



# GRANTS - APPLICATIONS, PROCESSING & ADMINISTRATION

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### **I. PURPOSE**

The purpose of this directive is to familiarize members of the Department with the policies and procedures for applying for, implementing, and administering grants.

All employees are encouraged to seek out grant opportunities for the Department. Any information obtained must be forwarded to the Grants Unit for review and approval by the Chief of Police prior to grant application development or grant submission.

### **II. RESPONSIBILITIES**

All grant activity must be coordinated with the Grants Unit prior to application development or grant submission. No grant award funds will be expended without approval from the Grants Unit. The Grants Unit will develop and maintain the liaison necessary with all potential and actual grantors.

#### **A. Grants Coordinator**

The responsibilities of the Grants *Coordinator* assigned to the Management and Planning Section are as follows:

1. Supervise and assist members of the Department components with the completion of the grant applications. The Grants *Coordinator* will serve as a consultant in this effort rather than the primary author of any grant document, unless otherwise directed.
2. Ensure that proper internal and external procedures are followed, and that all grant conditions are complied with, to include the timely filing of reports, maintaining copies of all documentation related to any grant, and that the necessary documentation is accurate and complete.
3. Ensure the grant financial tracking is maintained within the County's Financial System to capture all expenditures and revenues associated with each grant, including the reconciliation of grant financial reports, assignment of financial accounting references for each grant expenditure, and timely requests for reimbursement. Copies of all financial reports will be kept on file in the Grants Unit.
4. *The Grant Coordinator will inform Project Director to first submit all computer hardware/software equipment requests to Office of Information Technology for proper computer system configuration to assure successful accomplishment of the intent of a grant project. Establish proper accountability procedures for grant administrators, including maintaining a grant equipment inventory to effectively and efficiently identify and track the location and condition of all computer hardware/software, and other equipment acquired through the grant.*

5. Ensure that an original grant documentation record is maintained on file in the Grants Unit. This documentation will be maintained on site as per the conditions of the grant award, or archived at the direction of the *manager* of the Management and Planning Section.
6. Ensure compliance with all Federal, State, and local assurances, conditions of grant awards, and other requirements. Ensure that all grant administrators are provided with a copy of Index Code 618.
7. Ensure proper accountability for all grant procurements, including receipts, purchase orders, and other supporting documentation, including a cost review for eligible grants to ensure compliance with applicable OMB Circulars. Ensure the accountability, tracking, and placement of all equipment by established inventory methods.
8. Ensure the timely completion of all periodic (monthly, quarterly, etc.) grant financial reports and requests for reimbursements. Ensure the submission of an overall Quarterly Grant Status Report to the *manager* of the Management and Planning Section.
9. Ensure that any problems or discrepancies relevant to any aspect of grant management are brought to the immediate attention of the *manager* of the Management and Planning Section.
10. ***Assist Project Directors to achieve goals and objectives to meet expectations for successful implementation and completion of grant programs/projects.***

**B. *Project Director***

The commander of any Department component that requests or receives a grant must appoint a member of the Department to administer the grant. The responsibilities of the *Project Director* are as follows:

1. Complete with the assistance of the Grant Coordinator, all applications and required supporting documentation for the grant. Ensure that internal processing procedures are followed, pursuant to this directive and any direction provided by the Grants Unit. Forward copies of all documentation to the Grant Coordinator, to include overtime slips, equipment packing lists, receipts, project evaluations, and any correspondence from the grantor. Maintain originals of all grant documentation, develop a grant binder for this documentation and maintain said binder until the grant is completed.
2. Grant Overtime (OT) Funds – any grant overtime funds requested for new grants or grant renewals (includes continuation grants) must specify how grant OT funds are to be spent. Specifically, grant OT funds for supervisors, officers, and/or civilians must be identified using the most current FY OT rate calculated separately for each position requesting grant OT funding.
3. Coordinate financial tracking with the Grant Coordinator to track grant expenditures and contractual employees, as required.
4. ***Project Directors*** must first submit all computer hardware/software equipment requests to the ***Office of Information Technology*** for proper computer system configuration to assure successful accomplishment of the intent of a grant project. Prior to receiving any grant equipment, ***Project Directors*** must coordinate proper accountability procedures with the Grant Coordinator. ***Project Directors*** will maintain a grant equipment inventory to effectively and efficiently identify and track the location and condition of all computer hardware/software, and other equipment acquired through the grant. Maintain, when appropriate, sign-out logs for grant equipment.
5. All expenditures for any grant project must first be reviewed by the ***Project Directors*** and subsequently submitted to the Grant Coordinator for approval. The Grant Coordinator will be responsible for procurement in accordance with County purchasing procedures. The ***Project Directors*** is responsible for researching and providing documentation for all item costs in accordance with County purchasing procedures. The Grant ***Coordinator*** will contact the County Office of Purchasing for guidance as necessary. The total cost of each item must be included on the request. Vendors must provide a final cost for goods/services prior to the procurement of any goods/services. When possible, obtain finalized costs in writing, indicating the final date the goods/services may be procured without incurring further cost.

6. Ensure that all grant award conditions and requirements, as established by the grant, are complied with, including proper record keeping and the timely completion of filing of required initial and periodic reports. **Project Directors** are responsible for completion of the appropriate sections of quarterly grant **programmatic** reports, as directed by the Grant Coordinator.

7. Must submit periodic (monthly or quarterly at the discretion of the Grant Coordinator) reports on the status of grant activities to the component commander and the Grant Coordinator. Reports should include measurable outcomes based on the goals and objectives of the grant project, including milestones of grant implementation.

**C. Commander/Project Director Responsibilities**

Commanders and of Department components where **Project Directors** have been designated will ensure that all requirements set forth in Section II.B of this directive are carried out properly. The Grant Coordinator will be responsible for providing a copy of Index Code 618 to the affected section commander.

**III. PROCEDURES FOR REQUESTING A GRANT**

**A. Upcoming or Future Fiscal Years**

The procedure for requesting a grant in an upcoming fiscal year *is* as follows:

**1. Intent to File a Grant Application**

The Department component seeking the grant must first contact the Grants Unit to coordinate the filing of the application, including concept papers in a timely manner to assure sufficient time for processing documentation. The Department component will develop a grant budget and a brief description of the grant project and provide the Grant Units with this information. The Grants Unit will then review the information and upon preliminary approval of the project, will complete and submit a Grant **Abstract** form **and review NOFA for all required certified signatures**. Concurrent with submission of the **Grant Abstract form**, the Department component may proceed with completing a grant application required by the grantor. Once completed, the grant application must be forwarded to the Grants Unit for review and approval. The Grants Coordinator will forward the completed grant application to the grantor.

**2. Resolution Process**

***The Grants Unit will coordinate with the Office of Law and the County Grants Coordinator to have the Legislative Request Form and draft resolution completed for scheduling of a hearing before the County Council. This resolution process must be completed prior to the expenditure of any grant funds.***

**IV. INDEPENDENT AUDIT**

All grants are subject to an independent audit by the County Office of Finance Grants Accountant, the County Auditor, and auditing officials retained by the County and/or the granting authority, in addition to any audit deemed reasonable and necessary by the **manager** of the Management and Planning Section. All members of the Department who have participated within the affected grant will cooperate fully with any authorized grant auditor.

**V. GRANT FUNDED EQUIPMENT**

A. Federal law requires that all equipment obtained through grant funding be retained by the affected agency for a period of five (5) years. After the five (5) year period, the equipment can be disposed of, sold, or converted to any use designated by the affected agency. **Project Directors** will maintain a grant equipment inventory to effectively and efficiently identify and track the location and condition of all computer hardware/software, and other equipment acquired through a grant. **Project Directors** will also maintain, when appropriate, sign out logs for grant equipment. Copies of grant inventories will be provided to the Grant Coordinator. The Grants Unit will be the clearinghouse for all Department components wanting to dispose of, sell, or convert any equipment that is obtained through a grant.

B. All grant funded equipment will be governed by all other applicable rules and regulations.

**VI. PROPONENT UNIT: Management & Planning Section.**

**VII. CANCELLATION: This directive cancels Index Code 618, dated 09-15-04.**