

Q & A Matrix: Grant Threshold

#	Council Question/Comment	Response	Status
Safeguarding and Risk Mitigation			
A.1	Do we have a risk mitigation matrix document to share what we have put in place to prevent risk? Is there an existing document (or one in development) that outlines hard-stop conditions for grants the City should not accept?	The City does not currently have a standalone risk mitigation matrix or a document listing hard-stop conditions for grant acceptance. However, the new Internal Grant Management Policy & Procedures (IGMPP) establish a structured operational process for award acceptance and contract review that strengthens oversight. We are developing a supplemental checklist to guide staff in reviewing key contract elements and assigning responsibilities prior to execution. The review process will involve Department Directors, the Grants Team, Finance, Legal, and the Mayor/Designee, and will address critical risk areas such as compliance with terms and conditions, financial obligations, legal liabilities, regulatory requirements, and operational capacity. Additionally, the Grants Team has hired a Grant Coordinator to support departments from award through closeout, including grant kick-off meetings and ongoing technical assistance. Our Annual Work Plan includes implementing grant management software to track deadlines and deliverables and providing compliance training for staff. These measures collectively serve as our risk mitigation strategy to minimize exposure for the City.	<i>Parsi</i> Closed 2/10/26 (Email)
Grant Threshold			
B.1	Do staff have a specific dollar threshold they are recommending for Council consideration? And if so, can you share how this threshold was defined?	The Grants Team recommends establishing a \$50,000 threshold for all grants, except when the grant: • obligates unbudgeted matching funds, • creates future staffing or operational commitments, or • the grantor requires Council acceptance prior to execution This aligns with our current professional services procurement threshold, ensuring consistency across procurement practices. Meaning, the City can expend up to \$50,000 but cannot bring revenue of any amount without Council approval.	<i>Parsi & Stuart</i> Open 2/10/26 (Email & re-opened at FAC)
B.2	Are you envisioning a single blanket threshold or differentiated thresholds for Operating vs. CIP grants?	CIP grants typically exceed \$200,000, so differentiating between CIP vs. Operating grants is not necessary unless a much higher threshold is considered.	<i>Parsi</i> Closed 2/10/26 (Email)

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B.3	Under this proposal, staff would be authorized to apply for, accept, and begin executing grants under \$50,000 prior to receiving formal Council approval. In this context, could you clarify what constitutes “formal approval”? In the unlikely event that Council does not ratify a grant after execution, what would be the resulting implications or remedies?	Yes, your understanding is correct. Under the proposed process, staff would be authorized to apply for, accept, and begin executing grants under \$50,000, provided they do not require unbudgeted matching funds, impose ongoing costs to the City, or require Council approval per grantor terms. As part of the new Internal Grant Management Policy & Procedures (IGMPP), staff must obtain approval from the Grant Oversight Committee (GOC), which includes COO Files, Director Cochran (Finance), and Deputy Director Narra (Finance), prior to submitting any operating grant applications on behalf of the City. This ensures internal review and alignment with City priorities before proceeding. Formal approval refers to Council’s “ratification” of the grant during the quarterly reporting process (discussed in Sections D and E below) or, in rare cases, outside that cadence due to timing or operational needs. In the unlikely event that Council does not ratify/approve a grant after execution, grant agreements typically include a ‘Termination for Convenience’ clause. This provision allows either party to terminate the agreement without cause, typically within 30 calendar days of prior written notice.	<i>Parsi</i> Closed 2/10/26 (Email)
B.4	Are there any categories of grants that should be excluded? As Councilmember Kritzer previously noted, certain categories (such as police technology) may raise unique considerations.	The Grants Team does not recommend excluding specific categories of grants. Creating category-based exclusions would introduce unnecessary complexity and confusion, which runs counter to our goal of reducing administrative burden and streamlining approvals. A single, consistent threshold applied across all grants ensures clarity, efficiency, and fairness. Additionally, the City seeks funding opportunities that strengthen and enhance programs and projects that already align with our strategic priorities. Regarding the police technology grants referenced, the Police Department held a Study Session with Council prior to applying for those grant opportunities, and both later came before Council for approval under the current process. Under our proposed threshold, these grants would still require Council approval prior to executing the agreement, as they involve ongoing costs to the City.	<i>Parsi & Kritzer</i> Open 2/10/26 (FAC)
B.5	Could we add criteria to threshold amount, for example grants in certain category under \$X would fall under threshold, other topics have restrictions.	As described above in Question B.4, the Grants Team does not recommend adding additional topic-based criteria to the threshold or excluding specific categories of grants. Creating topic or category-based exclusions would introduce unnecessary complexity and confusion, which runs counter to our goal of reducing administrative burden and streamlining approvals. A single,	<i>Kritzer</i> Open 2/10/26 (FAC)

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		consistent threshold applied across all grants ensures clarity, efficiency, and fairness.	
B.6	What if a grant or item is something that council has not explicitly given direction on or reviewed the terms of acceptance - how does that fall into this decision-making process? / Council might feel railroaded into making policy decision because the funding has already been received or the contract has already been executed. How can we make sure decisions are being made at the policy level?	To ensure we pursue grant opportunities that support the city's strategic priorities, we rely on the Grant Oversight Committee comprised of COO Files, Director Cochran, & Deputy Director Narra. This committee evaluates each potential operating grant for alignment with city priorities and plans and provides guidance before we initiate any application. This provides an additional layer of oversight and ensures that any potential areas of concern are identified, considered, and addressed before applications are submitted. Many grant agreements typically include a 'Termination for Convenience' clause. This provision allows either party to terminate the agreement without cause, typically within 30 calendar days of prior written notice. In the unlikely event a grant is executed under the threshold that Council does not agree with, the termination clause could be activated by the city and the grant terminated. The City accepting the grant award does not mean that funding is immediately received, almost all grants the City receives are a cost reimbursement payment structure.	<i>Forsythe</i> <i>Open</i> 2/10/26 (FAC)
Legal Authority/Code Procedures			
C.1	Are there potential code or policy changes that may be required to be made as a part of this change?	To our knowledge, no code or policy changes are required as part of this adjustment. The only modification needed would be within the Delegated Contract Authority document, specifically in the section that defines the grant threshold.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)
Scope of Delegated Authority			
D.1	What actions would be delegated under this authority (e.g., acceptance only vs. acceptance and execution)?	Under the Delegated Contract Authority, setting a grant threshold allows the City to execute grant agreements that fall below the threshold and meet all required conditions prior to formal approval. However, per the Council Rules of Procedure, staff must still present (report) these grants to the Council for approval (ratification) after execution. Our plan is to present <i>most</i> grants, both below and above the threshold, on a quarterly basis in collaboration with Finance. Some grants may need to come forward outside of this quarterly process due to timing requirements from the grantor or operational needs.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)
D.2	When you note that staff plans to report on "most" grants, could you clarify which categories of grants, if any,	Some grants may need to come forward outside of the quarterly process due to timing requirements from the grantor or operational needs, however all grants will be reported to Council by either the Grants Team via the quarterly reporting process or department staff as a standalone item.	<i>Parsi</i> <i>Closed</i> 2/10/26 (Email)

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	would no longer be reported to Council?		
Reporting and Oversight			
E.1	What level of detail would be included in the proposed quarterly reporting to Council? Would reports identify matching requirements, ongoing costs, and execution dates for grants approved under the threshold?	Our goal is to integrate grant award acceptance and budget authority approval into a single process, in collaboration with Finance, the Grants Team, and department staff. We welcome Councilmember feedback on the desired level of detail for quarterly reporting. In our initial iteration at the 11/18/25 meeting, we presented 10 grants for approval that included: the grant name, award amount, grantor, responsible department, and purpose of funds. Some grants had previously been approved by Council, but budget authority was not included in those requests. In addition, we provided Councilmembers with an overview of the grant pipeline and dashboard metrics (on SharePoint) to offer greater visibility into the City’s overall grant portfolio.	<i>Parsi</i> Closed 2/10/26 (Email)
Internal Grant Management Policy & Procedures			
F.1	Would it be feasible for Council to review the Internal Grant Management Policy & Procedures (IGMPP) prior to voting on this process?	The Internal Grant Management Policy & Procedures (IGMPP) is an internal operational document and is going through the appropriate review and approval processes by all key staff and administrative leadership prior to finalization.	<i>Parsi</i> Closed 2/10/26 (Email)
F.2	It would be helpful to confirm that the policy includes clear safeguards. (For example: guidance on acceptable grant sources and criteria for identifying which grants may be appropriate for expedited handling versus those that warrant additional scrutiny)	Regarding safeguards, the policy does not include guidance on “acceptable grant sources” because this has been a non-issue - nearly all our grants originate from state or federal government agencies, with very few from private sources. The grants recommended for expedited handling are those under \$50,000 (typically 4–5 new awards per year), provided they do not require unbudgeted matching costs, impose ongoing costs to the City, or require Council approval per grantor terms. Conversely, grants requiring additional scrutiny are evaluated based on the terms and conditions of the agreement—not the funder or category—since these vary widely across grant programs and by fund type (state vs. federal).	<i>Parsi</i> Open 2/10/26 (Email & re-opened at FAC)
F.3	Assuming Council votes to support staff’s proposal, could you outline the anticipated timeline for when the new process would take	If Council votes to support our team’s proposal, the updated threshold information will be incorporated into the draft IGMPP. The initial draft was distributed to all departments for review and feedback in late November/December, and edits were incorporated in January. The final step	<i>Parsi</i> Closed 2/10/26 (Email)

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	effect? What is the expected timeline for completing the Internal Grant Management Policy & Procedures (IGMPP)?	prior to finalization and implementation is updating the threshold details based on Council's decision. Once this update is complete, the final version will be reviewed and finalized by COO Files, Assistant COO Maher, and the Mayor and presented to the Directors Team. Our goal is to begin the implementation launch in March 2026.																																	
Grant Application Process Clarification																																			
G.1	Can you provide more clarity on the current grant application process. Are all grants awarded being applied for by the city? Do we initiate the process?	Yes, the city submits a grant application and then later receives a Notice of Award/Grant Agreement. Before department staff can submit a grant application on behalf of the City, they must seek internal approval from both their department leadership and either the Grant Oversight Committee (Operating grants) or CIP Governance Committee (CIP grants).	<i>Nuevacamina Open 2/10/26 (FAC)</i>																																
Council Liaison																																			
H.1	Could a liaison be added to the Grant Oversight Committee (GOC) for additional oversight?	The GOC provides pre-application decisions for operating grants within 24-48 hours of request to ensure that grant application deadlines are met. Adding a Council liaison to this internal committee would not align with the streamlined nature of the process, as the committee's purpose is operational and additional roles would introduce unnecessary complexity and potential delays. Additionally, the grant funding landscape has shifted significantly in the past year, with application windows as short as two weeks. Maintaining a lean, efficient internal decision-making structure is essential to ensure we can respond quickly to emerging opportunities.	<i>Forsythe Open 2/10/26 (FAC)</i>																																
Efficiency Metrics																																			
I.1	Please include cost metrics of taking an item to council.	Finance conducted a cost analysis to estimate the expense of presenting a contract to Council, including staff and Council time. Updated for 2026 cost-of-living adjustments (COLA), the estimated cost is \$3,759.07 and represents approximately 30.4 hours of combined effort (which now includes Financial Planning hours for budget adjustment). <table border="1"> <thead> <tr> <th>Per Agenda Item</th><th>No of FTEs</th><th>Total Hours</th><th>Total Estimated Cost</th></tr> </thead> <tbody> <tr> <td>Pre-Work</td><td>7</td><td>13</td><td>\$1,504.20</td></tr> <tr> <td>Meetings</td><td>19</td><td>11.5</td><td>\$1,550.76</td></tr> <tr> <td>Internal Services</td><td></td><td>4.5</td><td>\$610.48</td></tr> <tr> <td>Committee of the Whole</td><td></td><td>4.75</td><td>\$634.59</td></tr> <tr> <td>Council Meetings</td><td></td><td>2.25</td><td>\$305.69</td></tr> <tr> <td>Legistar System</td><td>6</td><td>5.9</td><td>\$704.11</td></tr> <tr> <td>Total estimated staff/council time</td><td></td><td>30.4</td><td>\$3,759.07</td></tr> </tbody> </table>	Per Agenda Item	No of FTEs	Total Hours	Total Estimated Cost	Pre-Work	7	13	\$1,504.20	Meetings	19	11.5	\$1,550.76	Internal Services		4.5	\$610.48	Committee of the Whole		4.75	\$634.59	Council Meetings		2.25	\$305.69	Legistar System	6	5.9	\$704.11	Total estimated staff/council time		30.4	\$3,759.07	<i>Prakriya Open 2/10/26 (FAC)</i>
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		The total hours outlined above are representative of the 5–6-week average time associated with bringing a grant to Council. Most small grants require a shorter turn-around time to execute the agreement and/or begin drawing down funds (Ex: 45 days - <i>Ecology</i>) due to short periods of performance (Ex: 0-6-months - <i>Equipment grants</i>). Implementing a threshold would reduce administrative costs and mitigate agenda congestion, saving the city time, money, and resources without reducing oversight.	
Grant Timelines			
J.1	Please provide more information on the usual timeline for grants. The grants threshold recommendation is not time-bound and there is concern several small grants executed under the current proposal could quickly add up to a large amount not seen by council.	The City manages approximately 45 grants annually and receives an average of 18 new grants each year. Of these, only about 5 on average fall under \$50,000. This would mean very few grants, typically 1-2 per quarter, would be signed and executed prior to Council approval. All grants under the threshold would continue to require formal reporting to Council and budget authority approval under the Rules of Procedure. The proposed threshold would simply allow the City to sign and execute eligible grants, (those that do not require unbudgeted matching funds, impose ongoing costs, or require Council approval by the grantor), to prevent delays in implementation.	<i>Prakriya</i> <i>Open</i> 2/10/26 (FAC)