



Jeffrey R. Gahler,  
Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Grants Management

<b>Distribution:</b>	<b>All Employees</b>	<b>Policy Number:</b>	<b>ADM 1302</b>		
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>	<b>Rescinds:</b>	<b>ADM 1302 (dated 07/25/19)</b>		
<b>Original Issued Date:</b>	<b>07/25/19</b>	<b>Revision #:</b>	<b>2</b>	<b>Latest Revision Date:</b>	<b>10/01/25</b>
<b>Latest Required Review was Completed:</b>	<b>09/15/22</b>	<b>Next Review Due:</b>	<b>02/16/27</b>		

### 1. Purpose

To describe the grant process and the responsibilities of personnel involved in grant management, to include clear procedures for identifying, vetting, applying for, and managing grants or other funding sources outside of the Agency's general County allocation. The goal is to ensure the following:

**Transparency:** Ensure all command staff are aware of outside funding sources and purchases.

**Strategic Alignment:** Confirm that spending supports Agency priorities and Notice of Funding Availability (NOFA) approved purposes.

**Compliance:** Avoid issues with the Information Technology (IT) Office, Budget Office, or Command being unaware of purchases or commitments.

**Collaboration:** Provide opportunity for input in case a more urgent or higher-priority purchase qualifies for the same funding source.

### 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 TECHNICIAN:** 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 Commander of the Administrative Services Division (ASD) will be 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. New Grants – Discovery and Vetting

1. Initial Discovery

- a. Any member who identifies a project, initiative, or idea for potential funding consideration should complete Form [SO-162](#) (*Administrative Services Division Grant Proposal Worksheet*).
- b. The Form [SO-162](#) should be sent from the Division Commander to Research & Planning.

*(NOTE: No grant applications should be initiated pending approval by the Bureau Commander or above)*

## 2. Vetting Process

- a. Research & Planning will help coordinate with:
  - i. IT Office – to ensure technical feasibility and compliance;
  - ii. Budget Office – to confirm funding eligibility, matching requirements, and hidden costs.

## 3. Division Assignment

- a. Once vetted, Research & Planning will return the opportunity to the appropriate Division Commander, who will assign personnel to begin the application process.

## 4. Axon-Related Requests

- a. All Axon-related inquiries, requests, or wish list items must be vetted through the supervisor of Building and Technology Services (BATS Unit) before moving forward.

## 5. External or Pass-Through Funds

- a. Any grant funds managed / administered by other agencies (e.g., Maryland Criminal Intelligence Network (MCIN), etc.) must be:
  - i. Reported through the chain of command;
  - ii. Presented at a Captains meeting by the responsible Division Commander.
    - a) The presentation must include:
      - i) Total award amount;
      - ii) Division of funding (how funds are allocated);
      - iii) Planned purchases or project;
      - iv) Rationale for spending decisions.
    - b) This process mirrors the review required for new grants to ensure transparency, alignment, and opportunity for feedback.

## E. Grant Application Process

1. All grant activity must be coordinated with (ASD) 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. ASD and the Budget Office will collaborate to 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., (NOFA)) and the proposed use of the funds will be forwarded to the Grant Coordinator or ASD.
6. ASD and the Budget Office 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 ASD 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.

F. Grant Review at Captains Meeting

1. Before submission, all new or recurring grant applications must be presented at a Captains meeting by the appropriate Division Commander to ensure transparency and provide an opportunity for command staff to confirm priorities and avoid duplication of effort. Presentation must include:
  - a. Grant name and purpose;
  - b. Total funding available;
  - c. Authorized use of funds (per NOFA or governing document);
  - d. Planned purchases or projects.

G. Grant Application and Award

1. ASD and the Budget Office are responsible for coordinating and managing grant applications and 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 Project Director will obtain a commitment of matching funds from the Budget Director before applying for the grant.
3. The Grant Coordinator will arrange for the Sheriff and Harford County Executive to sign the original grant application and award when needed.
4. 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 signatures.

#### H. Grant Award Modifications (GAMs)

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.
2. Any grant modifications including re-allocations must be sent through the chain of command to the Division Commander.
3. The Division Commander should brief their respective Bureau Chief prior to presentation.
4. The Division Commander will present the modification at the next Captains Meeting, explaining:
  - a. Reason for modification;
  - b. Proposed spending plan.

#### I. 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.

#### J. 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.

#### K. 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.

#### L. 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 identify and track the location and condition of all equipment acquired through a grant effectively and efficiently.

## 5. Summary of Changes

- A. On October 1, 2025, the following revisions were made to this policy:
  1. Edits made to Section 1. Purpose to clarify the scope of responsibilities and goal of grant management to ensure transparency, strategic alignment, compliance, and collaboration.
- B. Added Section 4.D Procedures: New Grants – Discovery and Vetting.
- C. Added Section 4.F. Procedures: Grant Review at Captains Meeting.
- D. Revisions made to Section 4.H Procedures: Grant Award Modifications (GAMs) to clarify that:
  1. Any grant modifications including re-allocations must be sent through the chain of command to the Division Commander.
  2. The Division Commander should brief their respective Bureau Chief prior to presentation.
  3. The Division Commander will present the modification at the next Captains Meeting, explaining the reason for modification and the proposed spending plan.
- E. Clarified that ASD and the Budget Office will work closely together during the vetting of potential new grant opportunities and during the coordinating and managing of the grant application and award process(es).

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 10.14.25