

	Houston Independent School District Police Department Directives	DIRECTIVE: 410-009
	SUBJECT: Grant Acquisition/Donations and Fiscal Management	EFFECTIVE DATE: June 12, 2009 REVISED DATE: January 13, 2022

PURPOSE

The purpose of this directive is to describe the policies and procedures regarding the grant and donation process and management for the HISD Police Department. This directive applies to all Houston Independent School District Police Department Personnel.

POLICY

The objective of this policy is to ensure that grants and donations funds comply with HISD policies and procedures. To support this objective, all HISD Police Department personnel shall work with HISD Grant Development Department (GDD), Special Revenue Accounting, and Budgeting throughout the entire grant cycle.

BUDGET

The budget process is administered by the Chief of Police or their designee. Each major division or function within the HISD Police Department may prepare an annual budget recommendation based on functional goals and objectives. The HISD Budget Manager is ultimately responsible for compiling the police agencies' budget recommendations.

The purchasing process is administered by the Chief of Police or his designee.

STEPS FOR GRANT PROCESS AND MANAGEMENT

All grants begin by first submitting an Intent to Apply for Grant Form to Grant Development Department at least fifteen (15) business days before the grant is due to the funder. Grant Development Department will review for approval prior to applying for funding. Grant Development Department will assist in completing and submitting grant applications and proposals to the funding agency, in a timely manner, by the due date.

Upon a receipt of a "Notice of Grant Award (NOGA)," the Police Department Budget Manager will:

- a) Provide the Grant Development Department with the official NOGA or award notification documentation, copy of approved grant application, a grant agreement or contract, and check, if applicable.
- b) Grant Development will prepare board agenda items with the assistance of the HISD Police Department, if applicable.
- c) The Chief Financial Officer and the Superintendent of Schools will submit the Board Agenda Item to the Board of Education for approval.

Once the Board of Education votes to formally accept the grant award at the monthly board meeting, the next day Grant Development Department will submit the original grant award check with the grant award letter, and all correspondence received from

the granting agency to the Accounting Department and send copies to the Budgeting Department and the Police Department receiving the grant.

Once the HISD Board of Trustees accepts the grant by approving the agenda item and receives grant award documentation from Grant Development Department, the Special Revenue Budgeting Manager will be responsible for the following:

- a) Assigning a fund code;
- b) Submitting a SAP Security profile request;
- c) Entering the information into SAP; and
- d) Submitting payroll-related items from the budget to People Soft.

Special Revenue Budgeting will provide the Special Security Division with the following information:

- a) That the funds are available for use in SAP;
- b) The beginning and end date for the use of funds;
- c) The grant terms and conditions and grant period and applicable district policy must be followed to remain in compliance, including the following:
 - 1. Funds cannot be expended, or commitments made before the grant has been added into SAP;
 - 2. The last date for ordering goods is 45 days before the grant ends;
 - 3. The last one for ordering goods is seven days before the grant ends;
 - 4. The last date for ordering goods is 90 days before the grant ends for furniture requisition;
 - 5. The last date to post a goods receipt is ten days before the grant expires.

TRANSFER OF GRANT FUNDS

A department cannot transfer grant funds without review and approval from Grant Development. Transfer receipts must meet the grant's intent and be in writing with the grant coordinator's written approval. The awarded grant funds must be used in a timely manner, and the use of funds must be monitored.

REPORTS

Before submitting a progress report to the funder, the report will be forwarded to the Grant Development Department Senior Manager to review prior to submitting it. Financial reporting will be completed by Accounting Department and submit financial reports to the funder.

GRANT CLOSEOUT

Before the end of the grant period (at least six months, if applicable), the grant will be closed out in accordance with board policies and procedures. If there are questions,

contact the Grant Development Department for guidance and clarification of the process.

STEPS FOR DONATIONS

Upon receipt of a donation, whether cash or in-kind and regardless of the amount of value, two forms are required to process the donation by Grant Development Department. The two forms include:

- a) Donation Intent Form
- b) Donation Letter Form

The Donation Check with Donation Intent Form and Donation Letter must be received in the Grant Development Department and processed according to the board agenda preparation timeline each month.

Once the Board of Education votes to formally accept the donation at a monthly board meeting, the next day Grant Development Department will submit the original donation check with Donation Intent Form and Donation Letter to the Accounting Department and send copies to the Budgeting Department and Police Department.

The Grant Development Department will inform the school or department by e-mail that the HISD Board has approved their donation of Education. Allow 2-3 weeks for processing.

Budgeting Department will set up the donation funds into the Police Department's donation account for access.

The police department will have the ability to use the funds placed in the account based on the donation guidelines (i.e., donor's intent for donation) and District policy.

REPORTS

Some grants require progress reports. Before submitting a progress report to the grant, please forward the report to Grant Development Department Senior Manager to review prior to submitting it to the grantor. Financial reporting will be completed by Accounting Department and submit financial reports to the grantor.

Approved By


Pedro Lopez Jr., Chief of Police