefit analysis, below).
  - a. Identify the expected outcome and measurement or statement of the way in which the grant would further the organizations mission or strategic plan. The statement should include the objective within the approved Five Year Strategic Plan that is being addressed.
  - b. Estimates the cost of preparing the application including a value for staff time.
  - c. Participation costs such as matching or financial requirements that requires minimum financial maintenance such as matching funds or commitment for future city funds.
  - d. If personnel are funded by the grant, identify a plan to eliminate the positions if funding is not renewed or City funds are unavailable.
  - e. Estimated administration costs
  - f. Any special requirements to accept the grant that has an operational or financial impact. Is there a consequence or penalty for not meeting the requirements of the grant?
  - g. Term of the grant. Is the grant for a specific period of time?
  - h. Determination if the grant duplicates a current program and if there is a restriction of eliminating the duplicated program.
  - i. Will Council approval be required for the application or commitment of city funds, now or in the future? If funds are required, the source of city funds must be identified.

3. Grant Application: All grant applications will be tracked by the initiating Department. Each Department is ultimately responsible for the preparation of the grant application and will designate the Grant Manager for that grant and for gathering all required documentation for submittal.
4. Grant Policy Review: The first draft of grant application will be reviewed and the Department Director will ensure that the application is filled out correctly, checking for grammar, and if revisions are necessary the grant application will be returned to the Department Grant Project Manager for updating. The Department Director will obtain the City Manager signature on the cover letter before submitting the grant application when necessary.
5. City Council Approval: Some grants require a resolution from City Council. This step only applies to those cases where the granting agency requires that the submittal of an application is officially authorized by the City Council. In such cases, upon completion of the grant application, the Department Director is responsible for placing the item on the Council Agenda, preparing and presenting the Agenda Item, and submitting all documentation. Those applications not requiring formal authorization may be submitted after approval from the City Manager's Office. The City Clerk's Office shall be provided with a copy of awarded grant documentation.
6. Grant Implementation: The Department Director or designee is responsible for implementing the grant in accordance to the contract and all applicable laws and regulations. The Grant Manager should be aware of federal laws and regulations as they relate to their grant.
7. Reporting: All documentation must be completed on time by the Department Director or designee and in conjunction with the City Manager and Finance Director when necessary. Copies of reports shall be provided to the City Manager.
8. Grant Closeout: The Grant will only be closed when a letter of completion of compliance has been received from the grantor. Each grant has specific closeout procedures to which the City must adhere. Upon completion of the grant, the Project Manager is required to submit a final report to the City Manager's Office for review and approval. The report should highlight the accomplishments and pertinent information as required. Once the grant is closed the Department Director or designee will send a hardcopy of the grant activity to the City Clerk's Office to be filed.