

## Article 2: Administrative Code

### Division 52: Grants Application, Acceptance, and Oversight (“Grants Application, Acceptance, and Oversight” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)

#### §22.5201 Purpose

This Division establishes requirements for applying for, accepting, and overseeing *grants* to the City of San Diego in a responsible, transparent, and accountable manner that is consistent with City of San Diego policies.

(“Purpose” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)

#### §22.5202 Definitions

For purposes of this Division, defined terms appear in italics. The following definitions apply in this Division:

*Aggregate value* means the full value of the *grant* that will be paid or reimbursed to the City of San Diego for the term of a proposed *grant* agreement, without considering required matching funds or indirect costs for administrative services necessary for the administration and performance of the project or program that will not be reimbursed through the *grant*.

*Capital improvement program project* has the same meaning as in San Diego Municipal Code section 113.0103.

*Cost and benefit analysis* means a review of the costs of a requested *grant* in light of the benefits of obtaining and implementing the *grant*.

*Grant or grants* means monetary funding, equipment, in-kind goods or services, or any other asset provided by a granting agency to the City of San Diego.

*Grant applicant* means the City of San Diego department or City of San Diego staff responsible for the *grant* application process provided for in this Division.

*Grants review team* means the management team designated by the City Manager to review *grant* applications consistent with this Division.

*Public safety/homeland security grants* means any federal, State, or regional *grant* where the Office of Homeland Security, the Police Department, or the Fire Rescue Department is the *grant applicant*.

(“Definitions” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)

**§22.5203 Applications for Grant Funds**

- (a) *Grant applicants* may file an initial *grant* application or *grant* renewal request only upon approval of the *grants review team*.
- (b) The *grant applicant* shall submit the *grant* application or request for *grant* renewal to the *grants review team* for review in accordance with the process established by the City Manager.
- (c) The *grants review team* shall review initial *grant* applications using the factors listed in section 22.5203(d) and requests for *grant* renewal using the factors listed in section 22.5203(e). Based on that review, the *grants review team* may approve or deny the *grant* application and, upon award of the *grant*, shall recommend the acceptance, appropriation, and expenditure of the *grant* funds to the City Manager or to the Council, as appropriate.
- (d) The *grants review team* shall consider the following factors when reviewing a *grant* application to determine whether to recommend applying for a *grant*:
  - (1) Whether, and to what degree, the City of San Diego's policies and mission statement will be supported by the *grant*;
  - (2) Whether the *cost and benefit analysis* of the *grant* program or activity demonstrates that it will have a positive impact on the City of San Diego and its residents;
  - (3) Whether the *cost and benefit analysis* identifies direct and indirect costs associated with the *grant*, matching funds that need to be set aside, and ongoing or other potential costs which will be incurred beyond the *grant* period;
  - (4) Whether the *grant applicant* has demonstrated that the City of San Diego has sufficient resources for the application, implementation, and monitoring of the *grant* program or activity for the duration of the *grant* term; and
  - (5) How the *grant* will be monitored, including monitoring of any sub-recipients that may receive pass-through *grants*, and how the *grant* recipient will complete reporting and operational *grant* requirements.
- (e) The *grants review team* shall consider the following factors when reviewing renewal of a *grant*:

- (1) The benefits to the City of San Diego of the *grant* program or activity as evaluated by the *grant applicant*; and
- (2) The benefits to the City of San Diego of using general fund revenues for the *grant* program or activity rather than for other purposes.

(“Applications for Grant Funds” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)

**§22.5204 Acceptance, Appropriation, and Expenditure of Grant Funds**

- (a) Except as provided in section 22.5204(b), the City Manager is authorized to accept, appropriate, and expend *grant* funds with an *aggregate value* of \$1,000,000 or less upon the recommendation of the *grants review team*, consistent with the Annual Appropriations Ordinance.
- (b) City Council approval is required to accept, appropriate, and expend *grant* funds for the following:
  - (1) *Grants* with an *aggregate value* of over \$1,000,000;
  - (2) *Grants* allocating funds for *capital improvement program projects* that are not included in the approved *capital improvement program project* budget;
  - (3) *Grants* requiring matching funds that are not included in the approved department budget and that will cause an increase to the overall budget approved by Council in the current Appropriations Ordinance;
  - (4) *Grants* allocating funds for goods, services, or consultant contracts that require Council approval as provided in Chapter 2, Article 2, Division 32 of this Code; and
  - (5) *Grants* for which the application or implementation would otherwise require Council approval.
- (c) The City of San Diego shall comply with the requirements that apply to the general operations of the *grant*, specific compliance rules, monitoring of other parties that may receive resources from the *grant*, and specialized reporting requirements. For purposes of this Division, *grants* do not include restricted or unrestricted donations, as defined in Council Policy 100-02, as may be amended from time to time, received from any source.

- (d) In the case of *public safety/homeland security grants* for which the *aggregate value* is less than or equal to \$1,000,000, the City Manager shall notify Council members of the *grant* application upon submission to the *grants review team*.
- (e) Unless the law provides otherwise, where the *grant applicant* is an independent department of the City of San Diego, the *grant applicant* may seek review of the application by the *grants review team* or it may directly seek Council approval to accept, appropriate and expend *grant* funds.
  - (1) If an independent department uses the *grants review team* to review the application and the *grants review team* does not approve it, the independent department may seek Council approval to accept, appropriate, and expend *grant* funds.

*(“Acceptance, Appropriation, and Expenditure of Grant Funds” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)*

## **§22.5205 Annual Evaluation and Report**

Within 90 days of the end of each fiscal year, the City Manager shall provide Council with a written report of all initial *grant* applications and renewal requests that were accepted, appropriated, and expended by the City Manager during that fiscal year.

*(“Annual Evaluation and Report” added 6-29-2018 by O-20954 N.S.; effective 7-29-2018.)*