



HOWARD COUNTY SHERIFF'S OFFICE
GENERAL ORDER ADM-30
GRANT MANAGEMENT
EFFECTIVE AUGUST 24, 2010

This General Order contains the following numbered sections:

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I. POLICY

The Howard County Sheriff's Office (HCSO) shall seek and manage grants which advance the mission, goals, and objects of the Office. The Office will consider application for all available public and private grants which do not create an unacceptable burden on the Office's resources.

II. DEFINITIONS

- A. Grant – a legal instrument reflecting a relationship between the Federal or State government or private foundations with the Howard County Government (specifically the Howard County Sheriff's Office) when the purpose is the transfer of money, property, or services in order to accomplish a public purpose.
- B. Grantor – the funding agency.
- C. Grantee – the recipient agency of grant funds.
- D. Application – a request for financial support of a project or activity, submitted on a specified set of forms or in a designated format provided by the Grantor.
- E. Grant Coordinator – the person responsible for researching grant opportunities, writing grant applications, overseeing the application process, and monitoring the grant program if funds are awarded.
- F. Program Director – the person authorized by the Grantee and acceptable to the Grantor to assist in the application process and oversee the daily activities of the program or project being funded by outside sources.

III. GRANT APPLICATION PROCEDURES

- A. Grants should be considered on a case-by-case basis and the long-range implications of applying for and receiving grant funds should be carefully considered and should always be in support of the Office's goals, objectives, and priorities.
- B. Any proposed grant project must have at least three (3) weeks time between the release of the funding announcement and the deadline of the application in order to allow sufficient time for the County's pre-approval. Grants with less than three (3) weeks between announcement and application deadline WILL NOT be considered.
- C. If interested in a grant opportunity, an HCSO member will first obtain permission from the Sheriff. The member will:

1. Draft an e-mail that states the problem to be addressed, the proposed project, and an estimated budget (to include any cash match, if necessary).
 2. Send the e-mail, along with any supporting documentation, through the Chain of Command to the Sheriff.
- D. After receiving approval from the Sheriff to proceed with the application process, the requesting party will contact the Research & Planning Section and will provide all relevant information regarding the grant process, including the Notification of Funding Announcement (NOFA) if available.
- E. The Grant Coordinator will then proceed with the application process. The Program Director will review the grant application prior to securing the required signatures from the County Executive and Sheriff, as applicable.

IV. DUTIES & RESPONSIBILITIES

- A. All grant applications shall receive a final signature of authority from the County Executive before submission to the grantor.¹
- B. The Sheriff shall authorize the application to specific grant programs.
- C. Grant Coordinator
 1. Researches grant opportunities and tracks activities and announcements of funding sources.
 2. Notifies Command Staff and other pertinent organizational components of grant opportunities.
 3. Works in collaboration with Program Director to fulfill the requirements of any grant application or proposal.
 4. Ensures eligibility of the HCSO for grant opportunities.
 5. Ensures a review of the grant application/proposal by relevant Command Staff, if necessary.
 6. Secures necessary signatures and submits the application to the Howard County Government for approval at least two (2) weeks prior to posted grant deadlines.
 7. Makes changes as necessary to the grant application and submits the application for approval prior to posted grant deadlines.
 8. Acts as a liaison with Federal, State, and other outside funding sources.
 9. Upon receipt of grant funding, prepares Supplemental Authority Ordinance (SAO) for the Sheriff's approval.
 10. Maintains original files on active grant applications and related correspondence and compiles statistics on grant activity for quarterly progress reports.
 11. Requests alterations to the original project from the grantor, as needed. Any modifications to an original project must be made in writing to the grantor and must be in keeping with the provisions of the original NOFA.
 12. Ensures quarterly progress reports are filed on time and that hard copies (if filing process is electronic) are properly mailed to the funding agency.

¹ CALEA 17.1.1

13. Provides quarterly updates on the status of all grants, awarded and pending, to the Sheriff and Chief Deputy.

D. Program Director

1. Upon receipt of grant funding, monitors the project through the entire grant period and keeps the Grant Coordinator and Fiscal Director informed of activity and expenditures. Complete and accurate documentation must be submitted for audit purposes.
2. Completes all reports (with the exception of financial reports) and forwards a copy to the Grant Coordinator for the original grant files.
3. In the event modifications are needed to the original grant application, coordinates with the Grant Coordinator to notify the grantor of any requested alterations to the original project.

E. Fiscal Director

1. Reviews all budgets of proposed grants.
2. Ensures that the budget in all applications clearly delineates costs to be met by the funding source and those provided by other sources or through in-kind donations.
3. Ensures that grant funds will not be used to supplant local funding.
4. Assesses County budget impact, if any, when grant funding is awarded, to support items such as vehicles and equipment. Future budget implications shall also be evaluated.
5. Verifies that matching funds are available, if required.
6. Ensures that all grant funds are exhausted prior to the grant period ending date. Purchases shall be undertaken to accomplish this task upon approval of the Sheriff.
7. Prepares and submits all fiscal reports required by the grantor and submits a copy to the Grant Coordinator for the original grant files.
8. Provides updated grant fund balances to the Grant Coordinator, Program Director, applicable Supervisors, and the Sheriff, at least quarterly.

V. GRANT MONITORING & REPORTING

- A. The Grant Coordinator will provide quarterly status reports to the Program Director, Fiscal Director, and the Sheriff to advise of quarter closings, required reporting, and grant ending dates.
- B. The Program Director is responsible for submitting progress and performance reports as required by the grant and assists the Fiscal Director in the completion of financial reports, as necessary. A copy of these reports will be submitted to the Grant Coordinator for inclusion in the original grant files.
- C. The Fiscal Director is responsible for monitoring grant expenditures and completing the required financial reports.
- D. The Program Director is responsible for approving all progress and performance reports.
- E. The Fiscal Director will facilitate compliance with auditing provisions.
- F. The Program Director will initiate any grant modifications and secure approval through the Chain of Command before submitting said modifications to the Grant Coordinator.

- G. The Grant Coordinator will be the central repository for all activity pertaining to each grant. Any correspondence, modifications, reports, etc. will be maintained in the original grant files in the Research & Planning Section.

VI. SPECIAL CIRCUMSTANCES

- A. In some situations, particularly with recurring grants, it is beneficial to have particular individuals outside of the Research & Planning Section prepare applications, prepare and submit reports required by grantors, and maintain original grant files in their sections.
 - 1. The Chief Deputy must approve these exceptions.
 - 2. Research & Planning must continue to be informed of these activities and supplied with documentation for their files.
- B. On occasion, grants or funding requests are precipitated by other Office components. For example, grants awarded by the Department of Homeland Security. The Research & Planning Section shall be notified and appropriate documentation forwarded to their office.

VII. CANCELLATION

This General Order cancels and replaces *General Order ADM-30 Grant Policy*, dated July 30, 2009.

Authority:

James F. Fitzgerald
Sheriff