



## Grants Administration

### .01 Policy

It is the policy of the Bladensburg Police Department to use awarded grant funds as a means to assist in financially supporting programs, equipment, and/or personnel essential to fulfilling the overall department goals and objectives.

### .02 Terms

N/A

### .03 Governing Legislation and Reference

Governing Legislation: N/A

Forms: N/A

### .04 Procedure

#### A. Administration

The Grants Coordinator shall assume primary responsibility for the pursuit of, application for and overall administration of local, state or federal grants funding.

The Grants Coordinator shall liaison with the Town Administrator, senior staff and pertinent operational personnel to determine the parameters of searches for grant funding.

The Grants Coordinator shall have primary responsibility for the security of and access to the department's original grant files.

#### B. Function

The Grants Coordinator shall assume primary responsibility for the following functions:

- Searching for pertinent grant funding; both pro-actively and/or at the specific direction of department staff;
- Facilitating the completion of applications for new or renewal, grant funding;
- Ensuring project personnel complete and submit regular programmatic reports in a timely manner;
- Maintaining records/files of current and archived grant-funded programs, equipment and personnel. Detailed financial reports, invoices, etc. will be maintained by the Town Finance Office;

- Ensuring each grant-funded program is in compliance with guidelines established in the contract by the grantor agency;
- When necessary, assist project personnel in coordinating the application for contract modifications;
- Maintain a master contact list of grantor agency advisors and local project directors and personnel; and,
- Research for potential funding sources as requested or directed to do so.

#### C. Grant Applications

Applications for grant funding will be completed and submitted by the Grants Coordinator at the direction and approval of the Town Administrator and/or the Chief of Police.

Any employee desiring to pursue grant funding will submit a written request through the chain of command to the Chief of Police. Upon approval by the Chief of Police, the written request shall be forwarded to the Grants Coordinator. At a minimum, the written request will include:

- A concise description of the program, personnel or equipment for which grant funding is being sought;
- Justification for pursuing an outside funding source;
- A budget outline; and,
- The name of the primary local contact person.

Each grant/grantor agency has specific and oftentimes unique guidelines to which must be complied with to ensure acceptance of an application. The Grants Coordinator will make themselves available to assist with any grant related issues.

#### D. Grant Records

All written records pertaining to state and federal grant programs must be kept on file for five (5) fiscal years after the contract's closing date. The Grants Coordinator maintains these files, which contain original documents,

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supporting materials, correspondence, etc.

State and federal contracts are considered public record and requests for access to or copies of these records should be handled accordingly.

When circumstances mandate, archive files may be submitted to records retention. However, proper policy and procedure must be followed to ensure the integrity of file contents.

The Grants Coordinator also maintains numerous current and archive files on the computer hard drive, including grant forms, emails, point papers, award summaries, cover letters, etc. The Grants Coordinator will be responsible for the security of the computer files and their contents.

### E. Responsibility for Grant Records

The Grants Coordinator is responsible to ensure all required programmatic reports are completed and submitted correctly and in a timely manner. However, this normally requires the direct input and cooperation of local project directors and/or others involved in the grant-funded project.

Hard copies of some mandated reports are kept on file in the Grant Coordinators work area and in some cases, by local project directors. Electronic copies can be accessed on the Grants Coordinator's computer.

The Grants Coordinator has primary responsibility for completing and submitting required fiscal reports on grant programs.

### F. Compliance

When a grant is awarded, the Grants Coordinator will ensure local project directors or pertinent supervisors are provided with a compliance folder that among other things outlines contract details, reporting requirements, budgetary restraints, etc.

The Grants Coordinator is responsible for ensuring all parties are apprised of and maintain compliance (both fiscal and programmatic) during the course of the funding period.

Fiscal compliance is monitored by the Grants Coordinator and Town Treasurer via regular contact with project directors and their personnel.

When a grant is initially awarded, the Grants Coordinator creates and maintains a compliance folder which typically contains a copy of the contract; the award letter; an award summary; and, a compliance checklist. Subsequently, the local project director or a designee is provided with a copy of the compliance folder for reference.

### G. Contract Modifications

All inquiries and requests for contract modifications should be addressed with the Grants Coordinator. Compliance stipulations and/or the Grants Coordinator's discretion may mandate supervisory approval and a written request prior to any changes.

In the case of requests for fiscal modifications, the Grants Coordinator will liaison with the Town Administrator and Town Finance personnel. Supervisory approval and a written request may be mandated by compliance guidelines and/or the Grants Coordinator's discretion.

### H. Contact List

The Grants Coordinator maintains a contact list of grantor agency advisors and local project directors and field contacts. This list is updated as necessary.

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HISTORY: Adopted July 1, 2014

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is written in a cursive style with large, looping letters.

Charles L. Owens  
Chief of Police