

GENERAL ORDER

April 2016

Immediately

II-29

Distribution: All Employees

Subject: **GRANT ADMINISTRATION**

Index as:	Administration, Grants	Needs Assessment	RFP
	Grants	Police Grants Project Coordinator	Special Projects Manager
	Grants Coordinator, Police	Proposal	
	Matching Funds	Request for Proposal	

Accreditation Standards:

Cross Reference: [I.O. V.5:31, Problem Solving](#)
City Administrative Policy #10602, Grant Application and Administration
City of St. Petersburg, Grants Administration Manual

Replaces: G. O. II-29, Grant Administration (April 28, 2016)

This Order defines the policies and procedures of Grant Administration. It consists of:

- I. [Introduction](#)
- II. [Policy](#)
- III. [Definitions](#)
- IV. [Application Procedures](#)
- V. [Project Administration](#)
- VI. [Reporting](#)

I. INTRODUCTION

A. Traditionally, local, state, and federal governments, along with private funding sources, have provided special grant monies to criminal justice agencies, often through a competitive review process, in order to address criminal activity, promote safety, and improve the overall quality of life in communities.

B. Grant funding has encouraged law enforcement agencies to develop and incorporate innovative approaches to policing that could not have been attempted if outside funds had not been available.

II. POLICY

A. All employees of the St. Petersburg Police Department are encouraged to present potential funding opportunities and project ideas through the Chain of Command, where a decision will be made on the feasibility of the project. Many innovative ideas which could be furthered by means of grant funding originate at the street level.

B. The Department encourages all personnel to be conscious of opportunities for grant funding. These ideas could come from neighborhood associations' concerns, research projects, or a newly identified need in the community or within the Department.

C. The Department will follow City Administrative Policy #010602, *Grants Application and Administration* when obtaining and administering all grants.

III. DEFINITIONS

A. Grant – A contribution of money made by a foundation or government source to an organization, institution, group, or individual to accomplish a specific or general purpose.

B. Matching Funds – The amount of money that an organization receiving a grant must contribute to the implementation of the grant program.

C. Needs Assessment – Documentation of conditions that exist and which can be shown to impact a specific group of persons in an unfavorable way, and the identification of the resources necessary to improve that condition.

D. Police Grants Project Coordinator – The individual within the Police Department appointed to a specific grant award to work with the Special Projects Manager and the Manager, Fiscal Services Division, or designee to meet reporting and fiscal spending requirements of the grantor.

E. Proposal – A written request for a grant or contribution that outlines why the grant is needed, the purpose it will serve, the plan for meeting the need, the amount of funds requested, background information about the applicant, and any other information required by the sponsoring agency.

F. Request for Proposal (RFP) – A document issued by a sponsoring agency for the purpose of inviting qualified organizations to submit an application to accomplish a specific scope of work.

G. Special Projects Manager – The individual responsible for the overall compilation of a grant proposal. These duties may include needs assessment, information gathering, writing of the grant, and administration of funded grants. The Special Projects Manager reports directly to the Assistant Director, Administrative Services Bureau.

IV. APPLICATION PROCEDURES

A. Initial Proposal

1. An employee who would like to propose the utilization of an available grant program to address a Department need or new initiative will discuss the opportunity with the affected area's supervisor.

a. The supervisor should consult with the Special Projects Manager to vet the grant program.

b. The following information will be sent to the affected area's Assistant Chief via the Chain of Command for approval. This submission should include:

1) A needs assessment which clearly identifies the nature, scope, and the target group affected by the problem.

2) A brief listing of the goal(s) associated with the proposal and the results anticipated.

2. An employee aware of potential grant funding sources that may be applied to existing Department expenditures are encouraged to forward the following information to the Special Projects Manager:

a. Information detailing the specifics of the grant, *i.e.*, name of the foundation or agency, amount of funding available, and any application stipulations

b. The application date deadline, and

c. A description of matching fund guidelines of the grant, if applicable.

B. Pre-approval

1. If a determination is made to pursue funding, the Special Projects Manager will coordinate the grant preparation and application submission.

a. The Special Projects Manager will work with the Police Grants Project Coordinator within the unit where the project will be implemented.

The employee who recognized the opportunity and submitted the proposal may be considered to serve as the Police Grants Project Coordinator.

b. The Special Projects Manager will complete and submit to the City Grants Officer or designee for review the [Grant & External Funding Application Review Form](#).

2. The **Special Projects Manager** will review the proposal with the Manager, Fiscal Services **Division**, or designee, to identify fiscal responsibilities.

3. Specified grants will require approval/confirmation by the **Special Projects Manager** prior to expenditure of funds.

4. Proposals that have merit, and no immediate potential funding source, will be filed and retained by the **Special Projects Manager** for possible future funding.

C. Development and Submission of Proposal

1. If approved by the **Grants Working Group**, the **Special Projects Manager** will develop the application packet, assisted by other employees as necessary. Those assisting with the development process will be chosen from the Bureau directly involved with, or affected by, the program implementation, unless otherwise specified.

2. While all grant **Requests for Proposals (RFP)** are different, items ordinarily included in the grant application are:

- Introduction** – Project title, name/organization of applicant, name of agency to which the proposal is being submitted, inclusive dates of project, total budget request and signatures of authorized personnel approving the submission. This section should also include descriptive qualifications related to the activity proposed and an overview of the organization's overall purposes and goals. Future funding may also be discussed.

- Problem Statement** – A clear and precise explanation of the problem to be addressed and the need for its solution. It also should establish significance, relevance, timeliness, and how the project would address the cited problem. It should be backed by statistical documentation.

- Program Objectives** – Objectives should be described in measurable terms and should directly relate to the needs identified in the problem statement. If appropriate, there may be a series of both short-term and long-term objectives.

- Methods** – Describes activities to be conducted to achieve the desired objectives. This section includes the sequence of activities and the personnel staffing needed for implementation.

- Evaluation** – A plan for describing how data will be gathered and how it will be utilized to determine the degree to which grant objectives have been met and what methods were followed.

- Budget** – This delineates costs for the proposal and is usually divided into categories such as personnel, supplies and materials, travel, equipment, facilities and indirect costs.

- 1) All stages of the grant process should adhere to both City and Departmental budget constraints and guidelines.

- 2) All costs of the grant proposal must be listed, explained, and if matching funds are required in the RFP, these resources will be identified and discussed.

- 3) Proposed grant budgets will be submitted to the Manager, Fiscal Services Division, who will review fiscal responsibility by the **Special Projects Manager**.

- Budget Narrative** – Will accurately explain each of the project costs as noted in the proposed grant budget. Costs must be reasonable, necessary, and allowable under the grantor's cost and budget regulations.

All projects approved by the Chief of Police must be submitted by the **Special Projects Manager** to the City Grants Office in the pre-application phase. A [Grant & External Funding Application Review Form](#) will be utilized.

3. The **Special Projects Manager** will present to the City's Grants Working Group upon discovery of an opportunity as the proposal is building.

4. After approval is granted by the City's Grants Working Group, the **Special Projects Manager** will prepare the application for submission to the funding agency.

5. Upon receipt of the award letter, the **Special Projects Manager** will request a project setup from the Fiscal Services Division and prepare and route the required City Council resolution and related documentation to the City's Legal Department for review.

6. Following approval of the Council documents by the Legal Department, the resolution, proposal and budget will be sent to the City's Clerk's Office for inclusion on the City Council Consent Agenda for approval by City Council.

7. After City Council approval, a Grants Release Checklist, Grant Agreement, and Council Documents must be submitted to the City Grants Office for review and preparation for the Grant Kickoff Meeting. This Grants Release Checklist will be completed before the award is created in Oracle and before any funds are spent.

8. After acceptance, send staffing requirements, if any, and any special budget and human resource requests to the Fiscal Services Division.

V. PROJECT ADMINISTRATION

A. The Special Projects Manager will:

1. Serve as the point of contact for grant-related matters within the Police Department.

2. Serve as liaison between the Department and the individuals or groups in the community that are involved in the proposed program.

3. When a grant is awarded, serve as liaison between the Department and the grantor. The Special Projects Manager will ensure the Department is represented in a knowledgeable and professional manner.

B. The Special Projects Manager is responsible for compliance, overview, and timely submission of all required progress reports, and non-fiscal grant-related documentation. As well as, the development of guidelines and procedures that follow a successful application and award of grant funds.

C. The Manager, Fiscal Services Division, or designee is responsible for compliance, overview and timely submission of all fiscal grant-related documentation to the grantor.

D. The Special Projects Manager and Manager, Fiscal Services Division, or designee, will work together to maintain compliance with grantor requirements.

VI. REPORTING

A. Grant progress reports include updates to the grantor, summarizing progress towards achieving the goals and objectives of the grant as well as additional required reporting topics during the most recent reporting period.

B. Fiscal reports include updates on expenditures during the most recent reporting period, a summation of the funding spent to date; and the balance of unobligated funds remaining.

C. A *Closing Report* is required at the end of the grant life cycle; and will be completed in accordance with the grantor's requirements to include both program and fiscal requirements.

D. These reports are a stipulation of the award agreement and will directly affect funding. Late or non-submission of required progress and/or fiscal reports may lead to a hold or termination of grant funds.

E. All Units within the Department will assist the Special Projects Manager to ensure grant procedures are followed and documentation is made available.

F. All City departments and private businesses may be utilized as information resources in the compilation of data, as appropriate.

Anthony Holloway
Chief of Police