

# GRANT ASSISTANCE PROGRAM (GAP)

## Frequently Asked Questions

1. Can a small agency apply with 1 or 2 other small agencies? **Yes.**
2. If an agency was awarded a grant in one year, are they eligible to apply for the following fiscal year? **Yes.**
3. Do I need to submit time sheets along with the monthly invoices? **No, but documents must be kept with your records for any possible audits.**
4. After our grant is approved, can we change any of our category amounts (while keeping the grant total amount the same)? **Yes. Personnel Services budget amount can be changed but Operating Expenses (maximum \$2,500), Equipment (\$2,500), and Travel/Registration Fees (maximum \$2,000) can only be changed up to their maximum amounts. Maximum amounts could change pending the current fiscal year.**
5. What is the procedure for requesting a change in a category amount? **The Project Director must submit a written request to the Grant Coordinator stating reasons and where you want the funds pulled from. The Grant Coordinator will evaluate your Reallocation Request and respond with an answer.**
6. If an agency had budgeted for 'ABC' equipment item(s) but determine that 'XYZ' equipment item(s) would be more suitable, can a change be made? **Yes. The Project Director must submit a written request to the Grant Coordinator listing the item(s) description, dollar amount and reason. The Grant Coordinator will evaluate your Budget Reallocation Request and respond with an answer.**
7. If we forgot to claim an expense on an invoice for example November, can we include it in the following December invoice? **Yes. Include in the respective category section with a brief explanation and the amount. Also, include the same explanation on your invoice Cover Sheet.**
8. One of the RFP Administrative staff (Chief/Sheriff, Project Director, or Fiscal Manager) has changed. What should I do? **Send a written request to the Grant Coordinator stating replacement's contact information (name, address, desk phone number, cell number).**
9. Is it mandatory that we submit a Resolution with the RFP? **A Resolution is not needed with the RFP but if you are chosen as a grantee recipient, a Resolution MUST be submitted with your final acceptance STD 213 contract.**
10. What happens if I do not submit all of the required monthly reports of our contract? **The last invoice is held and no reimbursement is made until your last monthly report is received.**
11. Can we invoice for BUY MONEY before we have used the funds? **No. An agency will use their funds first then the amount is reimbursed as used each month.**
12. We want to invoice for the full amount of our BUY MONEY, keep it at our agency and use when needed. Is this allowable? **No. BUY MONEY must be used & invoiced in monthly increments.**
13. Our agency presently has a Mini-Grant with ABC. Can we apply for a full GAP grant? **Yes.**

14. Can we bill for items such as; Window Tinting, Gasoline for Vehicle Operations, Weapons, Vehicle Code-3 Equipment, or internet monthly cost? **No to all of the before mentioned items. Other restrictions may apply. Please consult the Grant Coordinator.**
15. Our agency's grant amount was reduced from our original Request For Proposal (RFP) funding. Since our Goals & Objectives were based on the RFP amount, how can we change our Goals & Objectives to reflect our reduced funding? **Your assigned GAP Investigator will meet with your agency and discuss. Any changes will be submitted to management for review.**
16. It is the last month of our grant and our agency still has money left in our Equipment category. Can we still buy more equipment? **No—all budgeted equipment should be ordered and received within the first six months of your grant.**