

RESOLUTION NO. 2025-_____

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.

WHEREAS, the City of Palm Desert (“City”) recognizes that grant funding provides critical support for public safety, infrastructure, environmental sustainability, community development, and other essential municipal services; and

WHEREAS, effective grant management promotes financial accountability, maximizes external revenue opportunities, and ensures compliance with all applicable federal, state, and local laws; and

WHEREAS, the City has determined it is necessary to establish a comprehensive and uniform Grant Policy and Procedures Manual guiding the identification, application, acceptance, management, reporting, closeout, and audit responsibilities associated with all grants received by the City; and

WHEREAS, the Grant Policy and Procedures Manual standardize departmental responsibilities, establishes clear oversight roles for the City Manager’s Office, Finance Department, and City Attorney’s Office, and ensures audit readiness and compliance with 2 CFR 200 (Uniform Guidance), the Single Audit Act Amendments of 1996, the Federal Grant and Cooperative Agreement Act of 1977, and all other applicable regulations; and

WHEREAS, the Manual includes formal procedures for pre-award review, application approval, documentation requirements, procurement standards, financial reporting, equipment management, record retention, closeout, and federal labor and civil rights compliance; and

WHEREAS, maintaining consistent grant records is essential to transparency and internal controls; and

WHEREAS, the City Council finds that adoption of the Grant Policy and Procedures Manual will strengthen organizational accountability, improve fiscal stewardship, and enhance the City’s ability to successfully secure and manage grant funding;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

SECTION 1. That the foregoing Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby adopts the City of Palm Desert Grant Policy and Procedures Manual, attached hereto and incorporated as Exhibit “A,” as the City’s official policy governing grant identification, application, administration, documentation, fiscal management, and compliance requirements.

SECTION 3. All City departments shall comply with the Grant Policy and Procedures Manual, including but not limited to requirements for internal review, documentation, fiscal controls, reporting, procurement, record retention, and use of the established tracking procedure.

SECTION 4. The City Manager’s Office and Finance Department are authorized to issue administrative updates to the Manual to maintain compliance with federal and state regulations, provided that material revisions requiring Council approval are returned to the City Council for action.

SECTION 5. This resolution and the Grant Policy and Procedures Manual shall take effect immediately upon adoption:

ADOPTED ON _____, 2025.

JAN C. HARNIK
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2025-__ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on _____.

ANTHONY J. MEJIA
CITY CLERK