



Cover Memorandum/Staff Report

File #: 26-0769

Agenda Date: 7/14/2026

Item #: 4.D.

TO: Mayor and Commissioners
FROM: Janai Bowens, NCS Assistant Director, Neighborhood and Community Services
THROUGH: Terrence R. Moore, ICMA-CM
DATE: July 14, 2026

PRESENTATION ON FEDERAL GRANT PROCUREMENT REQUIREMENTS

Recommended Action:

Motion to provide a presentation on general procurement requirements applicable to federal grant programs, including Community Development Block Grant (CDBG), SHIP (when federal funds are involved), and other federally sourced awards administered by the City.

Background:

During the presentation, staff will review the procurement methods permitted under federal regulations, the thresholds that determine when each method must be used, and the requirements for demonstrating cost reasonableness and conducting price analysis. The discussion will also address conflict-of-interest standards, required federal contract provisions, and the documentation expectations necessary to maintain complete, audit-ready procurement files. This information is being shared to support transparency, strengthen internal controls, and ensure continued compliance with federal grant requirements.

As the City continues to administer multiple federal programs, adherence to federal procurement standards remains essential to maintaining eligibility for current and future funding, avoiding audit findings or repayment obligations, and ensuring fair and open competition in the use of public funds. The presentation will highlight these obligations and reinforce the City's commitment to responsible stewardship and accountability.

City Attorney Review:

Not Applicable

Funding Source:

Not Applicable

Timing of Request:

Not Applicable