

	POLICY & PROCEDURE	SERIES # <b>2106</b>	PAGE 1 OF 2
	<b>GRANT ADMINISTRATION</b>		EFFECTIVE DATE <b>10/14/19</b>
			OVERSIGHT <b>CHIEF'S OFFICE</b>
DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P & P #2106 dated 09/12/06.		

I. PURPOSE:

To establish guidelines for the Hampton Police Division in applying for, accepting, and administering grant funds.

II. POLICY:

The Hampton Police Division will continually review and evaluate grant-funding opportunities that have the potential to further our organizational Goals and Objectives. When appropriate, the Division will prepare applications for such grants subject to the approval of the Chief of Police and the City Manager. When the Division receives notification of an award, the grant will be properly administered pursuant to City, Division, and grant guidelines. The commander of the branch/unit that initiates the grant application will have primary responsibility for the administration of the grant.

III. PROCEDURE:

- A. Each branch/unit of the Division will continually explore potential grant funding relating to their general function.
- B. Grant Management is a function of the Project and Grant Coordinator whom falls under the Office of the Chief of Police. The Project and Grant Coordinator serves as a repository for grant announcements and application kits. Copies of all announcements of law enforcement related grant-funding opportunities should be forwarded to The Project and Grant Coordinator.
- C. Grant Management will provide technical assistance in preparing the grant application, Council Agenda Review Forms, and coordinate with the Finance Department and the Office of Budget and Management Analysis. However, the branch/unit that will implement and administer the grant is primarily responsible for preparing the grant application to include project goals and objectives, project work plan, project schedule, and evaluation criteria.
- D. If the grant pertains in any way to traffic safety or traffic enforcement related programs, this request shall be forwarded to the Operations Branch Commander for review prior to it being sent to Grant Management. This is necessary to ensure that the proposed grant does not conflict with the goals and objectives of the Division or other grants presently in operation.

APPROVED:  
CHIEF OF POLICE



The request will then be forwarded by Grant Management through the Administrative Branch to the Chief of Police and City Manager for review and approval.

- E. Approval of the grant application must be obtained by the Chief of Police and the City Manager prior to the submission of the application. This is achieved through the City Grant Approval Process which consists of review and approval from various City departments such as Budget and Finance. The grant application, grant announcement and any other applicable grant information will be forwarded to Grant Management for review prior to submission of the application to the Chief of Police and the City Manager for signature. Grant Management will receive and review all completed grant applications prior to being signed by the Chief of Police. Completed grant applications will be submitted to Grant Management at least ten working days prior to the submission deadline date. This will allow sufficient time for review, any necessary revisions, and obtaining the necessary signatures from the Chief of Police, Finance Director, City Manager, etc.
- F. When the granting authority approves a grant and written notification is received regarding the award, Grant Management will prepare the required Grant Proposal Overview and City Council Agenda Review packages. City Council action is required before accounts will be established by the Finance Department and funding accessed.
- G. Grant Management will maintain copies of all Division grant applications, related progress reports, financial records, and financial reports.
- H. Grant Management will assist the administering branch/unit with the preparation of required grant progress and financial reports, obtain the necessary signatures, and ensure that the reports are submitted to the appropriate funding agency by the required deadline dates.

