

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1633.6, GRANT MANAGEMENT AND ADMINISTRATION**

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CHIEF OF POLICE:	ORLANDO ROLÓN

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PURPOSE:

This directive supplements City Policy and Procedure *Grants and Other Types of Financial Assistance* in order to bring grant management and administration into compliance with standards set forth by the City of Orlando.

The purpose of this policy is to develop, implement, and maintain meaningful grant oversight and coordination for the Department and the City. Refer to City Policy 2320.1 *Grants and Other Types of Financial Assistance* for definitions of grants covered by this policy.

PROCEDURES:

**1. OPD GRANT ROLES AND RESPONSIBILITIES**

1.1 POLICE PLANNING ADMINISTRATOR (GRANT COORDINATOR)

The Police Planning Administrator is responsible for the oversight of and general management and administration of the Department's grant activities. The Police Planning Administrator is responsible for management and administration of the annual Department-wide grant management planning and goals; participating in the City Grant Oversight Committee (GOC) as the lead Department liaison; facilitating the Departmental grant submissions; and tracking and reporting grant activity to the City as outlined in this policy. The Police Planning Administrator may designate the Police Grants & Management Analyst as a designee for all aspects of grants management outlined in this policy. The Police Planning Administrator and the Police Grants & Management Analyst are also referred to as Grant Coordinators when the employee is responsible for coordinating grant applications as described in City policy, *Grants and Other Types of Financial Assistance*.

1.2 POLICE GRANTS & MANAGEMENT ANALYST (GRANT COORDINATOR)

The Police Grants & Management Analyst is responsible for general management and administration of the Department's grant activities to include: annual Department-wide grant management planning and goals; participating in the City Grant Oversight Committee (GOC) as a Department liaison; processing the Departmental grant submissions and awards; submitting programmatic reports to the grantor; and tracking and reporting grant activity to the City as delegated by the Police Planning Administrator. The Police Planning Administrator and the Police Grants & Management Analyst are also referred to as Grant Coordinator.

1.3 GRANT PROJECT MANAGER

The Grant Project Manager is assigned by the Chief of Police or designee to manage the grant funded project or program. The Grant Project Manager is responsible for coordinating a grant application with the grant coordinator via chain of command, and managing the program or project funded by the grant within the Department. The Grant

Project Manager is also responsible for submitting all required documentation for report submission to the OPD Fiscal Manager and the grant coordinator. The grant coordinator will submit all programmatic reports to the grantor. The OPD Fiscal Manager will submit all financial reports to the grantor, unless otherwise required by the grantor. The Grant Project Manager is not to submit any report to the grantor or do any modification to the grant, unless otherwise authorized by the grant coordinator. The Grant Project Manager is also responsible for coordinating all financial aspects of the grant award with the grant coordinator; ensuring compliance with all City policies and State and federal grant requirements, to include those related to grants, purchasing, and contracts; and tracking of all financial and programmatic details of the grant. The Grant Project Manager will submit all documentation for a requisitions or fiscal requests to the grant coordinator. The grant coordinator will complete a grant requisition and submit it to the OPD Fiscal Manager for processing.

**1.4 POLICE LEGAL ADVISOR SUPERVISOR (CHIEF ASSISTANT CITY ATTORNEY)**

The Police Legal Advisor Supervisor or designee is responsible for reviewing the grant application conditions and legal requirements. The Police Legal Advisor Supervisor or designee is also responsible for reviewing the award documentation on all grants prior to award acceptance.

**1.5 OPD FISCAL MANAGER**

The OPD Fiscal Manager is responsible for completing all financial-related reports to the grantor unless otherwise required by the grantor. The OPD Fiscal Manager is also responsible for coordinating all grant purchases with the Grant Project Manager to ensure compliance with City Policy *Procurement of Goods and Services*, City Purchasing Directive *PUR-D-1301*, and City Policy *Procedure for the Creation of Contracts, Related Insurance Requirements and Other Matters*.

**1.6 PROFESSIONAL STANDARDS DIVISION COMMANDER**

The Professional Standards Division Commander is responsible for reviewing all potential grants and bringing them to Chief's Staff for approval to proceed in the application process. The Professional Standards Division Commander is also responsible for oversight of grants management and grant-related purchasing, which may include approval of sole source documents.

**1.7 CHIEF OF POLICE**

The Chief of Police is responsible for reviewing and signing, if applicable, the grant application and award documentation. The Chief of Police is also responsible for reviewing and signing any financial or programmatic reports and purchasing documents, as required by the grantor.

**2. DEPARTMENT GRANT PRE-APPLICATION COORDINATION AND SUBMISSION APPROVAL PROCESS**

Any employee researching grant information must coordinate efforts with the Police Planning Administrator, via the employee's chain of command, prior to beginning any grant application, earmark request, grant concept paper, or letter of intent. The purpose of this is to ensure that there are no grant duplications and that the Department can facilitate the grant. The Police Planning Administrator will review the grant requirements and details and will present the grant to Chief's Staff to receive approval to proceed with the application. If approved, the Police Planning Administrator will assign a Grant Coordinator to the project and the coordinator will send the grant conditions and guidelines to the Police Legal Advisor Supervisor or designee for review.

Once approval to apply for a grant is received, it is the responsibility of the Grant Project Manager to complete the grant application documents, earmark request, concept paper, letter of intent, and any other and all required documentation in coordination with the assigned Grant Coordinator (via chain of command), the Police Legal Advisor Supervisor or designee, and the OPD Fiscal Manager prior to submission. If applicable, the Grant Coordinator will coordinate a meeting between these parties prior to submission of the grant application, earmark request, concept paper, or letter of intent. The Grant Coordinator will submit all grants, earmark requests, concept papers, and letters of intent. The Grant Project Manager will not submit any grant application, earmark request, concept paper, or letter of intent directly to the grantor.

Pre-application coordination shall be done well in advance of grant submission due dates to avoid last-minute delays or problems that could cause the grant deadline to be missed. Allow at least 30 to 60 days prior to the grant due date for the City approval process to be completed. (See Appendix A)

### **3. PRE-GRANT AWARD APPLICATION PROCESS**

The Grant Coordinator will then:

- a. Review the grant requirements.
- b. Review the application.
- c. Send the Grants & Financial Assistance Approval Form to the City Grant Analyst and Assistant Controller via email for distribution to the parties designated on the form.
- d. Work with the Police Legal Advisor Supervisor or designee to prepare the City Council Agenda Item for City Council approval to submit the grant application.
- e. Submit grant application.

If at any point the application is not approved, the application package is to be returned to the Grant Coordinator immediately.

### **4. AWARD NOTIFICATION, REVIEW, AND ACCEPTANCE**

Grant agreements are legal contracts. It is the responsibility of the City and the Department to adhere to all of the activities associated with a grant to accomplish its objectives, while adhering to the terms and conditions of the grant. Failure to do so can have legal and financial ramifications to the City and the Department.

Once an award document is received, either as a result of an application process or an unsolicited opportunity, it will be necessary for the Grant Project Manager to coordinate with the Grant Coordinator, the Police Legal Advisor Supervisor or designee, and the OPD Fiscal Manager to discuss procedures and responsibilities of award acceptance. The Grant Coordinator will coordinate a meeting amongst these parties prior to grant project start date.

#### **4.1 PROJECT MANAGER**

It is the responsibility of the Grant Project Manager to ensure that the Grant Coordinator is informed that a grant has been awarded. The Grant Project Manager must supply the Grant Coordinator with the award document, if received by the Grant Project Manager. The Grant Project Manager is also responsible for:

- a. Ensuring all aspects of the grant project are in accordance with the grant guidelines.
- b. Ensuring all special conditions and certifications outlined in the grant award can be adhered to.

#### **4.2 POLICE PLANNING ADMINISTRATOR (GRANT COORDINATOR)**

The Police Planning Administrator may designate the Police Grants & Management Analyst as a designee for all aspects of grants management outlined in this policy.

The Police Planning Administrator (or designee\*) will:

- a. Notify the City Grant Analyst and OPD Fiscal Manager.
- b. Send the Grants & Financial Assistance Approval Form to the City Grant Analyst via email for distribution to the parties designated on the form if the form was not submitted at time of application.
- c. Route copies of the award documents to the Legal Advisor or designee for review.
- d. Work with the Police Legal Advisor, or designee, to prepare a City Council Agenda Item.
- e. Ensure that all appropriate documents are submitted to the City Clerk's Office.
- f. Submit required signed copies to the grantor.
- g. Provide a fully-executed copy to the City Clerk.

If at any point the award is not approved, the award package is to be returned to the Grant Coordinator immediately. (See Appendix B)

## **5. GRANT PURCHASES & INVENTORY CONTROL**

### 5.1 PURCHASING GOODS AND SERVICES USING GRANT FUNDS

All procurement activity associated with grant-funded projects shall follow *City Directive PUR-D-1301, Federal and State Grant Procurement and other applicable City, State, and Federal procurement guidelines*. The Grant Project Manager will obtain information for the requisitions, as required by *Purchasing Directive PUR-D-1301 and any applicable City purchasing requirements*. The Grant Project Manager will provide all purchasing-related documents to the Grant Coordinator. The Grant Coordinator will complete a "grant requisition," sign the requisition, and deliver it to the OPD Fiscal Manager for processing. At no time will the Grant Project Manager submit a requisition to purchase grant-related goods or services. No credit card purchases will be allowable for any grant-related purchase, other than travel, unless otherwise authorized by the Police Fiscal Manager.

### 5.2 RECEIPT OF GRANT EQUIPMENT

All property and equipment (including information technology systems) with a useful life of at least one year and per-unit acquisition cost which equals or exceeds \$5,000 acquired or received through grant funds are tagged and included in the Asset Management inventory. Refer to the definition of property and equipment acquired through grants at 2 CFR 200 (Uniform Guidance). The Grant Project Manager is solely responsible for receiving grant-purchased equipment. It is the responsibility of the Grant Project Manager to ensure that an asset tag is assigned to the grant-purchased equipment. The Grant Project Manager must maintain an equipment inventory of all grant-purchased equipment. Once all equipment is purchased, the Grant Project Manager must provide the Grant Coordinator with a copy of the inventory.

### 5.3 INVENTORY CONTROL

The Grant Project Manager is responsible for providing any newly-assigned Grant Project Manager with a copy of their assigned grant inventory. Prior to any grant-purchased property or equipment being transferred, disposed of, donated or moved, the Grant Project Manager must notify the Grant Coordinator. The Grant Coordinator will complete the appropriate disposition paperwork and approval from the Federal Government, the State, the City or grantor.

On an annual basis, beginning each January, the Police Planning Administrator or designee will inventory grant-purchased property and/or equipment. The Police Planning Administrator or designee will provide the Grant Project Manager with a list of property and/or equipment that will be inventoried. The Grant Project Manager will be responsible for providing access to all grant-related property and/or equipment for the inventory.

This inventory will not replace any inventory conducted under City Policy, Property Control.

## **6. GRANT REPORTING AND MODIFICATIONS**

### 6.1 SUBMITTING PROGRAMMATIC AND FINANCIAL REPORTS TO THE GRANTOR

The Grant Coordinator is solely responsible for submitting any required programmatic reports to the grantor, unless otherwise required by the grantor. It will be the sole responsibility of the OPD Fiscal Manager to complete and submit all financial reports to the grantor. The Grant Project Manager will be responsible for providing the Grant Coordinator and the OPD Fiscal Manager with any information required to complete either the programmatic or financial reports. The Grant Project Manager will not submit any reports directly to the grantor, unless otherwise directed. All reports will be submitted accurately and in a timely manner to the grantor.

## 6.2 SUBMITTING GRANT MODIFICATIONS

The Grant Coordinator is solely responsible for submitting any necessary grant modifications, to include grant extension requests, to the grantor. The Grant Project Manager must submit in writing, via his or her chain of command, any grant modification request, including programmatic changes, financial changes, or extension requests to the Grant Coordinator. Grant extension requests must be made at least 60 days before the grant end date. The Grant Project Manager will not submit any grant modification or extension requests directly to the grantor unless otherwise authorized.

## 6.3 GRANT CLOSEOUT

The Grant Coordinator must prepare and submit performance reports and other reports required under the grant for closeout. The OPD Fiscal Manager must prepare and submit all financial reports and settle accounts related to the grant for closeout.

Upon completion of a grant, the Grant Coordinator must complete the City Grant Closeout form and send it to the appropriate City Grant Analyst.

# **7. FILE MANAGEMENT AND RETENTION**

## 7.1 MAINTAINING A MASTER GRANT FILE

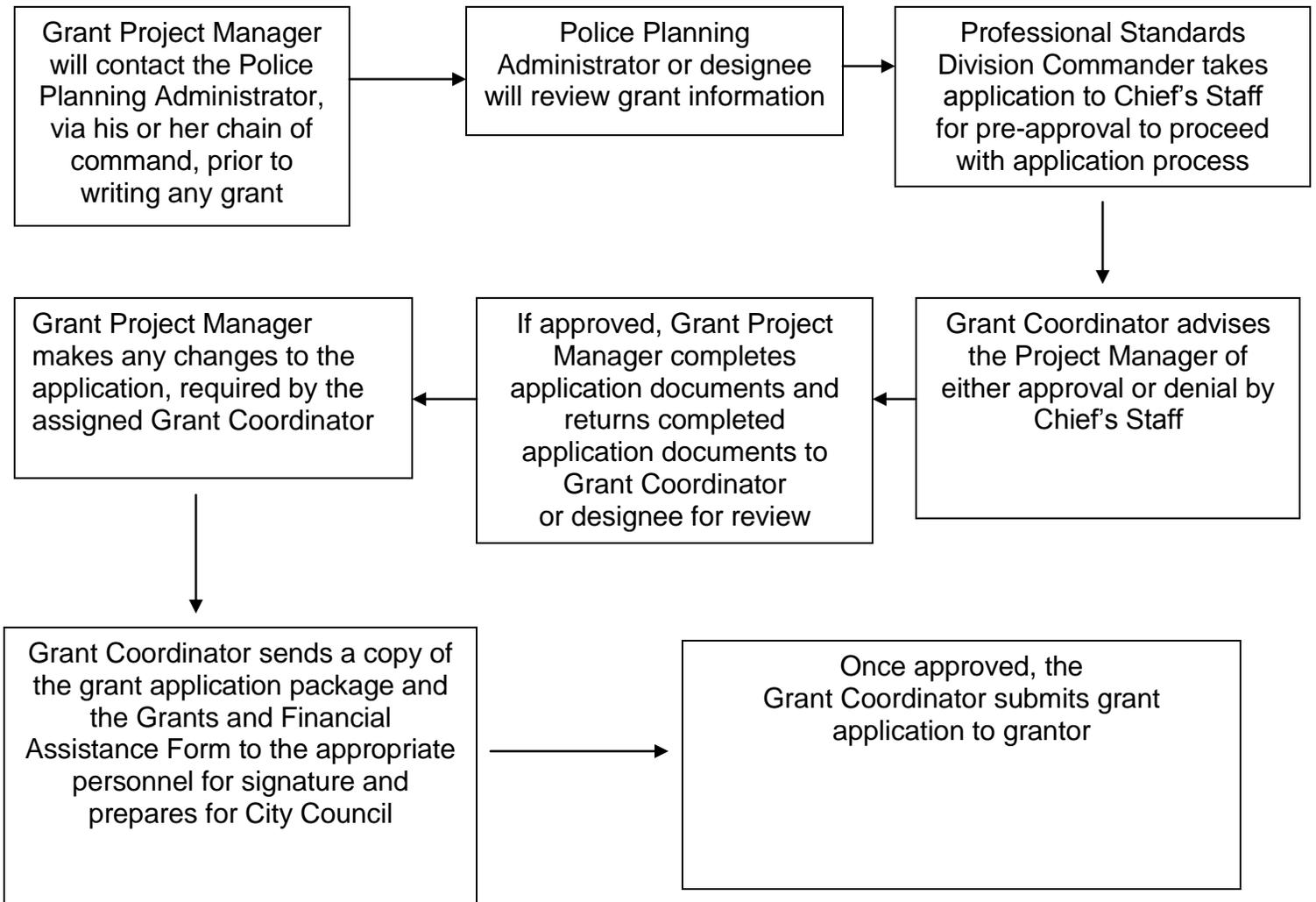
The Grant Coordinator assigned to each grant will be responsible for coordinating with the OPD Fiscal Manager to create a grant master file. Each grant will have a master file that consists of the following five sections:

- a. Submittal (e.g., application guidance and a copy of the submitted application)
- b. Research (e.g., statistical and other information used in preparation of and support of the grant application)
- c. Award (e.g., award letter, council agenda item, executed grant agreement, grant amendments, extensions, modifications, cancellations and terminations, evidence the grantor considers award closed)
- d. Finance (e.g., financial accounting system set-up, BRC action setting up project, purchase orders, invoices, copies of checks, financial reports)
- e. Reports (e.g., reports to granting entity and evaluation components, expenditure reports, financial reports, and other reports as requested or needed)

## 7.2 FILE RETENTION

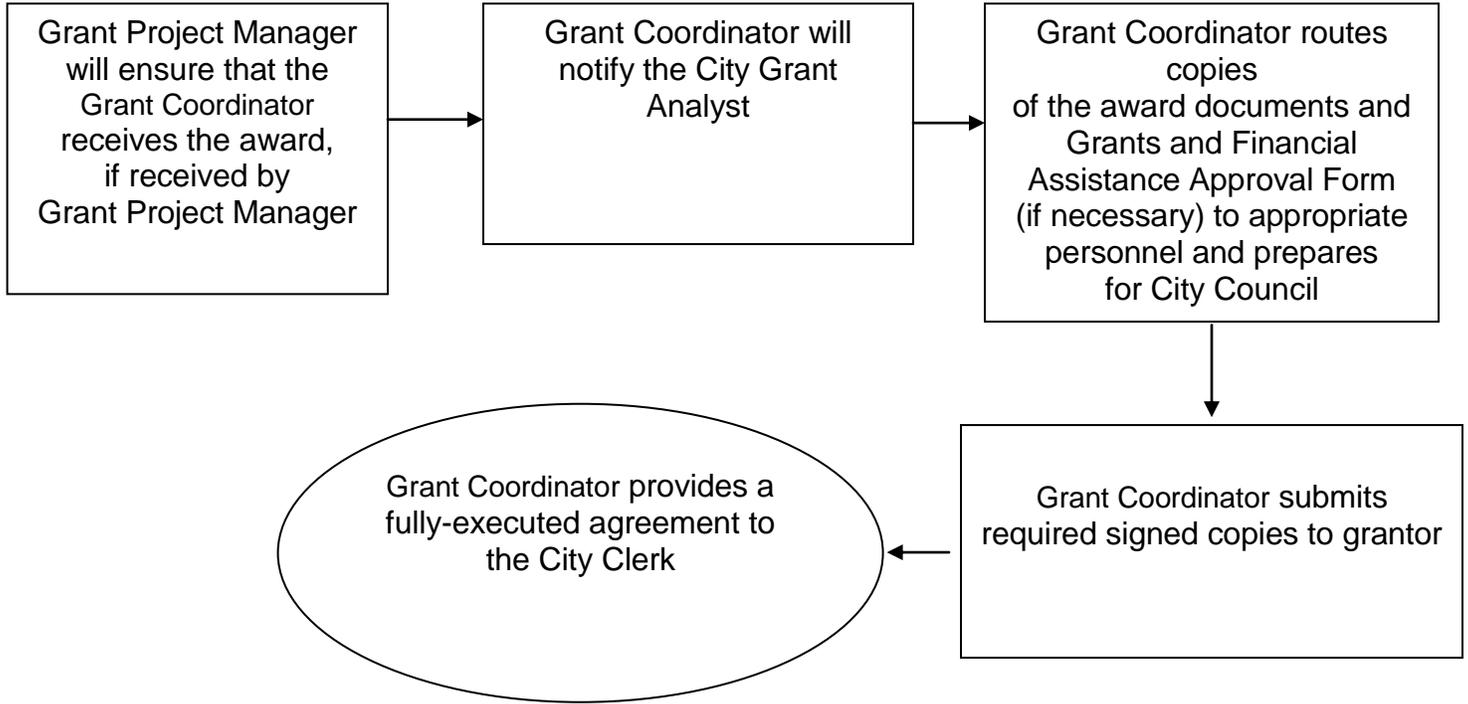
The Grant Coordinator assigned to each grant will house the grant master file within the Professional Standards Division offices. These records will be retained for at least three years following the closure of the most recent audit report unless the grantor requires retention for a longer period of time. It is the responsibility of the Grant Coordinator to ensure that all grant records are properly retained and destroyed. Records must be destroyed in accordance with Florida Public Records law, Chapter 119, Florida Statutes, and applicable City policies. Proof of document destruction obtained from the City Records Department shall be maintained by the Police Planning Administrator.

**Appendix A**  
**Orlando Police Department**  
**Pre-Application Process**



If at any point the grant application is not approved, the award package and the tracking sheet will be returned to the Grant Coordinator.

**Appendix B**  
**Orlando Police Department**  
**Post-Grant Award Process**



If at any point the grant award is not approved, the award package and the tracking sheet will be returned to the Grant Coordinator.