



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-75 (Formerly 1-03 and 8-1)

Effective: 04/24/2023 Review: 04/24/2024 Replaces: 09/08/2021

1-75 GRANT ADMINISTRATION DIVISION (FORMERLY PLANNING DIVISION)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque Administrative Instruction (AI) Number 2-26 Procedures for Applying and Implementing Federal/State Grants
City of Albuquerque Administrative Instruction (AI) Number 6-4 Capitalization of City Assets
ROA 1994, §§ 2-12-1 to 2-12-8 Capital Improvements

D. Rescinded Special Order(s)

None

1-75-1 Purpose

The purpose of this policy is to establish the guidelines and responsibilities of the Albuquerque Police Department (Department) Grant Administration Division (GAD).

1-75-2 Policy

It is the policy of the Department to maintain a Grant Administration Division (GAD) under the command of the Support Services Bureau to oversee, supervise, and manage the GAD, the Capital Implementation Program (CIP), Building Maintenance, and other special projects as assigned by the Chief. GAD is responsible for ensuring all current Federal, State, and local grants are properly maintained including meeting deadlines and reporting requirements, as well as confirming grant compliance with all laws, regulations, and City policies. GAD will coordinate with outside agencies, vendors, and City departments for CIP and construction/building maintenance projects to certify deadlines, reporting requirements, and fiscal compliance. GAD will provide weekly updates to the Chain of Command regarding grants, building maintenance/projects, CIP, and personnel.

N/A 1-75-3 Definitions

A. Capital Implementation Program (CIP)



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A program to enhance the physical and cultural development of the City by implementing the Albuquerque/Bernalillo County Comprehensive Plan and other adopted plans and policies.

B. Grants Administration

Application development using knowledge of organizational needs, grants management (pre and post-award), progress monitoring and reporting, and responsible for all technical, programmatic, financial, compliance, and administrative aspects of all Department grants.

C. Special Project

Any construction/building maintenance, project or repair, of an APD building or structure.

7 1-75-4 **Rules and Responsibilities**

A. General Responsibilities

1. The Grant Administrator shall:

- a. Lead the Grant Administration Division (GAD);
- b. Monitor and supervise the GAD personnel in accordance with APD Standard Operating Procedures (SOP), City policies, and rules and regulations;
- c. Be responsible for the maintenance of all current grant awards to include meeting all reporting requirements and deadlines;
- d. Be responsible for seeking out and applying for future awards; and
- e. Be the point of contact coordinating construction repair for all CIP and building maintenance and construction projects.

2. For the Capital Implementation Program, consistent with the City's Capital Improvements Ordinances, the Grant Administrator shall:

- a. Support the City's implementation of the Albuquerque/Bernalillo County Comprehensive Plan under the Chief's directive;
- b. Submit Project Request Forms and reports, as needed;
- c. Plan, prioritize, and manage the activities of the Capital Implementation Program through appropriate budget forecasting and management;
- d. Provide leadership through oversight of construction activities, ensuring all construction and/or renovation projects are a comprehensive design, on schedule, and within budget, according to the direction of the Chief of Police;
- e. Review and approve technical proposals, documentation, contracts, project reports, and pay applications; and
- f. Identify concerns and recommend solutions.



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3. Grant Administration Division personnel under the Grant Administrator consists of the Grant Analyst, Grant Coordinator, and Management Analyst, and Facilities Coordinator.
 - a. The Grant Analyst shall:
 - i. Prepare, review, monitor, submit, and set up Grant projects;
 - ii. Finalize and close out Grants;
 - iii. Submit and manage Claims;
 - iv. Prepare weekly reports
 - v. Prepare annual reports; and
 - vi. Participate in all weekly and monthly Grant meetings.
 - b. The Grant Coordinator shall:
 - i. Supervise the Management Analyst;
 - ii. Prepare all weekly and monthly Grant meetings;
 - iii. Participate in all weekly and monthly Grant meetings
 - iv. Review and monitor open Grant projects; and
 - v. Manage annual Grant applications
 - c. The Management Analyst shall:
 - i. Report to the Grant Coordinator;
 - ii. Update online Grant Administration Division databases;
 - iii. Receive, prepare, and examine purchasing Grants;
 - iv. Participate in all weekly and monthly Grant meetings;
 - v. Organize all Grant reporting; and
 - vi. Review open Grant Projects with the Grant Coordinator and Grant Administrator.
 - d. The Facilities Coordinator shall:
 - i. Report to the Grant Administrator;
 - ii. Coordinate maintenance, construction and property management operations and activities;
 - iii. Establish schedules and methods for providing facility operations services;
 - iv. Ensure the Grant Administrator is kept up to date on all projects/repairs;
 - v. Coordinate services within APD and City departments, as well as outside service providers/vendors; and
 - vi. Ensure projects/repairs are completed in a timely manner and with budgetary guidelines.
4. Grant Administration Division personnel shall abide by the City's Administration Instruction Number 2-26.