



CITY OF PORTLAND, OREGON



Bureau of Police

Ted Wheeler, Mayor

Jami Resch, Chief of Police

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Effective: January 8, 2020

Review: January 8, 2022

SUBJECT: GRANTS BILLING COMPLIANCE STANDARD OPERATING PROCEDURE

Purpose: To establish guidelines for the control, review, approval, and compliance of grants billings.

Policy: The Grants Unit within the Business Services Group will strive to meet Bureau goals through the effective management and compliance of grants billings.

Procedure:

The Grants Unit within the Business Services Group will monitor for compliance to grant requirements and follow the below process:

1. The Grants Unit will establish a quarterly Grants Management Review Committee (GMRC) whose purpose will be focused on reviewing and addressing compliance to grant requirements.
2. The GMRC will include members of the Grants Unit, the Business Operations Supervisor, the Business Services Group Manager, the OMF Grants representative, and additional personnel, as necessary.
3. The GMRC will review all grants and make determinations to guide the Grants Unit, as necessary, using the following criteria:
 - a. Establish if the work was completed based on the contract language. (None, Partial, or Full Scope)
 - b. Determine if the discrepancy is based on the "Contract" and not the Agreement. Do financial and programmatic staff meet regularly to ensure that grantees are meeting all of the requirements stipulated in your award agreement?
 - c. Review all reporting requirements and invoices that relate to Reports (monthly, quarterly, or yearly)
 - d. Brief interview with the Program manager and or admin staff responsible for the management of the grant.
4. If there are grant compliance issues that are not resolvable by the GMRC, then the Business Services Group Manager will report to the Assistant Chief of the Services Branch.
5. The Assistant Chief of the Services Branch will work and communicate with all involved stakeholders to resolve issue in a timely manner.
6. The GMRC will formally review the resolution in the next committee meeting post the resolution of the grants compliance issue to close the item.

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A handwritten signature in black ink, appearing to read 'Ken Lee', positioned above a horizontal line.

KEN LEE

Senior Business Operations Manager, Business Services Group