

The City of Woodland  
Hills

SUBJECT	POLICY NUMBER-ADOPTED
Grant Policy and Procedures	2023-01

**PURPOSE:** The purpose of the Grant Management Process is to ensure grant oversight in the proper application, approval and administration of grants issued to the City of Woodland Hills or any of its departments, committees, organizations or entities. Any approved grant will be administered as determined by the mayor and city council regardless of the source of the grant funding, who applied for the grant, its purpose, or its longevity. This process is not intended to apply to city residents who may obtain grants that do not pertain to city matters. However, if the mayor is required to sign the grant application for and on behalf of the city, this process is to be followed.

**GRANT ADMINISTRATIVE PROCESS**

Prior to requesting a grant, the person making application will seek approval from the mayor and city council by initiating a short write up for review by the council/mayor and will include the following minimum information:

1. The amount of the grant
2. Whether matching funds are required
3. The entity giving the grant
4. What the grant will be used for
5. Any time limitations to use the grant
6. The city entity or individual initiating the grant application
7. The application deadline for requesting the grant
8. Recommendation as to who will administer the grant (the council/mayor will make this decision)
9. Any known city budget implications

This information will be provided by the applicant to the city recorder for inclusion on the next city council agenda. If there is an urgency, should timing prevent a city council review and approval before the grant application deadline, the above information will be provided by the grant applicant to the city finance director for a review should there be any possible impact on the city budget. That information will then be conveyed to the recorder and mayor for the mayor's review and consideration of approval of the emergency application. Further, if there is an emergency approval by the mayor, that information will be provided to the council at the following council meeting for their information. A copy of the grant application and its' particulars, if it is available, in addition to the information items listed above, will be provided by the applicant to the city treasurer who will be the repository of all city grants and their related information. Further, the city treasurer will provide grant copies to the city finance director so appropriate measures can be taken by the finance director to incorporate the grant into city budget matters if and when it is appropriate to do so.

The grant applicant will keep the city treasurer informed of the grant application process

and whether it is approved or not. If not approved, the file will be marked closed and the related records will be kept on file with the treasurer as records retention for the approved allotment of time. If the grant is approved the applicant will inform the treasurer, recorder, city council/mayor and the finance director of the same. If the grant applicant is required to initiate status reports as part of the grant process, a copy of those reports will be provided to the treasurer by the council member or city staff person overseeing the grant for the city files. The file will be available to the mayor and others to review as necessary. Should report copies not be available, a log will be kept in the file and updated by the person administering the grant to reflect when reports were submitted. Also, should there be a need for equipment or supply expenditures using the grant money, this process should follow city procurement standards, policies and procedures. Copies of these and any related such documents should be provided to the treasurer for inclusion into the specific grant file, regardless of where they may be filed elsewhere. At the close out of the grant, the person responsible for the administration of the grant will inform the treasurer, recorder and mayor of this status so that appropriate measures can be taken by the city to update its' grant records and related files.