

City of Laredo

Policy on Grant-Funded Projects

Effective Date:

Approved By: Resolution #

Applies To: All third-party partnerships involving the City in external grant applications or funded projects.

1. Purpose and Authority

This policy establishes the City of Laredo's requirements, procedures, and standards for engaging with nonprofit organizations, educational institutions, and other third-party entities in pursuit of grant-funded projects. It is adopted pursuant to the City's Grants Management Resolution and supports transparency, accountability, cost recovery, and long-term sustainability.

All projects covered under this policy must be coordinated through the City Manager's Office and conform to this framework.

2. Definitions

- Applicant/Grantee: The City of Laredo, when submitting or managing a grant.
- Subrecipient: A nonprofit or third-party entity that carries out a portion of a federally or state-funded project under City oversight.
- Contractor: A vendor competitively procured to perform specific goods or services.
- Collaborator: A non-financial or informal partner providing support or coordination.
- Owner-Agent: A designation not allowed unless explicitly permitted under the grant and compliant with procurement law.

3. Eligibility Criteria

Entities may be considered for partnership if they:

- Are a registered 501(c)(3) or equivalent public-benefit organization;
- Demonstrate capacity to execute the project in compliance with applicable grant provisions and city requirements;
- Propose a project aligned with the City's Comprehensive Plan, Capital Improvement Program, or master plans;
- Do not impose unfunded operational or capital burdens on the City.

4. Pre-Application Process

Entities must submit a City of Laredo Intent to Apply Application Form from the respective department to the City Manager's Office at least 30 calendar days before any grant deadline.

Required documents:

- Project narrative, scope, and map
- Proposed budget with City-related cost estimates
- Role of the City (grantee, supporter, in-kind contributor)
- Funding source and reimbursement structure
- Conflict disclosure

Requests will be reviewed with input from the appropriate Department and other relevant divisions.

5. Evaluation and Prioritization

The City retains sole discretion in prioritizing partnerships based on:

- Alignment with adopted plans and priorities and other city initiatives
- Project readiness and deliverability
- Avoidance of funding competition with other City proposals
- Clarity of scope, compliance feasibility, and risk profile

6. Cost Recovery and Reimbursable Expenses

All grant budgets must include line items to fully reimburse the City for services and administrative costs, through the grant provisions, including but not limited to:

- Engineering and permitting reviews
- Solid waste or vegetation disposal
- Construction inspections
- Compliance reporting and grant management
- Administrative overhead

7. Subrecipient Agreement Requirements

A formal Subrecipient Agreement is required for all awarded projects involving third-party implementation. It must define:

- Roles, scope of work, deliverables
- Budget and payment/reimbursement terms
- Federal, State, and Municipal procurement procedures
- Environmental and floodplain standards, where applicable
- Reporting, audit, and liability terms
- Minimum 1-year post-construction maintenance obligations, where applicable

8. Governance and Communication

- All external engagement must flow through the City Manager's Office
- No entity may present, imply, or announce City support without written authorization
- Negotiations or agreements with Councilmembers must occur only in public meetings or coordinated briefings

9. Withdrawal and Termination

The City may decline participation or withdraw from any project if:

- Documentation is incomplete or inaccurate
- Budget lacks sufficient cost recovery
- Conflicts of interest arise
- Agreements are not finalized within a reasonable timeframe

10. Review and Updates

This policy shall be reviewed at least every two years. It may be reviewed sooner if required by changes in federal or state grant guidance. Any exceptions must be approved in writing by the City Manager.