



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 17.5

TITLE: GRANTS

EFFECTIVE: 10-22-2017

REVISED: Replaces Policy 233

PURPOSE

The purpose of this Chapter is to establish uniform processes for grant applications, grant concepts, grant reporting, and grant site visits.

DEFINITIONS:

Continuation / Continuation Grant—An extension or renewal of existing program funding for one or more additional budget periods.

Grant Adjustment/Modification—Any change and/or correction for any programmatic, administrative, or financial alteration associated with a grant award. These must be approved by the funding source.

Grant—Federal, state, municipal, or private funds, equipment, services, technology, or training procured by the NOPD for a specific purpose or the attainment of specific goals and objectives.

Grant Project Director—The member of the NOPD or partner organization with NOPD on a grant who manages and administers the project and is often times the primary contact. Primary responsibilities include:

- (a) Executing the project as outlined in the funded proposal while adhering to agency grants administration policies and procedures.
- (b) Coordinating with the Grants Administration Unit (GAU) Grant Manager to carry out the project's financial plan as presented in the proposal.
- (c) Reporting project progress to the GAU Grant Manager as outlined in the terms of the award.
- (d) Maintaining an accurate record of project-related expenses.
- (e) Complying with all applicable sponsor rules, regulations, and/or terms and conditions of the award.

Supplementing—To build upon or add to. Funds must be used in addition to the local dollars to enhance service provision.

Supplanting—To replace or take the place of local funding. NOT allowed by federal law.

GRANT PROCESS

1. Members desiring to apply for a grant shall meet with members of the MSB GAU. The GAU personnel will study the proposal and, if approved by the Superintendent of Police, prepare the grant application and submit it to the appropriate agency.
2. Individual members outside GAU shall not contact federal, state, municipal, or private agencies to solicit grants. All Response for Proposals (grant applications), Grant Concept Papers, Reimbursement Agreements, and Non-Competitive Awards shall be originated by the Management Services Bureau (MSB) GAU.
3. All grant applications to federal, state, municipal, or non-profit agencies generated through any public/private foundation or non-profit agency as a conduit for the NOPD shall be submitted to the MSB GAU, in advance of submission for proper coordination, origination, and documentation.
4. Upon draft or request for Federal and/or State Grant Agreements, Cooperative Endeavor Agreements (CEA), Memorandum of Understanding and/or Agreement (MOU/MOA), Contracts, amendments, grant adjustments/modifications, and continuations by any member of the Department, the originals and copies of drafts, partially signed or executed documents still requiring signatures **shall be forwarded** to the MSB GAU.
5. Upon final execution of Federal and/or State Grant Agreements, CEA, MOU/MOA, Contracts, amendments, grant adjustments/modifications, and continuations by any member of the Department, the originals and copies of signed, executed documents **shall be forwarded** to the MSB GAU.
6. Copies of all purchase quotes/bids, sole-source documentation, purchase requisitions, P.O.'s, invoices, and/or expenditures involving third-party agreements for payment, CEA, and MOU/MOA shall be forwarded to MSB GAU by the respective Grant Project Director.
7. Members receiving information of a site visit, or a grant-monitoring visit conducted by a federal, state, or municipal representative or other individual representing the awarding agency or institution shall notify the MSB GAU prior to the visit. Such notification shall be made by departmental email to the Management Services Bureau grant manager assigned to the grant and the Grant Project Director immediately upon receiving the information on the pending visit.
8. Questions concerning grants or grant related matters and shall be directed to the MSB GAU.