

Grant Unit

The Sheriff's Department is an ambitious, multi-faceted, and far reaching Department, tasked with not only enforcing the law, but also with leading the fight to prevent crime and injustice, and partnering with those we serve to secure and promote safety in our communities.

As such, we can not fund all proposed projects and programs through the normal budget process, regardless of their merit. Alternate methods of funding these worthy projects must be found. This is the undertaking of the Grant Unit.

The Grant Unit is a team of individuals with several specialized skills who research, analyze and track grant programs and disseminate information on grant availability to relevant units within the Department. By staying familiar with new and existing Federal and State guidelines, the Unit provides technical assistance

in the preparation, submission and acceptance of grant applications.

The Grant Unit, a small unit consisting of four staff members, a secretary and a manager, handles a large volume of work. Each staff member is responsible for the application, administration and coordination of approximately 20 grants. As the Department pursues additional grants, each staff member's case load increases. In 1999 alone, the Grant Unit applied for 26 additional grants and increased the Department's grant amount by approximately \$10 million.



The Grant Unit staff is required to hone their writing skills by drafting unique Board Letters for the Board of Supervisors' approval, letters to the Board of Supervisors, correspondence for the Sheriff and command level staff, program narratives, program descriptions, applications, and letters to State officials. The Grant Unit develops budgets for grant programs, prepares budget adjustments and also assists units, ensuring compliance with grantor, Departmental and County fiscal policies and procedures.

The Grants Unit acts as the Department's liaison with grantor agencies, co-applicants, subgrantees, legal counsel, the Board of Supervisors and the County Auditor Controller. The Unit also analyzes and prepares State and Federal legislative reports and recommendations, provides assistance in budget development and processing to other divisions relating to revenue generating agreements, and maintains an inventory of grantor funded contract cities agreements. The Unit handles numerous requests and provides grantsmanship assistance to contract cities in their efforts to obtain grants.

In most cases, the grantor agency requires audits be conducted relative to fiscal, administrative and programmatic compliance with contract and grantor agency requirements. During 1999, there were two audits, and both had very favorable results.

In 1999, the Grant Unit received several awards and undertook numerous special projects:

A Grant Unit staff member received a Quality of Service Award



for his assistance and participation in the County Anti-Drug Abuse Program Committee, and the Narcotics Bureau's Anti-Drug Program.

A Grant Unit staff member received a Quality of Service Award for her assistance and participation in the Community-Oriented Policing Services (COPS) Program grants.

A Grant Unit staff member was named as the Division's representative for the Los Angeles Regional Crime Investigation System (LARCIS) rollout team.

A Grant Unit staff member conducted several Quattro Pro spreadsheet classes.

A Grant Unit staff member designed the logo which was selected as the State's official Regional Community Policing Institute (RCPI) logo.

A Grant Unit staff member designed the program / handout for the Sheriff's Media Day Conference.

Grant Unit staff members volunteered to work on the Sheriff's Rose Parade float, and to raise money for the project.

A Grant Unit staff member designed the template for the computerized business cards, found in the All Forms / Miscellaneous category in the Outlook Public Folder.

In 1999, the Grant Unit drafted a Grants Policy Manual and increased the amount of grant funding to \$95 million, with the watermark of \$100 million as a goal for the year 2000. This funding has helped the Department carry out its mission of providing quality service, developing and /or maintaining specialized programs, and providing the necessary equipment needed for the members of the Department to effectively and safely perform their duties.