

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 12: Resource Control **Order Number:** 1240
Topic: GRANT MANAGEMENT **Issued by:** Chief of Police
Approved: 12/11/17
Review: Annually in December by Professional Services Division Commander
Supersedes: G.O. 1240 approved 01/01/11

.01 PURPOSE:

To outline the procedures that will be used to apply for and manage any grant from any funding source.

.02 CROSS-REF.:

G.O. [1520](#), Records Retention

.03 DISCUSSION:

Budgetary constraints restrict the Department's ability to fund all beneficial services and programs. External funding, or a grant from an outside source, is an excellent means to supplement the Department's budget and fund worthwhile and often innovative projects. External funding sources include federal and state governments, as well as corporate, foundation, and service group entities. Because of the number of external funding sources, it is important that the Department keep abreast of these grant opportunities.

Once a viable funding source is identified, the Department must assure that the proposed project will complement current and planned departmental programs. For this reason, grant applications must be reviewed and approved prior to submission to the funding source.

Responsibility for the administration of current grant projects must also be assigned to ensure accountability to the grantor, adherence to existing purchasing policies and compatibility with other departmental programs.

.04 POLICY:

The Department will monitor external funding opportunities that will enhance departmental operations. All applications for external funding will be coordinated within the Department and approved by the Chief of Police. Grant project directors will be appointed by the Chief of Police and will be responsible for the administration and operation of grant funded projects according to the procedures issued by the grantor and according to City purchasing and procurement policies and procedures and Department requirements.

.05 DEFINITIONS:

GRANT - the award of funds to the Department for the purpose of providing enhanced services or programs. Grants are normally awarded by the federal and state governments and by corporations, foundations and service organizations.

PROJECT DIRECTOR - the Department member or position named in the grant application or appointed by the Chief of Police as being responsible for the administration and operations of a grant funded project. Ordinarily this is a member of the Professional Services Division.

.10 GRANT APPLICATION:

1. All applications for grants will be reviewed and coordinated by the Professional Services Division before they are submitted via chain of command to the Chief of Police for approval prior to presentation to the Mayor for final authorization.

2. The Planning Unit will monitor and seek out grant funding sources available to the Frederick Police Department. Other Department members researching grant sources will first contact the Professional Services Division to prevent a duplication of effort.
3. Following the approval of the annual budget, each Division will submit to the Professional Services Division a grant "wish list" consisting of items not currently funded. These items will be compiled and prioritized for potential grant funding during the fiscal year.

.15 GRANT APPLICATION PREPARATION:

1. Each grant application contains specific instructions for its preparation. Employees submitting a grant proposal will strictly adhere to the instructions provided for each grant. Prior to completing a grant application, the applicant will carefully examine the conditions set forth in the grant announcement/application, especially:
 - A. if "matching funds" are required and if these funds are available;
 - B. the retention requirement for personnel hired under the grant;
 - C. limitations on equipment/services purchases; and,
 - D. reporting requirements.
2. After considering these factors, the proposal for the grant will be communicated via chain of command to the employee's Bureau Commander. If the grant's concept is approved by the Bureau Commander, the employee will ensure the grant application is completed in a timely fashion and submitted via chain of command to the Commander, Professional Services Division. The application will be reviewed for completeness prior to submission to the Chief of Police for approval. Once approved by the Chief of Police the grant application will be submitted to the Mayor for final authorization and approval.
3. The Commander, Professional Services Division, will also provide technical assistance and advice to any employee preparing a grant application for submission.

.20 PROJECT DIRECTOR RESPONSIBILITIES:

1. The grant project director, as named in the grant or appointed by the Chief of Police, is responsible for the administration and management of a grant-funded project. This responsibility includes ensuring that all terms and conditions specified by the grantor, as well as all legal requirements, are met.
2. The Professional Services Division is responsible for ensuring all project directors comply with all grant requirements, including required reports.
3. The project director is responsible for submitting all required reporting, e.g., progress reports, annual reports, surveys, etc., to the grantor. The project director will coordinate with the Department of Finance and the Fiscal Affairs Manager to ensure submission of any required financial reports.
4. All grant files will be kept and maintained in the Professional Services Division. The project director will maintain a "working" copy of the grant and a working file; however, all grant paperwork as well as copies of all reports submitted regarding the grant will be forwarded to the Professional Services Division. Grant paperwork will be retained as required by the conditions of the grant and by the Department's Records Retention Policy.
5. The project director of the Professional Services Division will maintain an up to date list of all active grants.

.25 EXPENDITURE OF GRANT FUNDS:

1. All grant funds will be expended in keeping with the terms and conditions of the grant and according to established City purchasing procedures. The project director will work closely with personnel from other City components, including the Purchasing Department and the Department of Finance, to ensure that all financial requirements are met.
2. The project director, upon receipt of a grant award, will complete paperwork to submit the grant to the Mayor and Board of Alderman for acceptance and to adjust the budget for revenues and expenditures. In addition, he will contact the Department of Finance to obtain a city project number to track grant expenditures.
3. All grant-related purchase order requests will be submitted via chain of command to the project director. The project director will ensure that all the purchases being requested are permitted under the grant and are approved by the grantor as well as the requestor's chain of command. After final approval, the project director will submit the purchase order request to the Fiscal Unit after placing on it the city project code and proper budget category.
4. After receipt of a purchase order, the project director or his designee will order any approved items. A copy of all invoices and packing slips for grant-related purchases will be submitted to the project director for inclusion in the grant file.