

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.)