

General Order

Houston Police Department



ISSUE DATE:

August 1, 2013

NO.

200-07

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-07, dated September 6, 1996

SUBJECT: GRANTS ADMINISTRATION

POLICY

The Houston Police Department shall apply for funds from external sources to enhance law enforcement and community service efforts.

Only the Mayor of the City of Houston or the Chief of Police may apply for, accept, decline, modify, or cancel a grant application. Also, the Chief of Police is the final authority on any action taken to satisfy grant application and receipt requirements.

This General Order applies to all employees.

DEFINITIONS

Division Grant Coordinator. A person appointed by a division commander to be responsible for the administrative and fiscal activities associated with grants and grant applications at the division level.

Grants Manager. The person responsible for the development, review, submission, and oversight of grant operations. This person is also responsible for monitoring all grant related activities to ensure compliance with applicable laws and guidelines established by the funding agency.

1 GUIDELINES

All grants accepted by the department shall be administered by authorized employees as outlined in this General Order.

Division Grant Coordinators

All divisions using or applying for grant funds shall designate a division grant coordinator. This person shall confer with the Of-

fice of Budget and Finance, Grants Section prior to completion of all grant applications.

Division grant coordinators shall complete grant related administrative and fiscal activities and forward all documentation to the Office of Budget and Finance, Grants Section for further processing. This includes, but is not limited to, all documentation developed for the purchase of equipment or supplies or the acquisition of professional services.

Division Commanders

Division commanders are responsible for all initial program planning, proposal development, program start-up activities, day-to-day program operations, and appointment of a division grant coordinator.

Division commanders are also responsible for administrative maintenance including the retention of accurate and up-to-date grant related records that consist of, but are not limited to, daily time sheets, overtime sheets, and inventory listing of equipment.

Written approval must be obtained from the Office of Budget and Finance prior to records destruction.

Office of Budget and Finance

The Office of Budget and Finance, Grants Section has oversight responsibility for all grants received by the department. The designated grants manager shall monitor all grants to ensure compliance with funding agency criteria and state and federal guidelines.

The Grants Section shall coordinate all internal and external department grant activities and serve as the primary contact with

all funding agencies regarding grant related activities. This will prevent duplication of effort and ensure all grants meet the financial and operational needs of the department. Coordination efforts shall include, but are not limited to:

- a. Serving as liaison with City Council, the Office of the Mayor, and all other City departments on matters relating to grants.
- b. Reviewing all documentation developed to satisfy grant requests and/or guidelines.

All documentation developed for or received from a funding agency shall be routed through the Grants Section for review and filing before being submitted to the Chief of Police.

The Office of Budget and Finance is responsible for the fiscal oversight of all grants received by the department. Oversight duties include, but are not limited to, review, approval, and processing of all requests for expenditures, supplies, professional services, and budget adjustments. The Office of Budget and Finance shall monitor all department grants to ensure compliance with:

- c. The federal Office of Management and Budget policies regarding cost principles, and administrative and audit requirements.
- d. Grant spending plan.
- e. Financial obligations and encumbrances.

- f. All City of Houston administrative procedures and guidelines.

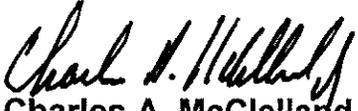
The Office of Budget and Finance is responsible for obtaining the actual funds associated with grants. The Office of Budget and Finance personnel shall establish the necessary relations with other City departments and outside entities to ensure timely receipt of grant monies.

The Office of Budget and Finance is responsible for all budgeting and accounting matters for grants acquired by the department. That office shall serve as the primary Police Department contact with the City of Houston Finance Department, the City of Houston Administration & Regulatory Affairs Department, and the City Controller regarding all grant related accounting and budgeting matters.

The Office of Budget and Finance shall provide technical assistance to division commanders and division grant coordinators in all financial matters. This assistance shall include the preparation of purchase requisitions, grant financial adjustments, and any other documentation needed to acquire funding. This will ensure timely acquisition of grant funds and will determine records retention periods in conjunction with the funding agencies' requirements. The Office of Budget and Finance shall verify the final disposition of records with the funding agencies.

2 RELATED GENERAL ORDER

800-12, Records Retention


Charles A. McClelland, Jr.
Chief of Police