



Administrative Policy Manual

Policy No: B-7

Revised: 12-15-2010

Approved: City Council

SUBJECT: COORDINATION AND IMPLEMENTATION OF GRANTS

1. **PURPOSE:** To establish guidelines for City departments currently administering or considering applying for state, federal and other grants.
2. **SCOPE:** The City hereby establishes procedures and policies for drafting, reviewing, submitting and currently administering grants to the City of Indio. References to the "City" in this policy shall be deemed to incorporate the Redevelopment Agency of the City of Indio and the Indio Water Authority, and references to the City Council shall be applicable to the legislative body of these agencies. In addition, references to the city manager shall be applicable to the city manager, executive director of the Redevelopment Agency and Water Authority, or his/her designee.
3. **SUBMITTAL:**
 - 3.1. The city manager will review as to form all grant contracts, agreements, and other legal documents prior to submission to the City Council for approval.
 - 3.2. It shall be the policy of the City of Indio that any staff positions funded by grants or related contracts shall be deleted upon the termination of such external funding unless otherwise specified by the grantor or the department can demonstrate that the position(s) can be funded from an alternative source.
 - 3.3. The department shall indicate whether the position(s) is being added or deleted by virtue of grant or contract funding in a staff report or the recommended budget to the City Council.
 - a. The department shall indicate the percentage of the position(s) funded by a grant or contract.
 - b. Grant or contract-funded positions shall be added and deleted through the Human Resources Personnel Action Form (PAF).
 - 3.4. The department shall maintain an authorized PAF's for all "Grant" positions added by virtue of grant or contract funding for the duration of the grant or contract period.

4. AUTHORIZATION: Authorization to conduct transactions pertaining to the submission or execution of a grant, such as applications, agreements, contracts, letters of intent, renewals, extensions, amendments or other grant documents are required as follows:
 - 4.1. By the City Council: pre-application, grant letter or intent, grant renewal, or grant amendment to any federal, state, or other grantor agency that obligates City funds for the grant, which is not already specifically budgeted in the current fiscal year.
 - 4.2. By the department head: department heads may submit any pre-application, grant letter of intent, grant renewal, or grant amendment to any federal, state, or other grantor agency on behalf of the City provided that:
 - a. It pertains to the function of the department;
 - b. The City Manager's Office must be notified by the department head prior to submittal;
 - c. Obligated City funds are specifically budgeted in the current fiscal year, or there are no obligated City funds for the grant;
 - d. Any awards or contracts resulting from an application will be brought to the City Council for approval.
5. It is further the policy of the City of Indio that grants will be pursued when it has been determined by the city manager or department head (or upon direction of the City Council) that a particular grant presents an opportunity to obtain needed funds. Strong consideration will be given to the type of grant, the funding source, the amount of matching funds required of the City, and the extent to which the grant addresses a City, department, or community need.