

ILLINOIS STATE POLICE DIRECTIVE ADM-124, GRANTS

RESCINDS: ADM-124, 2017-045, revised 05-31-2017.	REVISED: 02-01-2022 2022-022
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS (6th Edition): None

I. POLICY

The Illinois State Police (ISP) will identify the resources available through public and private grants, donations, and cooperative service arrangements so the benefits acquired can be distributed in the most effective manner.

II. DEFINITIONS

- II.A. Fiscal Administration of Grants – the assistance by the Financial Reporting/Grants Section of the Office of Finance (OOF), Office of the Director to the Divisions in managing the transfer of contracted funds, donations, or services to ensure the proper use of these resources in accordance with any written agreements.
- II.B. Fiscal Administrator of Grants (the Administrator) - the analyst within the Grants and Financial Reporting Section assigned to the grant.
- II.C. Grant Accountability and Transparency Act (GATA) – Legislation in Illinois to ensure proper monitoring of grants both received and given out by agencies.
- II.D. Legislative Research Unit (LRU) - a unit of the Illinois General Assembly that tracks grant applications and awards for all state agencies.
- II.E. Project Supervisor – an individual from the Division receiving funds through grants, donations, or cooperative agreements and appointed by the Division Deputy Director, or designee, to oversee the administration of these funds.
- II.F. Resource Development - identification and acquisition of financial or service support that might benefit the Department, including government and private grants, donations, and cooperative arrangements for service as well as grant training of department staff.

III. PROCEDURES

- III.A. Research and Development Unit staff of the Director's Office will:
 - III.A.1. Provide information on pertinent funding opportunities to command personnel.
 - III.A.2. Coordinate resource development activities and assist with the grant submission process, if requested by the Project Supervisor.
 - III.A.3. Upon request, provide technical assistance to any division seeking resource assistance or preparing applications and proposals.
 - III.A.4. Provide assistance in initiating and coordinating contacts with potential resources, if requested by the Project Supervisor.
 - III.A.5. Coordinate activities with the administrators in OOF.
- III.B. The Administrators in OOF will:
 - III.B.1. Upon request, provide budget planning assistance to any division preparing a grant application or proposal.
 - III.B.2. Review all grant applications, awards, agreements, adjustments, or extensions prior to submission to the granting agency.

- III.B.3. Assist the Project Supervisor with the fiscal administration of grants, donations, or contracted service arrangements awarded.
- III.B.4. Prepare fiscal reports concerning a grant or contract for submission to the funding agency or contractor.
- III.B.5. Ensure the Department complies with 2 CFR 200 for all federal grants received.
- III.C. The Supervisor of Financial Reporting/Grants Section will:
 - III.C.1. Prepare an annual report for the previous fiscal year of grants submitted, pending, and administered by the Department. The report will be submitted by January 1 to the Director and the Deputy Directors.
 - III.C.2. Coordinate and inform the LRU of all grant activities by providing copies of all grant applications and awards, along with forms LRU 191 and LRU 192.
 - III.C.3. Ensure the Department complies with all GATA rules and regulations including keeping the Catalog of State Financial Assistance updated.
 - III.C.4. Be recognized as the Chief Accountability Officer for GATA purposes.
- III.D. The Project Supervisor will:
 - III.D.1. Initiate a grant application once a potential source of funds has been identified to meet a resource need and attempt to determine, through the chain-of-command, there are no competing applicants within the Department.
 - III.D.2. Complete a Document Review Cover Sheet, form ISP 1-129 for fiscal and legal review of any grant application, award, or agreement prior to obtaining the Director's signature.
 - III.D.2.a. The Document Review Cover Sheet should be routed first to OOF and then to the ISP Legal Office for signature unless timelines are an issue.
 - III.D.2.b. If time constraints exist, a Document Review Cover Sheet can be sent to both offices simultaneously for review/signatures.

NOTE: The Project Supervisor should also complete a Document Review Cover Sheet for review by OOF prior to a grant proposal submission that does not require the Director's signature.
 - III.D.3. Notify the Administrator of grant activity progress as it occurs and, upon request, assist with financial reporting.
 - III.D.3.a. The Project Supervisor will communicate, in writing, to the Administrator anything having a significant impact on grant progress.
 - III.D.3.b. The Project Supervisor will notify the Administrator, in writing, of any requests to the funding agency for approval of any deviation from the original grant, donation, or contractual service. The Administrator must review any budget adjustments before submission to the granting agency.
 - III.D.4. Provide a copy of the final application/proposal submission, award, extension, and any grant adjustments to the Administrator.
 - III.D.5. Complete or arrange for completion and submission of all reports and documents that may be required by the grant.

| Indicates new or revised items.

-End of Directive-