



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



310.08 GRANT APPLICATION 12-17-12

PURPOSE

The purpose of this order is to establish procedures for evaluating, applying and accepting grant funding.

POLICY

It shall be the policy of the Sacramento Police Department that the Fiscal Operations Division is responsible for coordinating the evaluation, application and acceptance of grant funding.

PROCEDURE.

A. IDENTIFICATION AND APPROVAL

1. Department personnel who identify potential grant funding opportunities shall immediately notify the Fiscal Operations Division and management.
2. Grant funding opportunities are extremely time-sensitive. Upon identifying a grant funding opportunity, management shall coordinate the completion of a Grant Request Form (SPD 037) and forward it to Fiscal Operations for review.
3. Upon Fiscal Operations review, the form will be routed to the Chief/Deputy Chief for final approval.

B. APPLICATION

1. If the Grant Request Form (SPD 037) is approved by the Chief/Deputy Chief, the Fiscal Operations Manager shall coordinate the preparation and submission of the grant application.
2. Fiscal Operations shall:
 - a. ensure that all grant application requirements have been met and the application is submitted to the granting agency in a timely manner.
 - b. maintain a permanent file of all grant applications submitted by members of the Department.
 - c. provide technical assistance necessary to complete the grant application process, including:
 - (1) providing appropriate financial data for the grant budget.
 - (2) reviewing the City Council report and Resolution for accuracy if required prior to submission of application.

C. POST APPLICATION

1. Department personnel shall notify the Fiscal Operations Division of any grant awards.
2. If applicable, Department personnel shall coordinate with the Fiscal Operations Division to prepare a Council report and complete award package.
3. Department personnel who receive or generate correspondence regarding any grants shall immediately forward documents to the Fiscal Operations Division.
4. Once grant funding has been awarded and accepted, Fiscal Operations shall provide the financial administration of grant funds.