

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 11, 2025

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SUBJECT: RESOLUTION ADOPTING THE GRANT POLICY AND PROCEDURES MANUAL AND ESTABLISHING A CITYWIDE FRAMEWORK FOR GRANT IDENTIFICATION, APPLICATION, ADMINISTRATION, REPORTING, AND COMPLIANCE.

RECOMMENDATION:

Adopt a Resolution entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING THE CITY OF PALM DESERT GRANT POLICY AND PROCEDURES MANUAL AND ESTABLISHING A CITYWIDE FRAMEWORK FOR GRANT IDENTIFICATION, APPLICATION, ADMINISTRATION, REPORTING, AND COMPLIANCE.”

BACKGROUND/ANALYSIS:

Grant funding is an essential component of municipal operations, supporting public safety, infrastructure, environmental sustainability, community services, and other City priorities. The City of Palm Desert has historically secured a wide range of federal, state, and private grant awards; however, each department has maintained its own procedures for identifying, applying for, administering, and closing out grants.

To improve consistency, accountability, and audit readiness, staff developed the Grant Policy and Procedures Manual. The Manual establishes a uniform, Citywide framework governing the full grant lifecycle. The Manual has been reviewed by the Finance Department and reflects all applicable requirements under federal, state, and local laws.

The Manual establishes a comprehensive framework for grant administration, including standardized procedures for identification, application, management, and closeout. It defines the roles and responsibilities of all departments involved, ensuring consistency across the organization. The Manual incorporates all major federal and state compliance requirements, including 2 CFR 200, the Single Audit Act, Davis–Bacon Act, civil rights laws, and NEPA/CEQA, thereby strengthening audit readiness and reducing compliance risks.

Fiscal oversight standards are outlined for allowable costs, matching funds, budget modifications, financial reporting, procurement, and asset management. The Manual also requires consistent documentation using internal documentation practices to support transparency, compliance, and effective grant management.

Application and approval procedures are clarified, including required coordination with the City Manager’s Office and Finance Department, and City Council approval for grants that create ongoing obligations or require execution of legal agreements. The Manual also outlines

reporting, closeout, and record retention requirements to ensure accountability and accurate audit documentation. As well as authorizing the City Manager’s Office and Finance Department to issue administrative updates to maintain compliance with evolving laws and regulations, with substantive revisions returning to the City Council for approval.

The adoption of the Grant Policy and Procedures Manual will ensure that all City departments follow a uniform process that enhances fiscal stewardship, improves grant compliance, and supports transparent recordkeeping.

During this fiscal year, the City pursued a wide range of competitive grant opportunities to support transportation improvements, public safety initiatives, community programming, and library services. Several notable awards were secured, including funding for the Traffic Management System through the RCTC CMAQ program, operational support through the Cannabis Tax Grant, and transportation safety planning through the SS4A Vision Zero grant. Additional awards strengthened community programs, such as Zip Books, Reforma, and in-kind support from SCLC. The City also advanced major federal appropriations requests, most significantly the Cook Street Bridge project and the Emergency Resiliency Plan, which remain under federal consideration. A detailed summary of awarded, pending, and denied applications is provided in the tables below.

Grant Activity Summary – Current Fiscal Year:

Several of the grant awards listed below are administered as reimbursement grants, requiring the City to budget for and incur eligible project costs prior to receiving reimbursement.

Accepted / Awarded Grants

Grant Name	Requested	Awarded	Notes
Energy Efficiency & Conservation Block Grant	\$118,040	\$118,040	Reimbursement grant
Zip Books Program	\$12,160	\$12,160	Reimbursement grant
Reforma Grant	\$500	\$500	Library programming
Coachella Valley Mountains Conservancy	\$300,000	\$300,000	Reimbursement grant
Cannabis Tax Grant Program	\$120,800	\$120,800	Reimbursement Grant
SS4A – Palm Desert Vision Zero	\$720,000	\$720,000	Federal planning grant (reimbursement)
SCLC – Telescopes	In-kind	In-kind	Equipment donation
RCTC – CMAQ Traffic Management System	\$1,000,000	\$885,000	Reimbursement grant; partial award
<i>RUSH/REAP 2.0</i>	\$8,000,000	\$8,000,000	Prior year award; not counted in FY highlights

Pending Grant Applications

Grant Name	Requested	Notes
Outdoor Recreation Legacy Program (ORLP)	\$7,000,000	Park improvements
Calvert – Cook Street Bridge (Federal Earmark)	\$5,671,000	Included in THUD markup
Padilla – Emergency Resiliency Plan	\$843,000	Under federal review
EMPG FY24	\$8,682	Emergency management staffing
Tobacco Grant Program	\$389,994	Code enforcement staffing
LWCF – Dave Irwin Park	\$6,000,000	Park development
BigHorn Cares	\$20,000	Community literacy program

Rejected / Not Awarded

Grant Name	Requested	Notes
Walmart Community Grant	\$5,000	Not selected
Veterans Resource Center (Federal Earmark)	\$1,000,000	Not selected
Highway 74 Improvements (Federal Earmark)	\$2,000,000	Not selected
Fire Station 71 (Federal Earmark)	\$2,000,000	Not selected
California Arts in Parks	\$100,000	Not selected
AARP Grant (Flagship Grant)	\$15,000	Not selected
Youth Community Access Grant Program	\$500,000	Not selected

Summary Metrics

Category	Count	Funding Amount
Total Approved/Accepted	9	\$10,236,500
Total Pending	7	\$19,932,676
Total Rejected/Denied	7	\$5,620,000
In-Kind Awards	1	(SCLC Telescopes)
Total Applications Submitted	23	\$35,789,176

Legal Review:

This report has been reviewed by the City Attorney’s Office.

FINANCIAL IMPACT:

There is no direct financial impact associated with adopting the Grant Policy and Procedures Manual. Improved grant oversight will enhance the City's ability to obtain external funding and reduce audit-related financial risks.

ATTACHMENTS:

1. Draft Resolution
2. City of Palm Desert Grant Policy and Procedures Manual