

FISCAL ACCOUNTABILITY RULES

RULE 9.1 – GRANT APPLICATIONS AND AWARDS

Purpose

The purpose of this rule is to ensure that every grant application submitted by City agencies/departments for federal, state, local government, or private grant funding is consistent with and adheres to City priorities, and to ensure that all grant funding, whether competitive or formula, is recorded in the City's financial system of record.

This rule shall be read in conjunction with [Fiscal Accountability Rule 9.2 – Grant Management](#), and [Fiscal Accountability Rule 9.3 – Grant Closure](#) to ensure compliance and understanding. Together, these rules establish a citywide foundation for grant activities, ranging from the identification of applicable matching requirements to the determination of the financial impact to the City beyond the life of the grant.

This rule does not apply to donations.

Every agency/department shall comply with all applicable provisions of the [Revised Municipal Code Section 20-52](#).

Definitions

Award – Notice from the grantor that the City has been approved for grant funding from the grantor.

Grant – A legal instrument that documents the financial assistance in the form of money or property to an eligible recipient.

Grantor – The external entity awarding a grant or cooperative agreement.

Match Requirement – Required cash contributions or value of in-kind contributions required of the grant recipient as a condition of receiving the grant.

In-Kind Contribution – The value of non-cash contributions provided by grantors or required of grant recipients.

Recipient – The agency to which a grant or cooperative agreement is awarded and which is accountable for the use of the funds provided.

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RULE 9.1 – GRANT APPLICATIONS AND AWARDS, CONTINUED

Rule

1. Every department/agency intending to apply for grant funding from a federal, state, local government or private source, or expecting to receive funds from a formula grant shall timely notify the **Department of Finance** of its intent to apply for grant funds or accept formula grant funds.
2. Agency heads/department managers shall designate a person to receive and respond to grant opportunities for their agency and to serve as a primary contact person between the agency/department and the City's grant writing consultant.
3. Every grant application shall have the signature of the agency head/department manager prior to submitting the application.
4. The **Budget and Management Office (BMO)** shall review all grant notifications, other than for independent agencies, to:
 - a. determine whether proposals are consistent with City priorities;
 - b. facilitate coordination with existing City programs where appropriate; and
 - c. evaluate the immediate and long term financial consequences of accepting funding (particularly for match requirements and in-kind contributions).

BMO may request additional information or presentations from the recipient when necessary and may stop the application process based upon its review.

5. The **Technology Service Division** shall review all grant notifications to evaluate the impact on the City's technology infrastructure.
6. BMO shall be notified whenever a grant application is withdrawn or when a grant for which an application has been submitted is not awarded.
7. The recipient shall start the contracting process when an award is received.

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RULE 9.1 – GRANT APPLICATIONS AND AWARDS, CONTINUED

8. The recipient shall initiate a request for an ordinance when City Council approval is required. City Council approval is required in the following situations:
 - a. Before acceptance of any grant in excess of five hundred thousand dollars (\$500,000.00) or that, in combination with other grants received from the same source for the same project or program in the preceding year, will cause the total amount received to exceed five hundred thousand dollars (\$500,000.00);
 - b. Before acceptance of any grant with a specified match requirement by the City for which a budget and appropriation has not previously been approved by City Council, regardless of the amount of the matching contribution; or
 - c. A City Council member has made a request regarding a specific grant from the monthly report provided by BMO.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.