



# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

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Sheriff

## Grants Management

<b>Distribution:</b>	All employees	<b>Index:</b>	ADM 1302
<b>Responsible Unit:</b>	Planning & Research Division	<b>Rescinds:</b>	ADM 1302 (dated 07/25/19)
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### 1. Purpose

To describe the grant process and the responsibilities of personnel involved in grant management.

### 2. Policy

The Harford County Sheriff's Office (HCSO) will maintain a grants program to locate, apply for, and manage grants that support the mission of the HCSO.

### 3. Definitions

**BUDGET DIRECTOR:** manages all fiscal operations for the HCSO including budget preparation and management, procurement, accounts payable, accounts receivable, payroll, and grant fund management; serves as advisor to the Sheriff on all budgetary and financial matters; performs other duties as assigned.

**BUDGET TECNHIKIAN:** manages all fiscal aspects of grants submitted by and/or awarded to the Sheriff's Office; processes all external training requests for the Agency; processes staff payroll and accounts payable for the Sheriff's Office; performs other duties as assigned.

**GRANT:** a grant is a monetary award to perform certain deeds or services and achieve certain goals and objectives to solve a specific problem or to address an issue. Funding may come from a variety of sources to include, federal, state, and local entities, or from private donors and businesses.

**GRANT COORDINATOR:** facilitates grants for the Agency, from the application to post-award audits.

**GRANT HUB:** folders stored on the Agency shared drives as the central repository of all grant related communications, applications, and paperwork.

**PROJECT DIRECTOR:** unit representative who is responsible for a specific grant during the award period.

### 4. Procedures

#### A. Authority

1. Only the Sheriff has the authority to apply for grants on behalf of the Sheriff's Office.
2. The Sheriff has delegated the responsibility of applying for grant funds, accepting grant awards, and receiving grant funds to the HCSO Grant Coordinator.

3. The Sheriff has established that the Division Commander of the Planning & Research Division (P&R) will act as the HCSO Grant Coordinator.

B. Responsibilities of the Grant Coordinator

1. Act as the central coordinating point for the development and submission of all HCSO grant applications.
2. Administer all grants for which the HCSO is the award recipient.
3. Continually attempt to identify potential grant funding opportunities that support the mission of the HCSO.
4. Ensure that proper internal and external procedures are followed, and that all grant conditions are complied with, to include the timely filing of reports, maintain copies of all documentation related to any grant, and the necessary documentation is accurate and complete.
5. Ensure compliance with all federal, state, and local assurances, conditions of grant awards, and other requirements.

C. Responsibilities of the Budget Technician

1. Ensure the grant financial tracking is maintained to capture all expenditures and revenues associated with each grant, including the reconciliation of grant financial reports, assignment of financial accounting references for each grant expenditure, and timely requests for reimbursement.
2. Copies of all financial and programmatic reports, along with correspondence, will be kept on file in the "Grant Hub."
3. Ensure proper accountability for all grant procurements, including receipts, purchase orders, and other supporting documentation.
4. Maintain originals of all grant documentation, develop a grant binder for this documentation and maintain said binder until the grant is completed.

D. Grant Application Process

1. All grant activity must be coordinated with P&R prior to application development or grant submission.
2. No grant award funds will be expended without approval from the Budget Director or his designee.
3. P&R will develop and maintain the liaison necessary with all potential and actual grantors.
4. All employees are encouraged to identify potential funding sources to help support the mission of the HCSO.
5. Once a potential funding source is identified, a packet containing the solicitation (i.e., Notice of Funding Availability (NOFA)) and the proposed use of the funds will be forwarded to the Grant Coordinator or P&R.

6. P&R will screen the packet, before effort is expended to pursue the grant, to verify that the HCSO is eligible for an award under the program and that the need is compatible with the solicitation.
7. Employees with a vested interest in the success of the proposed project and/or with technical expertise that the application requires may be asked to provide P&R with assistance constructing portions of the grant application.
8. Employees working on federally funded projects disclose any personal or organizational relationship that might compromise the integrity of the project for example any relationship that would pose a personal or organizational conflict of interest or the appearance of a conflict of interest.

#### E. Grant Application and Award

1. P&R is responsible for preparing grant applications and the Grant Coordinator will work with the Project Director to ensure that the application is complete and accurate.
2. If matching funds are required, the Grants Coordinator and the Project Director will obtain a commitment of matching funds from the Budget Director before applying for the grant.
3. When required, the Grant Coordinator will use an electronic application to apply for grant funds.
4. The Grant Coordinator will arrange for the Sheriff and Harford County Executive to sign the original grant application and award when needed.
5. The Budget Technician will prepare the Harford County Grant Review Checklist for all grant applications and forward same to Harford County Government for review and necessary signatures.

#### F. Grant Modifications

1. Project Directors will closely monitor grant expenses and notify the Grant Coordinator and Budget Technician when the scope of a project changes, when a no-cost extension of a grant is needed, or when changes to the budget are required.

#### G. Reports

1. Project Directors will:
  - a. Ensure that all programmatic and performance measure data is forwarded to the Grant Coordinator and Budget Technician in a timely manner in accordance with the general and specific conditions of the grant.
  - b. Forward copies of all documentation to the Grant Coordinator, to include overtime slips, equipment packing lists, receipts, project evaluations, and any correspondence from the grantor.

#### H. Quarterly Grant Review

1. The Budget Technician will schedule quarterly grant review meetings.
2. The Project Director or his designee must attend all quarterly grant review meetings.

3. The Budget Technician will prepare all draft quarterly financial reports for review by Project Directors, the Budget Director, and the Grants Coordinator then file these reports in a timely manner.

I. Closeouts

1. Project Directors will submit final programmatic and performance measure data to the Grants Coordinator and the Budget Technician in a timely manner to meet state or federal closeout deadlines.

J. Grant Funded Equipment

1. Federal law requires that all equipment obtained through grant funding be retained by the affected agency for a period of five years.
2. After the five year period, the equipment can be disposed of, sold, or converted to any use designated by the affected agency.
3. Project Director will maintain a grant equipment inventory to effectively and efficiently identify and track the location and condition of all equipment acquired through a grant.

***Approved***

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***JEFFREY R. GAHLER***  
***SHERIFF***

***DATE*** \_\_\_\_\_