

OFFICE OF CHIEF OF POLICE  
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 25 Sep 07

SUBJECT: Revision of Departmental General Order N-9, POLICE GRANTS  
(Rev. 5 May 00).

The subject order has been revised to update Departmental policy and procedures regarding grant applications and awards, and responsibilities for program and fiscal control.

The evaluation coordinator for this order shall be the Fiscal Services Division Manager, who, without further notice, shall forward the required report to the Chief of Police on or by 25 Mar 08.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1.

By order of



For Wayne G. Tucker  
Chief of Police

Date Signed: 9/19/07



DEPARTMENTAL  
GENERAL  
ORDER

Effective Date:  
25 Sep 07

N-9

Index as:

Police Grants

---

**POLICE GRANTS**

The purpose of this order is to set forth Departmental policy and procedures regarding grant applications and awards, and responsibilities for program and fiscal control.

**I. GRANT APPLICATIONS**

- A. The primary coordination, application, monitoring, and narrative and financial reporting of Departmental grant programs shall originate from and be administered by the Fiscal Services Division.
- B. Notification of grant opportunities may originate inside or outside of the Department; however, the responsibility for the timely preparation of complete, competitive applications is the division commander/ manager, in collaboration with the Department's Grants Administrator, assigned to the Fiscal Services Division.
- C. The Fiscal Services Division shall distribute information regarding grant opportunities and assist division commanders/managers in preparing:
  - 1. The proposal narrative, in keeping with the terms and applications criteria as set forth by an applicable funding agency/grantor.
  - 2. The budget portion of the grant application.

All applicable City Central Service Overhead (CSO) and fringe benefit costs designated in City Administrative Instruction 1303, shall be included in the grant application budget, unless the grantor specifically disallows such costs.

- 3. The fiscal impact section of the City Council Agenda Report, prior to submission to the Budget Office for approval.

The Fiscal Services Division shall determine when the amount and complexity of the proposed grant project requires the addition of accounting staff to support the grant. In such cases, a portion of an Accountant II position (typically 15% or 20% FTE) shall be budgeted in the grant as a direct expense, to cover the necessary additional accounting services.

4. City Council agenda items relating to the application for and appropriation of grant funds.

The fiscal impact section of the Agenda Report must include and account for CSO, where applicable, and accounting costs, as appropriate.

D. Division commanders/managers shall:

1. Obtain, evaluate, and complete selected grant application packages, and obtain the necessary approvals from the City Administrator, Chief of Police, and the Fiscal Services Division Manager.
  - a) The City official authorized to sign grant applications is the City Administrator or designated representative, usually an Assistant City Administrator. The City Council authorizes the City Administrator to apply for and/or accept each grant by resolution.
  - b) The grant project director is the Chief of Police.
  - c) The financial officer is the Fiscal Services Division Manager.
  - d) The grant project manager is the division commander/manager and shall be responsible for performing the grant activities and allocating the grant resources.
  - e) If the grant application is successful, the grant project manager shall also be responsible for preparing the necessary progress reports, and all necessary correspondence related to the operation, renewal, or extension of the grant.
2. Request assistance from the Fiscal Services Division in preparing the budget section of the application and the Council Resolution.

At least six (6) weeks lead-time is required to obtain Council approval or denial of a Resolution.

3. Forward a copy of the final application with all the required signatures to the Fiscal Services Manager.

## II. GRANT AWARD AND ACCEPTANCE

- A. Notifications regarding successful or failed grant applications and grantors' requests for additional information shall be forwarded to the Fiscal Services Division.
- B. The original grant award package is generally sent to the Office of the Chief of Police or the City Administrator. Departmental personnel in receipt of a grant award package shall forward the package directly to the Fiscal Services Manager who shall:
  1. Distribute copies of the award letter, special conditions, guidelines, and any related documents to the responsible grant project manager.
  2. Review the award and its conditions and assign staff to prepare an "acceptance and appropriation" resolution if one has not already been adopted by the City Council.
  3. Process the Grant Acceptance Agreement, if any, to the Office of the City Administrator for approval and forwarding to the grantor.
  4. Coordinate the completion and submission of other special conditions and requirements mandated by the grantor.
  5. Establish a grant project budget and advise the responsible grant project manager of the appropriate financial coding to use on time reports and supply orders.

## III. GRANTS MANAGEMENT AND REAPPLICATION

- A. The responsible division commander/manager shall assume the role of, or designate a grant project manager to monitor grant activities, prepare the required progress reports, submit supply orders, ensure that time reports are completed properly, and approve vendor invoices. Copies of progress reports shall be forwarded to the Fiscal Services Division Manager.
- B. The grant project manager shall ensure a grant asset inventory of furniture and equipment purchased with grant funds is taken and maintained.


- C. The Fiscal Services Division shall forward file copies of City Council resolutions, financial reports, budget modifications, extensions, and any required documentation, to the responsible division commander/manager.
- D. Grant funds may not be used beyond the grant award end date. The grantor must approve extensions before expenditures can be charged against unspent grant appropriations.
- E. Grant project managers who wish to reapply for a subsequent year funding of the same grant shall obtain the application package from the grantor. Departmental processing procedures will be the same as for a new grant.
- F. Unspent grant funds appropriated for a multi-year grant (over 12 months) will be automatically carried forward from one (1) fiscal year to another.
- G. Grant funds must be spent in accordance with:
  - 1. The grant award budget; and
  - 2. The City Purchasing Ordinance (Oakland Municipal Code Title II, Chapter 2), City Administrative Instructions and Bulletins, Departmental General Orders, and regulations contained in the grantor's manual and/or handbook, as applicable.
- H. The responsible grant project manager shall make copies of all documentation (i.e., research reports, correspondence, statistical, and progress reports) and retain for the time period specified by the grantor. The originals shall be forwarded to the Fiscal Services Division Manager.
- I. The Fiscal Services Division Manager shall:
  - 1. Review all documentation received from the grant project manager;
  - 2. Make copies of all documentation and retain for files; and
  - 3. Forward the original documentation to the granting agency.
- J. Income generated through grant-related activities shall be reported to the grantor and deposited into a separate trust account under the assigned master grant project. The grant acceptance resolution shall specify that income may be generated and request Council approval to appropriate the trust funds for the specified purpose.

**IV. ACCOUNTING RESPONSIBILITIES**

The responsibilities of the Fiscal Services Division include, but are not limited to the following tasks:

- A. Prepare financial documents in accordance with City, Departmental, and grantor regulations. These documents include, but are not limited to financial progress reports, grant fund transfers and extensions, City budget change forms, journal vouchers, payment requests, project summaries, statements and related correspondence.
- B. Process purchase requisitions and ensures that encumbrances are adequate to complete outstanding orders.
- C. Transfer expenditures between grant projects, as allowed by grantors.
- D. Retain all grant-related documents for auditing purposes and respond to auditor's comments and recommendations.
- E. Request financial documentation and copies of progress reports from responsible unit commanders.
- F. Coordinate the inclusion of the grant in the City's "single audit."

By Order of

  
Wayne G. Tucker  
Chief of Police

Date Signed: 9/18/07