



TO THE HONORABLE MAYOR AND COUNCIL

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REPORT TO: STILLWATER CITY COUNCIL

No. CC-16-08

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ISSUED BY THE CITY MANAGER - STILLWATER, OKLAHOMA

**Date of Meeting:** January 4, 2016

**Subject:** Annual Grant Related Documents

**Purpose of Report:** To request City Council acceptance of documents and authorization for the Mayor to sign all annual grant related documents for 2016.

**Discussion:** At the beginning of each calendar year, the City of Stillwater reviews and updates documents that are necessary for any type of grant application. Acceptance of these documents is a pre-requisite for annual grant funding from federal and state agencies. In addition to the requirement of having these documents accepted annually, these demonstrate support for efforts related to a variety of grant programs and opportunities that the City of Stillwater does, or may participate in.

The documents for calendar year 2016 include:

- CDBG Citizen Participation Plan
- Minority/Women Business Enterprises (M/WBE) Utilization Plan
- City of Stillwater Fair Housing Plan
- Affirmative Marketing Plan
- Anti-Displacement/Relocation Plan.

At the federal level, there exists a clearinghouse which verifies whether or not jurisdictions are in good standing and compliant with grant requirements. This clearinghouse is a first step in determination of eligibility for grant awards.

**Budget Impact:** These documents have no budget impact.

**Alternatives:**

1. *Accept all annual grant related documents for 2016.* Approval will allow for the City of Stillwater to apply for all applicable grants as they become available.
2. *Postpone the acceptance of documents.* Postponement of action on this request will limit the grant application opportunities for the City of Stillwater.
3. *Do not accept grant related documents.* Not approving these documents will limit the ability of the City to apply for federally funded grants.

**Recommendation:** Staff recommends that the City Council accept the documents and authorize the Mayor to sign these annual grant related documents for 2016.

**Prepared by:** Valerie Silvers, Grants Coordinator  
**Reviewed by Operations Director:** Paula J. Dennison, Development Services  
**Reviewed by Administrative Director:** John McClenny, Director of Operations  
**Date of Preparation:** December 14, 2015

**Submitted by:**

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Interim City Manager