

Draft Grants Policy Review

Ben Martig, City Administrator

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Grants Policy

- Draft Financial Policy of City. Currently there is no policy.
 - Not a common policy for many cities.
 - Did explore other cities for examples.
 - Recommended by Government Finance Officers Association (GFOA).
 - GFOA Recommended Minimum include these components:
 - Grants identification and application.
 - Strategic alignment.
 - Funding analysis.
 - Evaluation prior to renewal or grant continuation.
 - Administrative and operational support.
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Grants Policy

- Definition of a Grant.
 - Funding awarded to the City by another level of government or by an outside agency or organization, which generally meets the following requirements:
 - Public Purpose.
 - Specified Time Period.
 - Application.
 - Competitive Process or Formulary Basis.
 - Periodic Reporting.
 - Subject to Audit by Granting Agency.
- A “donation” is different from a grant. No policy currently for donations but could be in the future (low priority at this time).



Grants Policy

- Purpose.
 - Meets priorities or plans of city.
 - Encourages pursuit of grants.
 - Consider funding available, impacts to organization, competition with other community partners.
 - Process.
 - Council Review with budget proactive exploration of grants.
 - Applications and management delegated to departments.
 - Requires City Administrator/Finance Director support, Information Technology (IT) Review when applicable, and Legal Reviews.
 - Has minimum advance application review (10 days) for ones requiring City Administrator approvals.
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Grants Policy

- Process (Continued).
 - Clarifies When Council Approval Not Needed.
 - Doesn't create new and/or services beyond grants years.
 - Less than \$25,000 (as a total of grantor amount and any city match)
 - Doesn't authorize additional full-time, permanent part time FTEs, or temporary employees over 6 months of employment
 - Grantor requirements don't mandate City Council approval.
 - Other reason as deemed appropriate by City Administrator.
 - Reporting Requirements.
 - Twice A Year Minimum.
 - Includes description, sources/uses/status of grant (funded, unfunded, pending)
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Grants Policy

- Requests by Boards and Commissions.
 - May refer grant opportunities to staff for awareness.
 - If “advocating” for grant must go on board/commission agenda. Any grant recommended by full board/commission shall be presented to Council.
 - Requests by Individual Councilors.
 - May refer grant opportunities to staff for awareness.
 - If “advocating” for grant shall bring to attention of Mayor/City Administrator to request to put on upcoming agenda.
 - If related to board/commissions they shall be reviewed by them first for recommendation.
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Grants Policy

Public Works Past Grant Examples:

Year	Grant	Received	Amount
2019	Rotary – EV Charging Station	Yes	\$7,000
2018	Local Road Improvement Program	Yes	\$900,000
2018	Local Partnership Program	Yes	\$483,480
2018	National Park Service: Riverfront Technical Grant	Yes	In-Kind Staff Assistance from NPS
2018	MPCA Grant (CAC Cooler)	Yes	\$54,000
2017	MnDot Cooperative Agreement	No	\$483,480
2017	MnDOT Transportation Alternative	No	\$1,530,400
2016	Mighty Ducks Grant	Yes	\$50,000
2015	SEMAC Grant – Rotary Outdoor Music Park	Yes	\$10,000
2015	Rotary District Grant (ROMP) Way Park	Yes	\$5,000
2014	East Cannon River Trail Park – Legacy	Yes	\$408,000

Tentative Timeline

- Requesting any additional edits from Finance Policy Committee or City Council.
- Final Draft for Consideration August 5th Council meeting.

