



Series 100 Administration	Effective Date 01/18/2018	Review Date <i>Three Years</i>	Directive Number 103.4
Chapter 101 - Resource Control			
Reviewing Office Grants and Contracts			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

GRANTS AND CONTRACTS

103.4 - 1 PURPOSE

The purpose of this directive is to *establish requirements for the administration of grants at the City of Detroit Police Department. To develop, implement, and maintain meaningful grant management and coordination for the Department thereby increasing grant related revenue, limiting exposure to grant related legal liability, and improving the efficiency and impact of programs and services funded through grants.*

103.4 - 2 POLICY

This policy is applicable to all commands that seek or are supported by grant funding. This policy is Department-wide, affecting all staff positions and programs involved in any aspect of researching grant opportunities, preparing grant proposals, and administering grants, except where noted otherwise.

103.4 - 3 Definitions

103.4 - 3.1 Budget

The financial plan for the project or program that the awarding agency or pass-through entity approves during the award process or in subsequent amendments to the award.

103.4 - 3.2 Conflict of Interest

A Department member or employee of the City acting or appearing to act on behalf of someone other than the City; or in carrying out duties has or appears to have a self-interest from which a personal profit or gain is realized or that is actually or potentially adverse to the best interest of the City.

103.4 - 3.3 Contract

A legally enforceable and fully executed instrument by which a non-federal entity purchases property or services needed to carry out the project under an award.

103.4 - 3.4 Expenditure

Payment, costs, or disbursements that may or may not be an expense (i.e. assets or liabilities).

103.4 Grants and Contracts

103.4 - 3.5 Gift/Donation

A gift or donation is defined as the receipt of funds, equipment, or services on behalf of the Department from an outside agency, usually private, which may or may not have specific time limitations, require matching funds or special reports, and/or other special conditions.

103.4 - 3.6 Grant Award

A grant award is a funder's agreement that contributes funding to a specific project. When a funder approves a grant award, a formal notice is sent to the recipient. This notice is usually in the form of a grant agreement and outlines the requirements and guidelines of the grant award that the agency must adhere to.

103.4 - 3.7 Letter of Support

Letters of support are written endorsements of an application for funding. They are provided by organizations or individuals who are familiar with the applicant's ability.

103.4 - 3.8 Non-Federal Entities

A state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out an award as a recipient or sub recipient.

103.4 - 3.9 Progress or Performance Reports

A recipient report that contains information on the comparison of actual accomplishments to objectives established for the reporting period.

103.4 - 3.10 Project Lead

The member who is in charge of administering project activities, authorizing dispersal of any grant funds (in compliance with grantor and Department rules and procedures) and ensuring compliance with reporting requirements. The project *lead* shall inform the commanding officer(s) that grant funds are available for expenditure.

103.4 - 3.11 Recipient

A non-federal entity that receives an award directly from an awarding agency to carry out an activity under a grant program.

103.4 - 3.12 Supplanting

To deliberately reduce state or local budgeted funds because of the existence of award funding. For example, when City funds are appropriated for a stated purpose and grant funds are awarded for that same purpose, the City replaces its budgeted funds with the grant funds and shift the budgeted funds to a different purpose.

103.4 - 4 Types of Grants

1. Government (federal, state, and city);
2. Private foundations; and

103.4 Grants and Contracts

3. Corporations.

103.4 - 5 Types of Federal Government Grants

103.4 - 5.1 Block Grants

Grants made to a unit of government (state, regional, or local) for broad purposes, authorized by legislation or administrative policy. Recipients have some flexibility in distributing these funds and may become grantors or funders within the broad purpose of the grant, according to the criteria established by the original grantor.

103.4 - 5.2 Categorical Grants

Funds expended for specific purposes, generally by the recipient, unless the recipient opts to contract to a third party who can provide the service more efficiently or less expensively.

103.4 - 5.3 Discretionary Funds

Awards in which the funding agency has considerable latitude in deciding who can receive funds for what amount, adhering to the general policies or guidelines of the funding source.

103.4 - 5.4 Formula Grants

Determination of amount of award to specific grantees on the basis of a specific formula prescribed in legislation or regulation rather than on the basis of individual project review. Formulas may be based on population, per capita income, age (*i.e. youth grants*), or other demographic characteristics.

103.4 - 6 Procedures

103.4 - 6.1 Command (through channels) Grant Functions and Responsibilities

1. *The command requesting the grant and/or key technical staff are responsible for assisting with identifying funding opportunities and participating in grant proposal writing.*
2. *Personnel assigned to the grant after it has been awarded are responsible for managing the day-to-day functions associated with successfully implementing a grant-funded program.*
3. *The role of each command is to:*
 - a. *Meet with the project lead assigned by the Chief's office and a representative from Grants and Contracts to discuss goals and objectives of the grant program;*
 - b. *Implement awarded grant projects according to the terms and conditions of each grant award;*

103.4 Grants and Contracts

- c. Ensure the grants project lead tracks grant awards, monitors post-award project activities, and consults with Grants and Contracts, as needed, to ensure compliance with organizational and funder policy and procedure; and*
- d. Ensure that project reporting requirements are observed.*

103.4 - 6.2 Pre-Award: Pursuing Grant Funding Opportunities

1. *All grant applications shall be coordinated through Grants and Contracts. Commanding officers requesting permission to apply for a grant shall submit their request on an Inter-Office Memorandum (DPD568), through channels, to Grants and Contracts. All supporting documents relating to the request shall include the following information:*
 - a. Program description;
 - b. Expected benefit to the Department;
 - c. Name of the project *lead* (usually the commanding officer);
 - d. Duration of the program or commitment;
 - e. Projected revenue or value to be received by the Department;
 - f. Revenue match, if required;
 - g. Number of Department personnel required for the program;
 - h. Description and timetable for statistical reports; and
 - i. Any additional information deemed important.
2. *If the grant application is prepared by the commanding officer, it shall not be submitted directly to the Chief of Police or the granting agency. The application must be submitted to Grants and Contracts for final processing. Grants and Contracts will submit the grant request to the Chief of Police for approval.*
3. *An Inter-Office Memorandum (DPD568) shall be completed by Grants and Contracts and submitted to the Agency Chief Financial Officer (CFO) for approval by the Chief of Police. If the Chief of Police approves the request and no additional processing is required, the request will be returned to for processing.*
4. *All grant proposals must be authorized for submission by a resolution of City Council.*

103.4 - 6.3 Post Award: Acceptance of Grant Awards

1. *All grant awards shall be provided to Grants and Contracts for processing.*
2. *Only the Chief of Police, Chief Financial Officer (CFO), or an authorized designee may sign and accept grant awards on behalf of the Department.*
3. *If the grantor agency makes an award to the City, Grants and Contracts will prepare an Inter-Office Memorandum (DPD568), with a copy of the award letter, to the Board of Police Commissioners.*
5. *Grants and Contracts will also respond to requests for supplemental information from the grantor agency. Any communication from the grantor agency to the*

103.4 Grants and Contracts

project lead must be immediately forwarded to Grants and Contracts for appropriate action.

103.4 - 6.4 Implementation of Grant Awards

1. *No funds shall be dispersed or obligated until notification is made by Grants and Contracts to the project lead and all other pertinent personnel that the award has been approved to accept and the required documentation has been completed.*
2. *An implementation meeting with Grants and Contracts, project lead, Office of Departmental Financial Services, and Office of Grants Management will be held immediately upon notification of award acceptance approval. The purpose of the meeting will be to finalize expenditure schedule, and roles and responsibilities in accordance with grant terms and conditions.*
3. *Budget modifications requested by the project lead or mandated by the grantor agency shall require prior approval by the Grants and Contracts supervisor and approval from the awarding agency or as per the terms and conditions of the award letter. All approved budget modifications shall be provided to the Office of Departmental Financial Services, Office of Grants Management, and the Office of the Controller (Grants Accounting) for proper action.*

103.4 - 6.5 Time and Attendance

Time and attendance reports for personnel assigned to a grant program must be authorized and approved by supervisors and/or program management staff knowledgeable of the individual's time and attendance activities. Approved time certifications shall be provided to Grants and Contracts, quarterly.

103.4 - 6.6 Purchasing of Goods and/or Services

1. *All grant funded purchases shall be requested with a completed Purchase, Reimbursement, or Payment Request Form (DPD649) with appropriate ranking signatures and submitted to Grants and Contracts, no exceptions. Grants and Contracts will ensure all purchases are allowable under the terms and conditions of the grant and submitted for approval and processing by the Agency Chief Financial Officer.*
2. *All grant funded contracts shall be requested and coordinated through Grants and Contracts. Grants and Contracts shall submit contracts to the Office of Departmental Financial Services to process in collaboration with the Office of Contracts and Procurement (OCP) to ensure the Department has the necessary goods and services in accordance with all applicable rules, regulations, and legislation.*

103.4 - 6.7 Conflict of Interest

No employee of the Department shall have any personal interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project being worked on.

103.4 Grants and Contracts

103.4 - 6.8 Letter of Support Requests from External Organizations

Letters of Support for a grant application prepared by an external entity, and for which the Department is not a collaborating partner, shall be authorized by a Grants and Contracts supervisor.

103.4 - 7 Financial and Program Reports

The project lead shall work in collaboration with Grants and Contracts to prepare progress/programmatic reports as required by the terms and conditions of the grant agreement. The project lead is responsible for compiling all program (statistical) reports and/or Department records to provide information required by the grantor agency.

103.4 - 7.1 Financial Reports

1. *Grants accounting shall prepare all financial status reports as required by the terms and conditions of the grant agreement. Grants accounting shall submit all financial reports with supporting documentation to Grants and Contracts for review, prior to submission. Grants accounting shall submit reviewed/approved financial reports to the awarding agency.*
2. *Fiscal Operations shall receive appropriate financial records (e.g. attendance records, supply vouchers, etc.) from the program/grant project lead to facilitate preparation of fiscal reports to the grantor agency. These reports shall be prepared and submitted to Grants and Contracts, in accordance with the Detroit Police Department's rules and regulations.*

103.4 - 7.2 Progress/Programmatic Reports

Grants and Contracts, in collaboration with the project lead, shall prepare progress/programmatic reports as required by the terms and conditions of the grant agreement. Grants and Contracts shall submit all progress/programmatic reports with supporting documentation to the Office of Grants Management for review, prior to submission. Grants and Contracts shall submit reviewed/approved progress/programmatic reports to the awarding agency.

103.4 - 8 Inventory of Equipment Purchased with Grant Funding

Commanding officers are reminded that equipment and/or other property accepted on behalf of the Department must be assigned an inventory control number, tagged, and included in the equipment inventory for the command.

103.4 - 9 Grant Closeout

At the conclusion of the program/grant, the project lead is responsible for completing the final status report. Similarly, the Office of the Controller (Grants Accounting) is responsible for the final financial report. Both reports shall be forwarded to Grants and Contracts for final distribution and retention.

103.4 Grants and Contracts

103.4 - 10 *Acceptance of Donations/Gifts*

Commanding officers requesting permission to apply for or accept a gift/donation shall submit an Inter-Office Memorandum (DPD568) accompanied with a letter from the donor through channels to Grants and Contracts. Grants and Contracts shall seek approval by the Chief of Police and provide an approved form to the Office of Grants Management to process for acceptance by City Council.

Note: All donations/gifts must be authorized for receipt by a resolution of City Council with no exceptions.