



GENERAL ORDER ADM-39 GRANT POLICY

EFFECTIVE NOVEMBER 1, 2009

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I. POLICY

It is the policy of the Howard County Department of Police (HCPD) to seek and manage grants that advance the mission, goals, and objectives of the HCPD. The HCPD will consider application for all available public and private grants that do not create an unacceptable burden on the HCPD's resources.

II. DEFINITIONS

- A. Grant: A legal instrument reflecting a relationship between the Federal or State government or private foundations with the Howard County Government (specifically the Howard County Department of Police) when the purpose is the transfer of money, property or services in order to accomplish a public purpose.
- B. Grantor: Funding agency.
- C. Grantee: Recipient agency of grant funds.
- D. Application: A request for financial support of a project or activity, submitted on a specified set of forms or in a designated format provided by the grantor.
- E. Grant Coordinator: The person responsible for coordinating the application process and monitoring the grant program.
- F. Project Manager: The person authorized by the grantee and acceptable to the grantor to assist in the application process and oversee the daily activities of the project being funded by outside sources.

III. GRANT APPLICATION PROCEDURES

It is important that the long-range implications of applying for and receiving grant funds are carefully considered and are in support of the Department's goals, objectives, and priorities.

- A. When a member of the HCPD is interested in pursuing a grant opportunity, he must first obtain permission from the Chief of Police. The member will:
 - 1. Draft a brief concept paper that states the problem to be addressed, the proposed project, and an estimated budget (**to include any cash match**).
 - 2. Submit the concept paper along with any supporting documentation, through the chain of command to the Chief of Police. The use of e-mail is encouraged to expedite this process.

- B. After receiving approval from the Chief of Police to proceed with the application process, the requesting party will contact the Research & Planning and Budget Fiscal Sections to arrange meetings, as necessary, to answer all aspects of the grant application. At a minimum, the Grant Coordinator, Budget Fiscal Supervisor, Project Manager and his Supervisor shall meet to discuss the proposed grant.
- C. The Grant Coordinator shall then proceed with application preparation, incorporate project narratives from the Project Manager and ensure that the Budget Fiscal Supervisor and chain of command review the application prior to securing the required signatures.
- D. As required by Section 6.200(f) of the Howard County Code, "Applications for grants, contributions or loans shall require the signature of the County Executive before they can be submitted." All applications must be submitted to the County's Grant Oversight Manager for recordation and processing seven (7) business days or earlier of the application due date to the Grantor.
- E. It is further required that any legal documents associated with a grant (e.g. grant award documents, acceptance of conditions, memoranda of understanding) also requires the signature of the County Executive.

IV. DUTIES AND RESPONSIBILITIES

- A. Chief of Police
 - 1. Authorizes application to specific grant programs.
 - 2. The Chief of Police, or his designee, shall appoint a project manager for each grant project.
 - 3. The Chief of Police, or his designee, shall review and approve all grant fiscal and program status reports, budget modifications, and/or requests for grant extensions prior to submission.
- B. Grant Coordinator
 - 1. Researches grant opportunities and tracks activities and announcements of funding sources.
 - 2. Notifies Command Staff and other pertinent organizational components of grant opportunities.
 - 3. Works in collaboration with various grant Project Managers and the Budget Fiscal Section to fulfill the requirements of any grant application or proposal. Ensures compliance with the County Grant Management Policy and coordinates both the pre-approval and submission approval process, as applicable.
 - 4. Ensures eligibility of the HCPD for the grant opportunity.
 - 5. Ensures review of the grant application/proposal by relevant Command Staff.
 - 6. Secures necessary signatures on all grant applications to include required County signatures, and submits application prior to posted deadlines.
 - 7. Secures necessary signatures on any legal documents associated with grants, as outlined in Section III E.
 - 8. Acts as liaison with Federal, State, and other outside funding sources.

9. Maintains original files on active grant applications and related correspondence and compiles monthly summaries on grant activity, as necessary.
10. Obtains the latest fiscal information from the Budget Fiscal Supervisor to compile and distribute periodic grant status reports to Command Staff members and Project Managers to keep them informed of expiration dates, expenditures, requirements on reporting, etc.

C. Project Manager

1. Obtains authorization from the Chief of Police, through the chain of command, to begin the grant application process. This authorization shall begin with a concept paper that briefly describes why grant funding will be sought for a specific project.
2. Meets with the Grant Coordinator, Budget Fiscal Supervisor, and his supervisor to review all grant application requirements and create responses to all grant application inquiries. For example:
 - a. Problem to be addressed.
 - b. Objectives of proposed program.
 - c. Timetable for implementation of program.
 - d. Performance measures for proposed program.
 - e. Budget
3. Reviews final grant application.
4. Upon receipt of grant funding, monitors the project through the entire grant period and keeps the Grant Coordinator and Budget Fiscal Section informed of activity and expenditures. Complete and accurate documentation must be submitted for audit purposes.
5. Ensures the timely and accurate submission of all required status reports. Narrative progress reports shall be coordinated with the Grant Coordinator. Verifies the data for Fiscal Reports prepared by the Budget Fiscal Supervisor. Ensures that copies of all reports are forwarded to the Grant Coordinator for the original grant files. All grant fiscal and program status reports, budget modifications, and/or requests for grant extensions must be approved by the Chief of Police, or his designee, prior to submission.

D. Budget/Fiscal Section Supervisor

1. Develops and/or reviews all budgets for proposed grants. If the budget pertains to the Budget Fiscal Section, the Deputy Chief for Administration shall review the budget.
2. Ensures that the budget in all applications clearly delineates costs to be met by the funding source and those provided by other sources or through in-kind contributions.
3. Ensures that grant funds will not be used to supplant local funding.
4. Assesses County budget impact, if any, when grant funding is awarded, to support items such as vehicles and equipment. Future budget implications shall also be evaluated.
5. Verifies that matching funds are available, if required. Identifies the origin of these matching funds through the budget account number.

6. Prepares any required SAO for approval of the Chief of Police, prior to submission to Council. Provides copies to the Grant Coordinator for the original grant project file.
 7. Prepares and submits all required fiscal reports, in conjunction with the grant Project Manager, in a timely manner. Ensures that copies of all reports are forwarded to the Grant Coordinator for the original grant project files. All grant fiscal and program status reports, budget modifications, and/or requests for grant extensions must be approved by the Chief of Police, or his designee, prior to submission. Materials shall be submitted to the Chief of Police with adequate time for review and approval. Generally, materials are to be submitted at least one week prior to the submission deadline.
 8. Provides the Grant Coordinator with updated grant fund balances for the periodic status reports published to ensure that Project Managers have adequate time to exhaust all grant funds, prior to the conclusion of all grant periods.
- E. Bureau/District Commanders
1. Responsible for ensuring that all grant reports assigned to their command are submitted as required by the grant conditions. For grants requested by sections assigned to the Chief of Police, the Chief of Staff will hold this responsibility.
 2. Ensures that grant funds are exhausted prior to the grant period ending date. Purchases or redeployment strategies shall be undertaken to accomplish this task upon approval of the Deputy Chief of Police. The Grant Coordinator shall be notified if modifications must be made to the grantor for alterations to the original project.

V. GRANT MONITORING AND REPORTING PROCEDURES

- A. The Grant Coordinator will provide periodic status reports to all appropriate Commanders and Grant Project Managers to advise them of quarter closings, required reporting, and grant ending dates.
- B. The Project Manager is responsible for submitting progress and performance reports as required by the grant and provides information and receipts to the Budget Fiscal Section for completion of financial reports. A copy of these reports shall be submitted to the Grant Coordinator for the original grant files. All grant fiscal and program status reports, budget modifications, and/or requests for grant extensions must be approved by the Chief of Police, or his designee, prior to submission.
- C. The Budget Fiscal Supervisor is responsible for monitoring grant expenditures and alerting appropriate commanders of any concerns regarding the status of any grant.
- D. Each applicable Bureau/District Commander is responsible for reviewing and approving all progress and performance reports. Project Managers will ensure that the appropriate commander(s) is copied on the submission of materials to the Grant Coordinator. Each applicable Bureau/District Commander will also be responsible for monitoring the fiscal activities and status of all grants within their Chain of Command. Commanders shall review all periodic status reports to ensure that fiscal activities appear correct, reflect approved activities and purchases; and are kept up-to-date.
- E. The Budget Fiscal Supervisor will facilitate compliance with any and all auditing provisions. The Budget Fiscal Supervisor will ensure that all applicable Commanders, Grant Project Managers, and the Grant Coordinator, are made aware of any scheduled audits, monitoring visits, or fiscal inquiries from external funding sources.

- F. The Project Manager will initiate any grant modifications and secure approval through the chain of command. When modifications to the original project are necessary (e.g. different or additional equipment/software, shifts in budget categories), the Project Manager will also submit documentation to the grant coordinator to justify the requested modifications.
- G. The Grant Coordinator will be the central repository for all activity pertaining to each grant. Any correspondence, modifications, reports, etc. shall be maintained in the original grant files in the Research & Planning Section. The Grant Coordinator will also maintain electronic copies of all materials in a shared directory.

VI. SPECIAL CIRCUMSTANCES

- A. In some situations, particularly with recurring grants, it is beneficial to have particular individuals outside of the Research and Planning Section prepare applications, prepare and submit reports required by grantors, and maintain original grant files in their sections. The appropriate Deputy Chief of Police must approve these exceptions. Research and Planning must continue to be informed of these activities and supplied with documentation for their files.
- B. On occasion, grants or funding requests are precipitated and managed by other Departmental components. An example would be grants awarded to the Communications Division by the Emergency Numbers Systems Board. When a situation like this occurs, Research and Planning shall be notified and appropriate documentation forwarded to their office.

VII. CANCELLATION

This General Order cancels and replaces General Order ADM-39, Grant Policy, dated September 15, 2006

AUTHORITY,



William J. McMahon
Chief of Police