

# City Of Laredo - Grants Management Policy Resolution

## Preamble

RESOLUTION NO. 2025-R-XXX

A RESOLUTION OF THE CITY OF LAREDO, TEXAS, ESTABLISHING A COMPREHENSIVE GRANTS MANAGEMENT POLICY TO PROMOTE TRANSPARENCY, MITIGATE RISK, AND ENSURE THE SUSTAINABILITY OF EXTERNAL FUNDING.

WHEREAS, the City of Laredo actively pursues federal, state, and philanthropic grants to enhance services, infrastructure, and programs; and

WHEREAS, responsible grants management is critical to ensuring legal compliance, fiscal accountability, and alignment with strategic and financial plans; and

WHEREAS, other Texas cities such as San Antonio, Austin, Plano, and McAllen have adopted grants management protocols emphasizing transparency, pre-approval procedures, and risk-based oversight; and

WHEREAS, the City seeks to formalize consistent standards that govern application, acceptance, and administration of all externally funded programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

### SECTION 1. Purpose

This resolution establishes the City of Laredo's Grants Management Policy with the intent to:

- Promote transparency and accountability in all phases of grants management;
- Mitigate operational and financial risks associated with external funding;
- Ensure long-term sustainability of grant-supported programs;
- Align funding pursuits with strategic, capital, and financial plans.

### SECTION 2. Policy Requirements

#### A. Pre-Application Approval

1. All City departments and divisions must obtain written authorization from the City Manager or designee prior to initiating or submitting any grant application.
2. The pre-application request must include:
  - Project description;
  - Anticipated award amount;
  - Required cost-share or match;
  - Estimated long-term maintenance and operations (M&O) costs;
  - Staffing or facility impacts;
  - Partner organizations, if applicable.

#### B. Cost-Sharing, Match, and Long-Term Funding

1. Grants requiring a local match or cost-share must identify:
  - Source of funds (General Fund, enterprise fund, in-kind, etc.);
  - Impact on department budgets;
  - Multi-year funding commitments, including M&O or personnel requirements beyond the grant term.
2. M&O costs must be planned, budgeted, and approved prior to grant acceptance.
3. Grant programs that create recurring obligations beyond the grant period must include a sustainability plan reviewed by the Budget Department and approved by the City Manager.

#### C. Third-Party Partnership Standards

1. Any grant involving nonprofits, contractors, or subrecipients must:
  - Follow City Council-adopted third-party partnership policies;
  - Clearly define roles, deliverables, and accountability standards;
  - Utilize subrecipient agreements, not owner-agent structures;
  - Include indemnification clauses and cost recovery provisions where applicable.
2. The City Manager may deny or defer partnership-based grants that do not meet City operational or fiscal standards.

#### D. Council Approval of High-Risk or Long-Term Grants

1. City Council approval is required for:
  - All grant applications;
  - Any program creating permanent staffing or capital maintenance costs;
  - Any award involving policy changes, program restructuring, or non-standard use of City-owned property;
  - Any partnership involving non-governmental entities operating on City land or assets; - Any grant application submitted retroactively or without pre-approval.
2. The City Manager may elevate other grant opportunities for Council consideration if deemed high-risk due to:
  - Legal or regulatory complexity;
  - New operational responsibilities;
  - Potential reputational or political risk.

#### SECTION 3. Applicability

This resolution applies to all City departments, divisions, boards, commissions, and affiliated entities seeking or administering external grant funding.

#### SECTION 4. Implementation

The City Manager shall establish administrative procedures and compliance mechanisms to support this resolution, including staff training, grant tracking systems, and coordination with the Finance, Budget, and Legal departments.

#### SECTION 5. Effective Date

This resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

CITY OF LAREDO

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Dr. Victor Treviño, Mayor

ATTEST:

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, City Secretary

APPROVED AS TO FORM:

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, City Attorney