Procedures with Grant Funds 5.1.6

PURPOSE

~~It is the~~This policy outlines the internal process for grant-funded procurements when funding is provided via external source for City use (e.g. local, state, federal agency). ~~of the City of San José to seek grant funds from various agencies to enhance City operations. The majority of grantors stipulate that the grantee's procurement regulations shall be followed. However, some of the granting agencies establish rules for the procurement of goods and services. This policy establishes the responsibilities to ensure that the City follows applicable procurement rules and regulations as outlined by grantors.~~

DEFINITIONS

Procurement Authority: The City Manager, Council Appointee, Director of Finance, or such other person who has been duly authorized to procure a contract.

POLICY

It is the policy of the City of San José to adhere to grantor's procurement regulations ~~.~~ and to seek grant funds from various agencies to enhance City operations when in alignment with City of San José Municipal Code provisions.

The majority of grantors stipulate that the grantee's procurement regulations shall be followed. However, some of the granting agencies establish rules for the procurement of goods and services. This policy establishes the responsibilities to ensure that the City follows applicable procurement rules and regulations as outlined by grantors.

PROCEDURES ~~FOR PROCUREMENTS WITH GRANT FUNDS~~

Prior to the Submission of Applications for Grant Funds

~~Requesting~~ Department	1. Checks with the Procurement Authority ~~Finance~~ to ensure that there is sufficient time to procure goods and services with grant funds given the expected approval date for grant funds and the restrictions for spending grant funds.

After Receipt of Notification to Receive Grant Funds

~~Requesting~~ Department	~~1.~~2. Determines the need for a procurement funded through grants.
	~~1.~~3. Reviews the grant to identify any regulations pertaining to procurement of goods or services with the grant funds.
	~~1.~~4. Includes ~~Communicates~~ the grant funding source (Federal, State, other) and applicable procurement regulations on the purchase requisition and via email, if necessary.

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Procurement Authority~~Finance/ Purchasing~~	2.5 Reviews the received procurement regulations and incorporates them, if necessary, in the procurement process. ~~2. Reviews the federal list of debarred contractors (https://sam.gov/) prior to award of contract or any list as stipulated by grant regulations.~~ 2.6 Documents the process and results in the procurement file and notifies the requesting department.

Approved:

/s/ Maria Öberg ~~/s/ Scott P. Johnson~~ — Director of Finance

July Day, 2026 ~~September 12, 2006~~ — Date

Approved for Posting:

/s/ Jennifer A. Maguire~~/s/ Kay Winer~~ — ~~Chief Deputy~~ City Manager

July Day, 2026 ~~September 19, 2006~~ — Date

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