

Policy: 1633.11, Grant Management and Administration

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Distribution Group: All Employees

Review Responsibility: Police Planning Administrator

Accreditation Chapter(s): None

Chief of Police: Eric D. Smith

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I. PURPOSE

The purpose of this policy is to develop, implement, and maintain meaningful grant oversight and coordination for the Department and the City. [City Policy 2320.1 Grants and Other Types of Financial Assistance](#) provides the below definitions of grants covered by this policy.

II. POLICY

This directive supplements City Policy and Procedure Grants and Other Types of Financial Assistance and Directive ACL-D-2320.1, Grants Management & Administration Process.

III. DEFINITIONS

None

IV. PROCEDURES

1. GRANTS AND OTHER TYPES OF FINANCIAL ASSISTANCE COVERED BY THIS POLICY

A grant is a type of financial assistance (in cash or kind) bestowed by a government or other organization (called the grantor) for specified purposes to an eligible recipient (called the grantee). Grants are conditioned upon certain qualifications and are bound by some type of contractual obligation as to the use, maintenance of specified standards, or a proportional contribution (cost share or match) by the grantee or other grantor(s). In addition to grants, there are other types of financial assistance the City receives which may not include the term “grant” but are also covered by this policy. The following list and definitions represent several types of grants and other types of assistance typically received by the city. However, this list is not comprehensive:

- a. **Block Grant:** A broad intergovernmental transfer of funds or other assets by the U.S. federal government to state or local governments for specific activities determined largely at the recipient’s discretion. Block grants are distributed according to legal formulas defining broad functional areas such as housing, health, income security, education, transportation, etc.
- b. **Competitive (Discretionary) Grant:** An award of financial assistance in the form of funds or other assets, by the Federal Government to an eligible grantee, usually made on the basis of a competitive review process.
- c. **Continuation of Any Grant Type:** A continuation grant provides additional funding and/or time beyond the initial grant award budget and/or period.
- d. **Conditional Grant:** A conditional grant involves one grantor seeking the involvement of others by making their grant conditional upon the remainder of the cost being funded from another source.
- e. **Cooperative Agreement:** A type of Federal assistance awarded by a Federal agency when it anticipates having substantial involvement with the grantee during the performance of a funded project.
- f. **Earmark:** Refers to a provision in legislation requiring that a portion of a certain source of revenue be designated for specific projects, usually at the request of a legislator. Typically, the City submits requests for projects to state and federal legislators who seek to obtain funds for those requests, usually to be spent in the district the legislator represents. Earmarking bypasses the normal procedure by which revenues are pooled in a general fund and then allocated among various government spending programs as opposed to a specific project.
- g. **Formula Grant:** A grant that a Federal agency is directed by Congress to make to grantees, for which the amount is established by a formula based on criteria written into the legislation and program regulations. This funding is directly awarded and administered in the Federal agency’s program offices.

- h. Joint Participation Agreement (JPA): A JPA is an agreement between an agency, such as the City, and a Federal or State agency that establishes a joint participation project. A JPA defines the scope, budget, funding source, responsibilities, and any legal provision necessary for the project.
- i. Local Agency Program (LAP) Agreement: A funding agreement between the Florida Department of Transportation (FDOT) and a local agency for use of Federal Highway Administration (FHWA) funds to develop, design, acquire right of-way, and construct transportation facilities, and to reimburse these governmental agencies for services provided to the traveling public.
- j. Loan: A written agreement between the Federal or State Government and the City that outlines terms and conditions associated with a financing transaction. The agreement may indicate the obligations of each party, reporting requirements, possible sanctions for lack of borrower performance, and any restrictions placed on the borrower. Loans other than Federal or State are not covered by this policy.
- k. Loan Guarantee: A program bound by a Federal or State Government statute to pay part or all of a loan's principal and interest to a lender or the holder of a security in the event of borrower default. Loan Guarantees other than Federal or State are not covered by this policy.
- l. Pass-Thru of Any Grant Type: A grant originating from one grantor—generally the federal government—but passed through another grantor—typically the State of Florida—to the grantee.
- m. Reimbursement Program: A grant in which the grantee is reimbursed for eligible expenditures incurred, as specified in the terms of the grant agreement.
- n. Transportation Regional Incentive Program (TRIP) Agreement: State or municipal funds available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed projects that benefit regional travel and commerce.
- o. County Grant: A grant made by a County Government.
- p. State Grant: A grant made by the State of Florida, which has a corresponding Catalog of State Financial Assistance (CSFA) number. Consult the online catalog for covered classes of financial assistance.
- q. Federal Grant: A grant made by the Federal Government, which has a corresponding Assistance Listing (formerly called Catalog of Federal Domestic Assistance (CFDA) number). Consult the online catalog for types of financial and nonfinancial assistance.
- r. Foundation Grant: A grant made by a philanthropic foundation.
- s. Corporate Grant: A grant made by a corporate foundation.
- t. Workshare Agreement: Proceeds received and expended under an Equitable Share Agreement. Equitable Sharing processes and procedures is covered under Policy 1629 Law Enforcement/Federal Asset Sharing

Trust Funds. For the purpose of this policy, assets received under the Department of Defense 1033 program will be covered.

2. OPD GRANT ROLES AND RESPONSIBILITIES

2.1 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.

2.2 POLICE GRANTS AND 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 Grants & Management Analyst is also responsible for coordinating all grant purchases with the Grant Project Manager and City Procurement personnel 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.

The Police Planning Administrator and the Police Grants & Management Analyst are also referred to as Grant Coordinator.

2.3 GRANT PROJECT MANAGER

The Grant Project Manager is assigned by the Chief of Police or designee to manage the grant funded project or program (usually a lieutenant or above, or civilian manager). 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 or review a grant requisition and submit it to the Quartermaster Unit for processing.

2.4 POLICE LEGAL ADVISOR (CHIEF ASSISTANCE CITY ATTORNEY)

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

2.5 OPD FISCAL MANAGER

The OPD Fiscal Manager is responsible for completing all financial-related reports to the grantor unless otherwise required by the grantor.

2.6 ADMINISTRATIVE SERVICES BUREAU DIRECTOR

The Administrative Services Bureau Director is responsible for the overall oversight of the Department's grant management, including grant-funded procurement processes.

2.7 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.

3. 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 initiating any grant application, earmark request, grant concept paper, or letter of intent process. 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 or designee for review, when required.

Once approval to apply for a grant is received, it is the responsibility of the Grant Coordinator to complete the grant application documents, earmark request, concept paper, letter of intent, and any other and all required documentation with project information provided by the grant manager. The Grant Coordinator will submit all grants, earmark requests, concept papers, and letters of intent to the grantor. 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).

4. 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 Grants Manager via email for distribution to the parties designated on the form.
- d. Work with the Police Legal Advisor or designee to prepare the City Council Agenda Item for City Council approval to submit the grant application, when applicable.
- e. Complete the grant application.
- f. Submit grant application.

5. AWARD NOTIFICATION, REVIEW, AND ACCEPTANCE

Grant agreements are legal contracts. It is the responsibility of the City and the Department to adhere to all 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, it will be necessary for the Grant Project Manager to coordinate with the Grant Coordinator, the Police Legal Advisor 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.

5.1 PROJECT MANAGER

If the Grant Project Manager is notified directly, 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 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.

5.2 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 Grants Manager and OPD Fiscal Manager of award.
- b. Send the Grants & Financial Assistance Approval Form to the City Grants Manager 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)

6. GRANT PURCHASES AND INVENTORY CONTROL

6.1 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. In addition, some grant programs may have additional procurement requirements, and those requirements must also be adhered to. The Grant Project Manager will obtain information for the requisitions, as required by Purchasing Directive PUR-D-1301 and any applicable City purchasing requirements.

Processing Grant-Related Purchase Requisitions: A purchase requisition is an internal (city) document requesting permission to buy goods or services, which ensures budget compliance and authorization. A requisition must be completed for all grant-related purchases, regardless of cost. The Grant Project Manager will provide, via email, all grant-related requisitions to the Grant Coordinator for approval and processing. The Grant Coordinator will check the grant for allowability and then will forward the approved requisition to the Quartermaster Unit. The Grant Project Manager should not provide grant related requisitions directly to the Quartermaster Unit. **The Grant Project Manager should not pay for any grant-related items using a credit card.** The Quartermaster Unit may pay for items via credit card for micro purchases (under \$5,000 and non-repetitive) only upon receipt of a requisition by the Grant Coordinator. The Quartermaster Unit must attach that requisition to the Credit Card purchase in the financial system upon purchase.

Purchase Orders: Upon the submission of a requisition, the Quartermaster Unit may create a Purchase Order (PO), which is the subsequent external, legally binding contract sent to a vendor to fulfill the approved requests. A PO may be created for items that are \$5,000 or more, in accordance with City Policy. A purchase order will generate an invoice that will need to be paid upon receipt.

Processing Invoice Payments: Payment is contingent on a proper invoice that matches the items, quantities, and pricing on the corresponding purchase order. Invoices must include a PO number (if applicable) and must be sent directly by the vendor to AP_invoices@orlando.gov or mailed to Accounts Payable, PO Box 4990, Orlando Florida 32802-4990. The Grant Project Manager should forward any invoices they receive to the City's Accounts Payable Department, AP_invoices@orlando.gov, and copy the Grant Coordinator and OPDFiscal@orlando.gov. **The Grant Project Manager should not pay invoices with a credit card.** The City Accounts Payable Department will pay each invoice via check or ACH.

Travel-Related Expenses: All travel-related expenses must be pre-approved by the Grant Coordinator via email from the Grant Project Manager, prior to the completion of a Spend Authorization in Workday. The email should include the Travel Expense Worksheet. The Spend Authorization should not be submitted into Workday until approval from the Grant Coordinator is received.

6.2 ASSET MANAGEMENT

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 the threshold established by the grantor or city policy, whichever is more stringent, 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.

Additional asset management requirements may be required by specific grant programs. Each grant award, contract, or agreement must comply with all asset management requirements covered by City policy and the grantor requirements.

6.3 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, the Grant Coordinator will inventory grant-purchased property and/or equipment. The Grant Coordinator 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.

7. GRANT REPORTING AND MODIFICATIONS

7.1 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, unless otherwise required by 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.

7.2 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.

7.3 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 Grants Manager.

8. FILE MANAGEMENT AND RETENTION

8.1 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, either electronically or paper files. 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)

8.2 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. 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.

V. FORMS AND APPENDICES

APPENDIX A-OPD Application Process

APPENDIX B-OPD Grant Award Process

VI. REFERENCES

This policy rescinds Policy and Procedure 1633.10

Related Policies: [City Policy 2320](#)

Related Laws: Not Applicable