

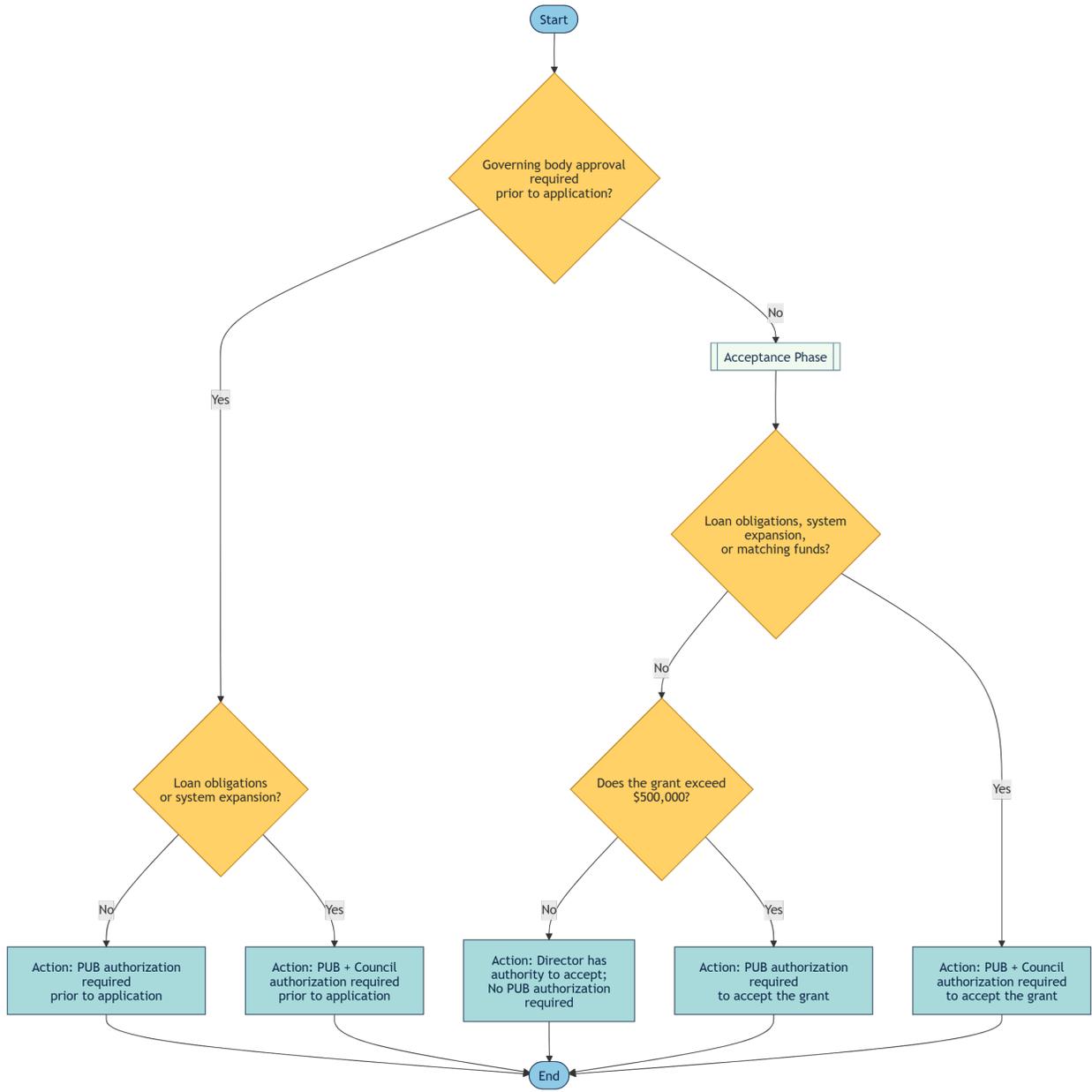
## **Grant Application and Approval Process**

### **I. Current Process re PUB/Council**

1. Does the grant need governing body approval prior to application? If no, then proceed to 2.
  - Does the grant scenario include any loan obligations or involve a system expansion?
    - a. If no, then PUB authorization is required prior to application;
    - b. If yes, then both PUB and Council authorization is required prior to application.
2. Does the grant include any loan obligations, involve a system expansion, or require matching funds?
  - If no, then does the grant exceed \$500,000? If no, then the Director has authority to accept and no PUB authorization is required.
  - If the grant exceeds \$500,000, then PUB authorization is required to accept the grant.
3. If the grant requires a loan obligation, involves a system expansion, or requires matching funds, then both PUB and Council authorization is required.

### **II. Potential additions for consideration to align with Council Resolution 41805**

- To provide a process for informing PUB of grants applied for at \$100,000 or more dollar threshold. For example, staff could offer an annual (or quarterly, semi-annual) interval of providing a list of grants received that are less than \$500,000.
- Likewise, we could add the “potential to require or create expectation of continued funding after the life of the grant” to the loan obligation, system expansion, or matching funds list.





## RESOLUTION NO. 41805

1 BY REQUEST OF MAYOR WOODARDS AND COUNCIL MEMBERS DIAZ AND  
2 HINES

3 A RESOLUTION relating to grant funding; directing the City Manager to create a  
4 centralized grant tracking system and to require City Council approval for  
5 certain grants.

6 WHEREAS the City relies on grant funding for a broad range of City  
7 services, including funding infrastructure projects, health and human services  
8 programs, and housing, and

9 WHEREAS the City actively seeks grant funding for projects in alignment  
10 with City Council priorities and community needs, and

11 WHEREAS currently, the process for accepting grants includes reviews from  
12 staff in the Legal department, Finance department, and department directors, and

13 WHEREAS City staff can apply for, receive, and enter into contracts for  
14 grants without the public or the City Council's direct knowledge, and

15 WHEREAS while staff's efforts are to advance City Council priorities,  
16 there is not a formal approval mechanism to ensure grant application, grant  
17 acceptance, and grant-funded programs meet City Council and community  
18 expectations, and

19 WHEREAS the grant-funded programs may also be structured to require  
20 local resources to match grant amounts or that the City continue to support grant  
21 funded programs after the grant funds are exhausted, and  
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WHEREAS this may place additional strain on resources, and/or may create disappointment in community if the grant programs are unable to be continued after grant funding is exhausted, and

WHEREAS the City Council finds that to address the foregoing concerns, it would be in the best interest of the City and the public to establish a centralized grant tracking system to monitor all grants applied for and received by the City, and to create an approval process for receiving grants; Now, Therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:**

Section 1. That the foregoing recitals are hereby incorporated as findings of the City Council.

Section 2. That the City Manager is hereby directed to establish a centralized grant tracking system to monitor all grants applied for and received by all city departments, and review feasibility of implementation during the 2027-2028 biennial budget development process.

Section 3. That prior to implementation of the centralized grant tracking system, the City Manager is hereby directed to establish a process for approval of receipt of grants consistent with the following guidelines:

(A) Require City Council approval, via consent agenda, for the City to accept grants which:

1. Are over \$100,000 and fund operations, or that have the potential to require or create expectation of continued funding after the life of the grant; and



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2. Are over \$500,000 and fund capital projects, and as required by the

funding agency, and

(B) In the case of a tight timeline for accepting a grant, the City Manager should have authority to approve acceptance, followed by confirmation by the full City Council at the next available City Council meeting. Emergency approval is contingent on the ability to cancel or rescind acceptance should it not be approved by City Council;

(C) In the case of recurring grants, that the City receives annually, the initial City Council approval can authorize future approvals. If the intent of the grant or purpose of the funds change, it should return to City Council for reapproval; and

(D) In the case of grants for Tacoma Public Utilities, the approval process shall be completed through the Tacoma Public Utilities and follow proper processes in cases where City Council approval is required pursuant to Charter Section 4.11. For grants with timing issues, authorizations may be completed by the Director of Utilities.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney