

# CITY COUNCIL POLICY CITY OF NATIONAL CITY

<b>TITLE:</b> Grant Review Policy	<b>POLICY # 114</b>
<b>ADOPTED:</b> February 13, 2001	<b>AMENDED:</b> <del>October 18, 2016</del> <a href="#">August 15, 2023</a>

## **Purpose**

Funds from federal, state, local, and private sources are important resources that need to be included in the City's financial plan. The following policy provides a framework for City-wide coordination of grant activities among departments, and an opportunity to determine the immediate and long-term financial consequences of accepting funding. This policy shall cover all departments of City government.

## **Policy**

The City Manager's Office will act as a clearinghouse for all grant applications. Any City department intending to apply for funding from federal, state, local, or private sources shall obtain approval from the City Manager's Office in advance of filing any grant application.

## **Procedure**

- I. ~~This shall be done by submitting the "Grant Application" form which is available in the office of the City's designated Grant Coordinator.~~ The City Manager's Office will review the "Grant Applications" form prior to submittal to ensure that proposals are coordinated with the City's existing programs, ensure that administrative reporting and evaluation requirements are adequately addressed by the requesting department, and evaluate the immediate and long-term financial consequences of the proposal. The City Manager's Office may request additional information or presentations from the requesting department.
- II. After reviewing the department's request, the City Manager may, at his/ or her discretion, decide whether to approve the solicitation of outside funding. On a periodic basis, the City Manager or designee, will inform the City Council of any decisions approving solicitations of outside funding. On a case-by-case basis, the City Manager may also choose to refer an individual grant funding request to City Council for consideration.
- III. For those grant proposals of outside funding that are ~~allowed to go forward~~ approved, the City Manager shall additionally determine at his/her discretion whether the grant or private funding request is best authored by City Staff or by other sources to include professional outside grant writers by the City Manager. If the decision is made to employ a private grant writer, a ~~"Letter of Authorization"~~ written authorization will be sent from the City Manager or designee to the outside grant writer so as to begin the grant application process. The City Manager shall approve all grant applications.

## **Related Policy References**

~~"Grant Application" and Grant Process Flowchart are available from Grant Coordinator~~

## **Prior Policy Amendments:**

~~None~~

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[February 13, 2001 \(Resolution 2001-17\)](#)

[June 11, 2013 \(Revised – No Resolution – Refer to Meeting Minutes\)](#)

[October 8, 2013 \(Resolution No. 2013-147\)](#)

[October 18, 2016 \(Resolution No. 2016-168\)](#)