City of Racine Police Department

Policy and Procedure   *Number:* 225

Subject: **Grant Management Guidelines**		
Date Issued: **07-21-06**	Effective Date: **09-15-11**	Revision Number: **1**

POLICY:

When a member is assigned to oversee any portion of the grant management process, the member should review and become familiar with this policy to ensure that the Department remains in compliance with State and Federal grant assurances and certifications, finance department guidelines and City protocol.

PROCEDURE:
MEMBER:

1. Identify grant opportunities.
2. Obtain permission from the Chief's office to apply for grant(s). Grant-related communications must be routed through Support Services for tracking.
3. After grant recommendation is approved by the Chief of Police, all related paperwork will be returned to Support Services.
4. Support Services will obtain a grant control number from finance.
5. After the control number is assigned, grant managers will coordinate with the Chief's secretary to compile a formal "Request to Appear" before Council. Prior to requesting a formal communication to Council in support of a particular grant opportunity, the following information must be forwarded to the Chief's office:
    a. What will the grant accomplish?
    b. What is the timeline of the grant (start date/end date)?
    c. What is the cost of the proposed project?
    d. What are the Department's obligations (matching funds, etc.)?
    e. Are there any reoccurring maintenance costs?
    f. When the grant funding runs out, are we obligated to sustain the initiative?
    g. Is the service to be performed with grant funds being performed by others? If so, what has been their success?
    h. Have we implemented this initiative in the past?
    i. What is the public perception of the initiative? Is the perception accurate or inaccurate?
    j. Why is this grant good for the city?
    k. If this is computer related, what is the official position of the Management Information Department?
    l. If necessary, have we coordinated with other City departments?
6. The process will proceed to the appropriate committee (and ultimately the full Common Council) for review.
7. After Council approval is confirmed, the application process may proceed.
8. Upon notification that the grant application has been approved, the process must be returned to Council (again via formal request to appear), for Council approval to accept the grant. At this stage of the process, information regarding any financial obligation to the city must be provided to Council members for approval (i.e. required matching funds, in-kind contributions, etc.).
9. Following formal Council approval, Support Services will work with Finance to draw down funds and create account numbers for the various line items listed in the budget.
10. From this point forward, grant managers will be responsible for meeting stated grant obligations (i.e. quarterly, annual and/or closeout reports).
11. Grant managers must be cognizant of spending deadlines. In order to account for potential delays in the process, all requisitions for equipment and requests for overtime reimbursement must be completed no less than six (6) months before the grant spending deadline.
12. Grant managers must work to accomplish the stated goals and objectives of the grant.

DIVISION COMMANDERS: Grant management for a specific grant will be the responsibility of the Division Commander or the Planning Lieutenant as assigned by the Chief of Police.

The Deputy Chief for Support Services will monitor grant spending and reporting to ensure grant compliance and is authorized to establish additional reporting and processing procedures of other divisions as he/she sees necessary.

NOTES: Grant managers should refer to this policy when considering grant applications and managers should periodically review these guidelines to ensure compliance with established grant management protocol.

RELATED PROCEDURE: [Table of Contents](#)

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