



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 315

**Policy Name** Grant Application Process

**Approved by** *Wendell Franklin, Chief of Police*

**Effective Date** 02/05/2009

**Approved Date** 02/03/2009

**Previous Date** 08/15/2003

## PURPOSE OF CHANGE:

To update policy format.

## POLICY:

The Tulsa Police Department uses grant funding to enhance the budget. Any employee may write a grant request.

The Grants Coordinator is the liaison between the Police Department and other City departments for grant application and administrative purposes. To maintain credibility with the public and our funding agencies, the Grants Coordinator will monitor the entire grant process to ensure that all contract obligations and reporting requirements are honored.

**SUMMARY:** Procedures for utilizing the grant process.

**APPLIES TO:** All police personnel

## DEFINITIONS:

EXECUTED GRANT – a grant contract that has been approved and signed by the contracting parties and filed with the City Clerk.

GRANTS COORDINATOR – the person who oversees the research, preparation, and progress of all grants under the control of the Tulsa Police Department.

GRANT – a source, either public or private, that has allocated funding for a specific type of program. Grants have a definite time frame, specific programs, funding, and procedures to be followed.

OTHER AGENCY GRANTS – grants that are managed by an outside agency but impact the Police Department.

PROJECT DIRECTOR – the person assigned primary responsibility for the operation of the grant and the grant program. This person must ensure that all requirements relating to the project's operation, personnel, budget, and reporting are met within the specified time constraints.

## PROCEDURES:

1. If an officer desires to apply for a grant the officer will complete the following at least 45 calendar days prior to the deadline:
  - a. A proposal no more than two pages long to the Chief of Police, including the following information:
    - 1) The funding agency.
    - 2) The amount of the grant.
    - 3) The matching fund requirements.

- 4) The purpose of the grant and the proposed use of the funds.
- 5) The Project Director.
- 6) Manpower requirements.
- 7) Time requirements or deadlines.
- 8) Duration of the grant.
- 9) Any other pertinent information.

b. Complete a Request for Action and attach it to an *Interoffice Correspondence*.

2. Forward the original and one copy of the proposal to the Grants Coordinator through the chain of command.
3. After ensuring that the proposal is complete, the Grants Coordinator will forward the original and one copy to the Chief of Police.
4. If the Chief of Police denies the request, the Chief will return the packet to the Grants Coordinator who will forward a copy of the denied *Request for Action* to the requesting officer.
5. If the Chief of Police approves the request, the Chief will sign the *Request for Action*. The Chief of Police will forward it, the original packet, and the copy to the Grants Coordinator. The Grants Coordinator will forward it to the Mayor's office.
6. When a decision on the proposal is received from the Mayor, the Chief of Police will notify the Grants Coordinator of the decision. The Grants Coordinator will notify the originating officer.
7. If the request is denied, the process is complete.
8. If the request is approved, the Grants Coordinator will contact the requesting officer and provide assistance in completing the grant process at least 30 days prior to the deadline.
9. The Grants Coordinator will conduct a coordinating meeting with the requesting officer and other appropriate personnel.
10. The requesting officer will write the grant application. The officer may request assistance from the Grants Coordinator in preparing the application.
11. Once the grant application is completed, prepare a new *Request for Action* and forward it to the Grants Coordinator for review.
12. The Grants Coordinator will then forward the grant application packet to the Chief of Police for approval and signature.
13. If approved the Chief of Police will forward the packet to the Grants Coordinator who will take the packet to the Finance/Budget Division and notify the originating officer of this action.
14. After the Mayor reviews the grant application, the packet will be returned to the Chief of Police who will forward it to the Grants Coordinator.
15. The Grants Coordinator will meet with the requesting officer and ensure that all procedures have been followed. The Grants Coordinator and the requesting officer will forward the packet to the grantor agency.
16. When notified that the grant has been awarded by the grantor agency, the Grants Coordinator will notify the requesting officer. The Grants Coordinator will forward a copy of the executed grant to the Personnel/Budget section and to the State Department of Commerce.

17. It is the responsibility of the Project Director to ensure that the Grants Coordinator is notified of the following within five business days:
  - a. Time line requirements.
  - b. Any change in grant status from the original proposals.
  - c. Correspondence relating to the grant.
  - d. Amendments to the grant.
  - e. Quarterly reporting requirements.
  - f. Closeout reports.
  - g. Any other pertinent information.
18. If an officer has knowledge of a grant by an outside agency that has an impact on the Police Department, the officer will contact the Grants Coordinator within five business days of receiving the information.

**REGULATIONS:**

1. The requesting officer or unit shall keep the Grants Coordinator informed during all steps of the grant application process.
2. If a grant is awarded the project director shall keep the Grants Coordinator informed of all information outlined in Procedure 17.

**REFERENCES:** None.

## GRANT APPLICATION CHECKLIST

- Originating Officer      Forward the grant proposal and Request for Action to the Grants Coordinator at least 45 days prior to the grant application deadline.
- Grants Coordinator      Ensure that the proposal is complete and forward it to the Chief of Police.
- Chief of Police      Make a decision and return the proposal to the Grants Coordinator.
- Grants Coordinator      If approved, forward the grant proposal to the Mayor's Office through the Finance and Budget Office. \*
- Chief of Police      When notified of the Mayor's decision, notify the Grants Coordinator.
- Grants Coordinator      Notify the requesting officer of the decision. If approved, assist him/her in completing the grant application at least 30 days prior to the grant application deadline.
- Grants Coordinator      Forward the grant application to the Chief of Police for approval and signature.
- Chief of Police      Return the packet to the Grants Coordinator.
- Grants Coordinator      If approved, forward the packet to the Mayor's Office through the Finance and Budget Office. Attach a note requesting that all originals be returned to the Grants Coordinator. \*
- Grants Coordinator      Forward a copy of the packet to Police Personnel/Budget.
- Requesting officer and  
Grants Coordinator      If approved, forward the packet to the Grantor Agency. \*
- Grants Coordinator      When notified of the decision by the Grantor Agency, inform the Project Director.
- Grants Coordinator      If approved, forward copies of the executed grant to the Finance and Budget Office and the State Department of Commerce. \*

\* If not approved, the process is complete.