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Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

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FEDERAL FUNDING GENERAL ORDER NO: 2.6.30

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PURPOSE: The purpose of this policy is to outline proper procedures to ensure Federal Funding received is not awarded to debarred entities or used to supplant state or local funds.

POLICY: It is the policy of the Albany Police Department to comply with all standards and conditions contained within Federal Funding as well as the Code of Federal Regulations.

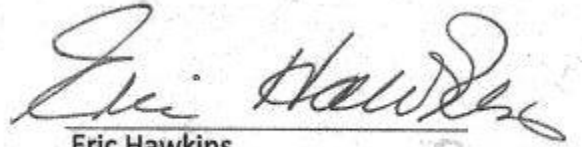
I. FISCAL OVERSIGHT OF FEDERAL FUNDING

- A. Fiscal Unit members along with the Chief of Police or his/her designee shall perform a comparison of the approved grant budget versus the department’s current and prior year operational budgets to verify that related activities and expenditures, including officer salaries and positions are not being shifted.
- B. The Office of the Chief of Police shall review the staffing assignments under the Federal award to verify that only new hires are assigned on the job and are not related to any normal and planned hiring.
- C. Any employee who is funded under the Federal Award have had a notice added to their condition of employment that states:
 - 1. Employment is subject to the availability of these grant funds and they are subject to a reduction in force should these funds be no longer available.
- D. Continuous review shall be conducted by the Office of the Chief of Police and through the Fiscal Unit to meet the grant requirements, and if questions arise, immediate contact with the grantor agency is made to obtain guidance or approval of the expenditures.
- E. The Department will maintain records related to non-supplanting efforts. This file shall include documents detailing the review of the operating budget and all federal grant budgets.
- F. Department and City fiscal staff will research additional ERP modules to expand

the needs of each project as they are developed.

II. ADMINISTRATIVE OVERSIGHT OF FEDERAL GRANT FUNDING

- A.** For each Federal grant applied for and received by the Albany Police Department, or an agent thereof, the Grants Project Coordinator shall be appointed to ensure the grant is executed in an appropriate, lawful, and timely manner to include:
- 1.** Maintaining oversight of the grant from application through execution, ensuring:
 - a.** Compliance with all applicable Federal, State, and Local laws related to procurement; And
 - b.** Contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
 - 2.** Ensuring no employee, officer, or agent participates in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - 3.** Ensuring all procurement is in compliance with 2 CFR §§ 200.317.
 - 4.** Maintaining records sufficient to detail the history of procurement.
 - 5.** Ensuring Federal assistance is not awarded to entities prohibited from receiving Federal funds due to suspension or debarment.
 - a.** When procuring property and/or services with the use of Federal Funding, the Grants Project Coordinator must first verify the entity is not debarred or suspended.
 - b.** Prior to procurement, the Grants Project Coordinator shall verify any relevant entity's current status through the SAM (System for Award Management) website.
- B.** When an award has been made, a request will be submitted to the Treasurer's Office to set up separate budgetary accounts. A request will also be submitted to the Payroll Office to set up a separate overtime code.
- 1.** A link will be created between the budgetary accounts and the overtime code created in order to track expenditures.
- C.** As needs arise, the department will post overtime to be paid from the award account.
- 1.** After the detail is worked, the employee will submit a work request in Kronos using the overtime code associated with the award.
 - 2.** This code will be transferred to the ERP system where payroll is processed and paychecks are cut.
 - 3.** The employee will also complete a grants results form.
- D.** When quarterly reports are to be submitted, a reconciliation of overtime in Kronos, payroll expenses in ERP and grant results forms will be completed prior to submitting fiscal reports.

A handwritten signature in cursive script, reading "Eric Hawkins".

Eric Hawkins
Chief of Police