

City Council Staff Report

**Date:**

07/07/2021

Prepared By:

Bryce Oyler

Public Hearing:

No

Attachments:

Policy

REQUEST

Adopt the attached policy regarding Federal Grants.

BACKGROUND & DESCRIPTION

It is best practice to adopt a policy that governs the use of federal grants received by the city. This policy spells out the following:

- Who will oversee the spending of the grant proceeds
- How grant payments will be processed
- How the city will handle bids for contracts using grant money
- Who will oversee compliance requirements of the grant
- Who will prepare reporting to federal or oversight agencies

RECOMMENDATION

Adopt the Federal Grant policy as it was presented.

Grants - Federal

1. The City will pursue intergovernmental aid, including grants, for those programs and activities that address a recognized need and are consistent with the City's long-range objectives, and will attempt to recover all allowable costs associated with those programs.
2. Before accepting grant funds, the following will be reviewed:
 1. Present and future funding requirements.
 2. Cost of administering the funds.
 3. Matching funds and requirements to retain positions beyond the grant period.
 4. Costs associated with the special conditions or regulations attached to the grant award.
3. When a grant is awarded to the city:
 1. The Department Director that applied for the grant shall oversee the grant spending.
 2. Grant payments shall be receipted in the Treasurer's office if the funds are dispersed with a check. If funds are dispersed electronically, the Treasurer shall provide the Department Director with the needed information.
 3. The Department Director shall request at minimum of two quotes for every contract that will be paid for with the proceeds of a grant. If the costs exceed \$25,000, the Department Director shall advertise a request for bid in at least one newspaper of general circulation two weeks preceding the date set for the receipt of the proposals. The notice shall contain all necessary data as laid out in city purchasing policy 6.02.
 4. The Department Director that is requesting the grant shall be responsible to understand and follow compliance requirements of the grant.
 5. The Department Director that requested the grant shall work with the city Treasurer to prepare and submit reports required by the federal government or oversight agencies.
4. When grants are reduced or eliminated, the plan or project it supported shall be reduced by a commensurate amount.

RESOLUTION NO. 2021-XX

**A RESOLUTION OF THE CITY OF MAPLETON, UTAH
TO ADOPT THE FEDERAL GRANT POLICY**

WHEREAS, it is best practices to adopt a policy that governs the use of federal grants received by the city

NOW THEREFORE, be it resolved by the City Council of Mapleton, Utah, that the city policy, Federal Grants, be adopted.

Approved and adopted this on July 7, 2021.

Dallas Hakes
Mayor

ATTEST:

Camille Brown, City Recorder