GRANT ASSISTANCE PROGRAM (GAP)
2012 – 2013

GRANTEE HANDBOOK

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GRANTEE HANDBOOK

INTRODUCTION

This handbook is for law enforcement agencies that receive grant funds from the California Department of Alcoholic Beverage Control. It outlines the terms and conditions required of the Grant Assistance Program (GAP).

Funded projects must administer their grants in accordance with these administrative and fiscal conditions. Failure to comply with these requirements may result in the withholding or disallowance of grant payments, the reduction or termination of the grant award, and/or the denial of future grant awards. All agencies must also comply with the terms and conditions of the standard State contract and the Request for Proposals.

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I. FISCAL PROVISIONS

A. Allowable Costs

Local agencies shall be reimbursed for direct costs expended in support of this project as indicated in this chapter.

1. Salaries

   Authorized personnel assigned to the project will be reimbursed for the actual time worked on the project at the actual salary paid to the employee by the local agency as long as that salary rate is the same as that paid to other employees in the same classification performing comparable duties. Personnel assigned to the project shall include a minimum of one sworn officer. Non sworn personnel are excluded from salary reimbursement.

2. Overtime

   Authorized overtime shall be reimbursed using the same criteria as specified above.

3. Employee Benefits

   Actual costs of employee benefits (retirement, health, insurance, etc.) for authorized personnel shall be reimbursed except that the amount claimed shall not exceed 30% of salary costs.

4. Equipment

   Equipment purchases up to a total of $2,500 shall be reimbursed. Each item of equipment proposed for purchase must be specified and must include an estimated cost.

5. Operating Expense

   Operating expenses up to a total of $2,500 shall be reimbursed. Allowable operating expense shall be limited to Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations. The monies used under this section shall be for the actual running of the operation, such as "buy money". Buy money is to be used and invoiced in monthly increment and not to be reimbursed in one lump sum.

6. Travel and Registration Fees

Travel expenses and Registration Fees up to a total of $2,000 will be reimbursed. Travel costs are allowable for expenses relating to registration fees, transportation, lodging, and subsistence. Allowable expenses shall be limited to expenses resulting from attendance at required training session to be held July 2012, at a designated location in California.

Travel expenses and Registration Fees incurred by local agency employees must be in accordance with the travel policies and procedures of the local agency.

a. Transportation Costs – Transportation costs are paid only for conference-related expenses. Airfare, taxi, rental car, etc. amounts are limited to actual cost as supported by receipt. Private vehicle mileage shall not exceed .51 cents per mile.

b. Subsistence Costs – Reimbursable amounts for meals must in accordance with the travel policies and procedures of the local agency.

c. Lodging Costs – Shall be reimbursable at the conference rate.

d. Registration Fees – A $200.00 conference registration fee will be charged for each attendee.

e. Attendees – Two sworn officers assigned to grant. Non sworn are not recommended to attend.

B. <u>Unallowable Costs</u>

All costs not mentioned above are the responsibility of the local agency and are not reimbursable. This includes administrative overhead/indirect costs, supplies, evidence purchases, etc. Examples of some excluded items but not limited to are; weapons, window tinting, car fuel for operations, decoy stipends, LEAD supply expense, internet monthly cost for electronic devices.

C. <u>Budget Detail</u>

1. Local agencies must submit a proposed budget for this project not to exceed $100,000 as indicated in this chapter. (See sample budget detail.)

2. The budget must detail the number of positions by classification, salary rate, and percentage of time to be assigned to the project and total salary costs for the grant period.

3. Overtime costs shall include an estimated number of hours by classification, overtime salary rate, and total overtime costs for the grant period. Compensatory Time Off (CTO) is not a reimbursable cost.

4. Employee benefits may be included in a lump sum for the grant period in an amount not to exceed thirty percent (30%) of total salary costs.

5. Each item of equipment must be specified and must include an estimated cost.

D. <u>Claims for Reimbursement</u>

Local agencies shall submit invoices on a **monthly basis due the 15th of each month**, to receive payments from the State. The invoices shall be in the format as specified by the State. Months with zero operations resulting in a zero dollar reimbursement, must submit an invoice for zero dollars.

E. <u>Records</u>

Applicant agencies shall maintain detailed records to substantiate the amounts claimed for reimbursement. These records (time sheets, payroll records, accounting reports, daily activity reports, etc.) must be maintained for a period of three years from the date of receipt of the final payment for the grant period and must be made available for review by the State upon request.

Local agencies shall refund to the State any amounts claimed for reimbursement and paid to local agencies disallowed by the State after audit of the records maintained by local agencies.

F. <u>State Budget Act</u>

Actual grant awards shall be contingent upon appropriation of funds for this project in the annual State Budget Act.

G. <u>Procurement</u>

Grantees may use their own procurement procedures for acquiring allowable equipment.

H. Sample Budget Detail

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (salaries, overtime and benefits)	
A.1 Straight Time: Officer I $2,600/mo. 100% $31,200 Officer II $3,100/mo. 100% $37,200	$68,400
A.2 Overtime: Overtime Est. 105 hours @ $25.00 per hour	$2,625
A.3 Benefits: Employee Benefits - Benefits estimated at 29% x $68,400	$19,836
TOTAL PERSONNEL SERVICES	**$90,861**
B. Operating Expenses (Maximum of $2,500)	
Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations "buy money."	$2,500
TOTAL OPERATING EXPENSES	**$2,500**
C. Equipment (Maximum of $2,500)	
(Equipment receipts required) Computer and monitor	$2,500
TOTAL EQUIPMENT	**$2,500**
D. Travel Expense/Registration Fees (Maximum of $2,000)	
Registration for July 2012 GAP Conference 2 Attendees at $200 each Travel, per diem, and Lodging for the July GAP Conference	$400 $1,600
TOTAL TRAVEL EXPENSE	**$2,000**
TOTAL BUDGET DETAIL, ALL CATEGORIES	**$97,861**

Note: This is a sample budget display only. Applicant agency is to specify the position classification titles used in their agency. Check dollar amount for accuracy and ROUND ALL BUDGET AMOUNTS TO THE NEAREST $1.

II. IMPLEMENTATION AND CONTROL OF APPROVED PROJECTS

A. Notice of Approval

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicants submit proposals to ABC
2. ABC receives proposals
3. ABC pre-screens proposals for eligibility
4. Selection committee reads and scores proposals
5. Selection committee submits selection recommendations to the ABC Director
6. ABC Director makes final funding decision
7. ABC sends selection notification letter to all applicants, successful and unsuccessful
8. ABC sends approved contract to grant applicant for signature and return to ABC
9. ABC reviews and finalizes with signatures for completion
10. Fully executed copy is sent to applicant

B. Effective Date

The contract will show an effective date. Claims for reimbursement may be made only for costs incurred subsequent to that date. No reimbursement will be provided for expenses incurred prior to the effective date or after the project period ending date.

C. Project Director Responsibility

The Project Director is responsible for establishing operating procedures and controls which will ensure the adequate administration of the project in accordance with the terms of the contract. Emphasis should be given to:

1. Monitoring time frames in the contract
2. Maintaining costs within the approved amounts for each category
3. Maintaining adequate records for validation of project progress and accountability for all funds expended on the project
4. Submission of required project reports (See Chapter III)
5. Conducting project evaluation

D. ABC Responsibility

ABC has the responsibility and authority to review and evaluate each project as deemed necessary. Such review and evaluation will be made to assist the grantee to understand and comply with the required procedures and to gain maximum benefits from the funds expended. Agencies should promptly notify their ABC Project Coordinator concerning any changes or problems that arise.

E. Liaison with Other Agencies

ABC encourages meetings between agencies having similar projects in operation for the purpose of coordinating related activities. ABC will be glad to assist in coordinating such meetings and to provide any information required.

F. Revision of Projects

Any revision requires prior approval of ABC. Documentation pertaining to requested project revisions must be submitted to and received by ABC prior to the effective date of the requested changes.

Project revisions include any changes in the project agreement that may be necessary to ensure the satisfactory completion of the project. Revisions may include budget changes, project director, or authorizing official changes and any changes to objectives, project activities, schedules, etc.

All requests for a project revision must be initiated in writing by the applicant agency sent through the chain of command to the GAP Unit District Administrator. This request must include a detailed explanation and justification for the change(s).

G. Cancellation of Projects

The ABC Project Coordinator has the responsibility of recommending to the Director of the ABC the cancellation of any project which is not being implemented in accordance with applicable State laws or terms of the contract.

III. PROJECT REPORTS

A. Purpose

Funded projects are required to participate in data collection and submit progress reports on a timely basis. The purpose of the progress report is to provide the grantee and the Department of Alcoholic Beverage Control with an evaluation of the project's progress in achieving the objectives.

B. Submission

ABC requires all grantees to submit a Monthly Progress Report to the ABC Grant Assistance Program Unit. The reports are due on the 5th of each month for the grantee's previous month's activities. Monthly Progress Report forms will be provided by ABC. The narrative portion will list the grantee's goals and objectives and state specific progress made for each goal/objective to date. The narrative portion should be a frank and thorough statement of project activities and progress during the month. The following items should be discussed in this summary:

(a) What work was accomplished? Describe the various tasks that project personnel carried out in relation to the work schedule or phases.

(b) How much was accomplished? Graphs, charts, and diagrams may be included. Include newspaper clippings, press releases issued, etc.

(c) Were there any problems encountered that affected project progress? What steps were taken to overcome the problems?

(d) Is the work ahead of schedule, behind schedule, or on schedule?

(e) How will any delay encountered affect the total project cost and time schedule?

Failure to submit Monthly Progress Reports on time can delay payment of claims for reimbursement.

C. Final Report

A final report must be submitted to ABC on or before July 31, 2013. The final report will be used to evaluate your grant project. See page 10.

Final payment for the grant will not be made until the final report has been submitted.

The final report will be used for the following purposes:

1. To determine what effect the project had toward reducing or solving the identified alcohol-related problems.

2. To determine the contribution of the project to the applicant agency and the community.

3. To evaluate the benefits in relation to the cost of the project.