

Grant Threshold and Council Notification Process

1. Communication to Council

The Grants Team will send an email to the full City Council summarizing any grant award that:

- Falls under the \$50,000 approval threshold, and
- Meets the established exception criteria.

2. Council Feedback Window

The email will specify a two-week deadline for Council to provide feedback.

- If no Council members raise concerns by the deadline, the grant agreement will proceed to execution.
- If any Council members are opposed or requests further review, the grant will follow the standard grant acceptance process and be brought forward by the responsible department.

3. Information Included in the Email

For each qualifying grant, the summary will include:

- Grant name
- Grantor
- Purpose of funds
- Responsible department(s)
- Award amount confirming it is below the \$50,000 threshold
- Confirmation that the grant meets the exception criteria:
 - No matching funds required beyond existing appropriations
 - No new ongoing staffing or recurring operating costs beyond the grant period
 - Does not establish a new program, introduce new technology, or result in a new policy
 - Does not require City Council acceptance as a condition of award