

IDAHO STATE POLICE PROCEDURE

04.01 GRANT APPLICATION, AWARD, AND COMPLIANCE

A. General

This procedure facilitates application, award, and compliance processes for grants, and details the mechanism used to notify the Division of Financial Management (DFM) of the potential for this additional funding. Appropriate internal authorization must be obtained prior to any submittal to DFM, and DFM approval must be obtained prior to ISP making application for grants or other outside funding. This procedure applies to all grants, regardless of the amount.

B. Definitions

“Applicant Unit” means the work unit applying for a grant.

“Award Vision” means the section of the electronic ISP financial management system where grants are set up.

“Exit Strategy Letter” means a letter drafted by the applicant unit and signed by the Director providing a detailed plan for ending ISP involvement in a grant-funded project in the event it expires.

“[FSO Contract Administrator](#)” means the person designated to receive, process and retain all contracts, memoranda of understanding, memoranda of agreement, letters of understanding and agreements between ISP and any other entities. The FSO Contract Administrator does not sign contracts, memoranda of understanding or agreement, letters of understanding or agreements between ISP and other entities. Authorized signatories of memoranda, letters or agreements are included within those documents. Only the Director, Financial Executive Officer (FEO) and Deputy Director are authorized to sign contracts.

“Grant” means any funding provided under the terms of a grant, contract, or cooperative agreement.

“Grant administrator” means the ISP employee assigned direct responsibility for documenting project activities and preparing required reports for the agency monitoring the grant award.

“Grant approval form” means the [ISP Grant Approval Form](#) required for pre-approval of grant proposals.

“Grantor” means the agency from which grant funding is sought.

C. Application Process Timelines

1. Internal authorization is a dynamic process involving several levels of review and occurs prior to document submittal to DFM.
2. Documents should be submitted for internal review at least 4 weeks prior to the grant application due date to allow sufficient time for both internal and DFM processes. Majors/Managers may approve exceptions to the four week requirement based on

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operational necessity. Documentation of this approval must accompany ISP Grant Approval form and the Exit Strategy Letter.

3. The DFM requires that the DFM Grant Approval Form be submitted for DFM approval a minimum of two weeks prior to the grant application due date.

D. Pre-Application Approval.

1. Work units intending to apply for a grant must have prior approval for application from the Director and the work unit manager.
2. Applicant unit grant administrators:
 - a. contact Information Technology (IT) for input/review if information technology will be part of or utilized for the project;
 - b. work with the Grants Financial Specialist in Financial Services Office (FSO) to develop the budget and discuss required match, related obligations, and potential administration fees;
 - c. draft an exit strategy letter for the Director's signature;
 - d. complete the ISP Grant Approval Form;
 - e. e-mail the DFM form and exit strategy letter to the FEO mailbox and Cc: the Grant Financial Specialist; and
 - f. Grants Financial Specialist submits the documents to DFM.

E. Application

1. The applicant unit grant administrator may consult with Planning, Grants, and Research (PGR) staff at any time during the application process for assistance or guidance.
2. The grant administrator must ensure all required elements of the application are complete prior to submittal of the application.

F. Award

1. Upon receipt of an award document from a grantor, the grant administrator reviews the grant award document and any special conditions.
2. The grant administrator forwards the award document to the ISP Contract Administrator and a copy to the Grants Financial Specialist.
3. The ISP Contract Administrator will log the contract, forward it to legal if necessary, and send it to the appropriate ISP personnel for signature.
4. Depending on the awarding agency requirements, the Director, Deputy Director, or FEO sign the award document on behalf of the agency to accept the grant award.
5. The grant becomes a binding contract when signed or when funds are drawn, as determined by the grantor.

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6. The grant original, or a copy of the fully executed document, is returned to the [FSO Contract Administrator](#) for retention.
7. A copy of the grant award, including the budget, is submitted to the Grants Financial Specialist.
8. FSO requests spending authority, if necessary.
9. If applying for a new grant or there is a significant increase in an award amount, contact the Grants Financial Specialist and the Budget Analyst to discuss spending authority.
10. PGR and FSO enter the grant information into Award Vision.

G. Compliance

1. Grant administrators:
 - a. ensure compliance with all programmatic and fiscal requirements as stipulated in the grant application and award documents; and
 - b. contact PGR and/or the Grants Financial Specialist as soon as possible for assistance if unable to meet the grant requirements.
2. PGR provides technical assistance.
3. Grants Financial Specialist:
 - a. develops financial reporting documents as needed;
 - b. submits federal quarterly financial reports; and
 - c. provides technical assistance.