

WRITTEN DIRECTIVE



SUBJECT:	Grant Management and Administration
ORDER TYPE:	Standard Operating Procedure
ISSUED DATE:	12/31/2021
EFFECTIVE DATE:	12/31/2021
DISTRIBUTION:	All Chiefs, Captains, Lieutenants, Budget & Procurement and Grants Management personnel
CALEA STANDARDS:	N/A

PURPOSE

The purpose of this directive is to establish procedures for the effective management and oversight of the funds associated with each police department awarded grant and grant related requirements such as progress reports and/or other services.

POLICY

It shall be the policy of the Camden County Police Department to ensure a *Grant Management and Administration Plan* is implemented for every award benefiting the department. The plan shall state policies and procedures that maintain accounting/management records and services associated with each grant awarded.

Only costs allowable under the specific grant, supported, and in accordance with applicable laws, regulations, guidelines and terms and conditions of the award are authorized.

Progress towards achieving program goals and objectives must be tracked, evaluated, documented and archived.

PROCEDURE

1. GENERAL.

1.1. The department in collaboration with the County of Camden shall meet all requirements associated with each grant awardee. Grant awardee requirements may include: (i) hiring/retaining personnel within specified time frames, (ii) utilizing personnel and or equipment as dictated within each grant's specifications, (iii) submitting on-time progress reports, (iv) providing detail accounting/financial records, (v) matching funds, etc.

1.2. The County of Camden will fully utilize its financial management system to manage awarded grants and ensure that financial system corrects significant internal control deficiencies and produces consistent, accurate, reliable, and verifiable reporting.

1.3. The Administration and Logistics Commander under the direction of the Administration, Logistics and Personnel Bureau Commander is accountable for all provisions of this written directive.

1.4. Grants management personnel shall be responsible for all delegated grant management and administration related tasks.

2. **MANAGEMENT AND ADMINISTRATION**

2.1. **Grant management and administration plan.** Upon receiving notice of a grant award, grant management personnel under the direction of the Administrative & Logistics Commander, shall prepare a written *Grant Management and Administration Plan* prior to the effective date of the award. Details of the following areas of interest must be included in the plan:

2.1..1. Overview

- Purpose and scope of the grant
- Project term and key dates/deadlines
- Project focus and problem area (geographical, crime specific, staffing etc.)
- Project goals and objectives
- Project supporting task and activities (description and assignment)

2.1..2. Award Specific Requirements and Limitations

- Authorized project costs
- Unauthorized project costs
- Local match requirements
- Retention requirements
- Grant specific documentation and reporting requirements

2.1..3. Grant Financial Management

- Total project cost
- Grant drawdown workflows and approval requirements
- Strategy for reconciling unauthorized project costs
- Primary accounting system (description and responsible party)
- Internal control accounting system (description and responsible party)
- Internal audit responsibility, schedule and methodology

- Required accounting documentation of grant expenditures and if required local match (format, content, responsibility)
- Methodology for reconciling underlying records reconcile with the official accounting records

2.1.4. All relevant documents including award letters, guidance materials, reference sources etc. must be attached to the plan as Exhibits.

2.2. **Plan review, approval and distribution.** Each Grant Management and Administration Plan shall be reviewed and approved by the Administrative, Logistics and Personnel Bureau Commander prior to distribution and posting.

2.2.1. Each Grant Management and Approval Plan shall be distributed prior to the award effective date via Power DMS to all Chiefs, Captains, Lieutenants, Budget and Procurement personnel, Grant Management personnel, and any other employees directly responsible for management and administration tasks.

2.2.2. Each Grant Management and Approval Plan shall be posted on Power DMS as a resource document.

2.3. **Project confirmation briefing.** The Administrative Support and Logistics Commander shall facilitate a confirmation briefing with all stakeholder parties having management and administrative responsibilities for the project. Confirmation briefings reinforce the clarity and understanding of the written management and administration plan, provides more detailed requirements and instruction and allows for questions. The following briefing protocol will be followed:

2.3.1. The facilitator opens the briefing by greeting all participants, and identifying the purpose of the briefing and then calls on the presiding commander for his/her opening remarks.

2.3.2. The facilitator then calls on each contributing stakeholder to present his/her understanding of the grant's purpose, scope, goals and objectives, and project tasks specific to his/her area of responsibility.

2.3.3. There is no prescribed format for the confirmation presentation, but it should be tailored to achieve the specific purpose of the briefing.

- 2.3..4. Contributing stakeholders should seek clarifications and gain full understanding of the Grant Management and Administration Plan prior to the briefing, however he/she must seek guidance and ask questions during his/her presentation if they require further clarification.
- 2.3..5. Following the final stakeholder comments, the facilitator will call for any briefing alibis, if none or when concluded the facilitator will then pause and call for the presiding commander's guidance and closing remarks.
- 2.3..6. At the conclusion of the presiding commander's remarks the facilitator ends the briefing.
- 2.3..7. The following stakeholders should participate in the confirmation briefing:
- Chief's Executive Command designee
 - Administrative Support and Logistics Commander (facilitator)
 - Budget and Procurement Personnel
 - Grants Management Personnel
 - County Finance Representative
 - Bureau Commanders

1.2. **Reporting.** The Administrative Support and Logistics Commander is accountable for the preparation and submission via the chain of command of a monthly summary report for each grant award. Additionally, a final aggregated summary shall be submitted at the end of the grant term. All summaries must include at a minimum:

- An evaluation of efficacy
- Summary of compliance issues and actions for reconciliation
- Accounting summary
- Exhibits—including grant drawdown approvals etc.

OTHER PROVISIONS

All personnel are responsible for adhering to the requirements of this written directive until rescinded or amended by written order of the Chief of Police. Employees have an ongoing and continuous responsibility to seek guidance and verify their understanding of this and all directives including orders, policies, procedures, and rules. This directive shall take effect 12/31/2021 and remain in force and effect unless and until it is repealed, amended, or superseded by Order of the Chief of Police. All directives not expressly altered by this order remain in full force and effect.

The provisions of this directive shall be severable. If any phrase, clause, sentence or provision of this directive is declared by a court of competent jurisdiction to be invalid, the remainder of the directive shall not be affected.

Non-enforceability by third parties. This Directive is issued pursuant to the Chief of Police's authority to ensure the uniform and efficient enforcement of the laws and administration of criminal justice by department members. This Directive imposes limitations that may be more restrictive than the limitations imposed under the United States and New Jersey Constitutions, and federal and state statutes and regulations. Nothing in this Directive shall be construed in any way to create any substantive right that may be enforced by any third party.

By Order of

X /Gabriel Rodriguez/

Gabriel Rodriguez #12
Chief of Police