

GRANT WRITING

A guide to writing a Drug Task Force Grant

YEARLY COMPLIANCE TRAINING

- ▶ ENSURE THAT YOU ATTEND THE YEARLY COMPLIANCE TRAINING THAT DPS PROVIDES.
- ▶ THE TRAINING THEY PROVIDE IS A VALUABLE TOOL IN ASSISTING YOU THROUGH THE GRANT PROCESS.

IMPORTANT GRANT WRITING TIPS

- ▶ READ EACH LINE OF THE APPLICATION PROCESS CAREFULLY
- ▶ KNOW WHAT YOU ARE APPLYING FOR
- ▶ KNOW WHAT DOCUMENTATION IS REQUIRED
- ▶ KNOW YOUR CITY/COUNTY RESOURCES
- ▶ ENSURE YOU HAVE ALL THE REQUIRED DOCUMENTATION
- ▶ DOUBLE CHECK YOUR WORK
- ▶ HAVE SOMEONE ELSE REVIEW APPLICATION BEFORE SUBMITTING
- ▶ IF YOU HAVE ANY QUESTIONS REFER TO YOUR DPS GRANT CONTACT (They will become your best friend).
- ▶ BE SURE TO COMMUNICATE WITH DPS, NOT JUST AT GRANT TIME BUT THROUGHOUT THE YEAR.



DPS GRANT TRAINING

<https://dps.mo.gov/dir/programs/cjle/jag.php>

PREPARING

- ▶ Grant writing is a year round event, an on going process.
- ▶ Your organization should be thinking during the course of the year what you might need for the upcoming year.
- ▶ Beginning in January of each year you should start preparing for writing the upcoming Grant.
- ▶ Continue to search for other opportunities of available funding...GRANTS are not FOREVER or GUARANTEED.

The Task Force Grant submittal dates to DPS are usually from **mid April through the first week of May**. You have approximately 3 weeks to get it submitted with all the required documentation. Remember that the **Grant period runs from July 1st to June 30.**

Notification of approval of your grant and the amount awarded usually comes after the grant cycle has started.

ITEMS TO
CONSIDER
FOR YOUR
GRANT

\$

Number of Employees on your grant and the total salary cost.

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Are you requesting benefits, what benefits and the cost of those benefits.

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Equipment costs.

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You must have Quotes for any equipment requested.

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State bid or is the item a sole source. Do you need to put it out for bid. Your county Purchasing Agent or Auditor will be a good resource for those questions.

⌚

Time is not your friend when writing the grant.

🛑

DO NOT PURCHASE, ORDER EQUIPMENT OR OBLIGATE ANY PAYMENT UNTIL YOUR GRANT HAS BEEN APPROVED

NEW
POSITIONS

▶ If you are requesting funding for a new position you will need to submit a summary outlining the position description.

▶ **Example:**

▶ Investigator TBH: NEW – Salary (\$ Amount requested).

▶ Northwest Missouri Drug Task Force / Buchanan County Sheriff's Office

▶ Responsibilities of this position will include identifying individuals and organizations involved in the manufacture and/or distribution of illegal narcotics in the 15 county area of operation for the Northwest Missouri Drug Task Force. The person hired for this position will be expected to conduct surveillance, interviews, controlled buys, knock and talk, traffic stops, and search warrants to interrupt the drug trade and remove subjects from our community by making cases that are worthy of prosecution in state and/or federal court. To work with city, county, state and federal authorities in an effort to use every resource possible to complete the mission of the Northwest Missouri Drug Task Force in making our communities safe for all residents and visitors. Additionally, be responsible for providing quality drug awareness education to schools, businesses and civic organizations.

▶ The person hired for this position will mainly work the Andrew County and North-East Section of the Northwest Missouri Drug Task Force area. This will require working and traveling in remote rural farmland/countryside area, gravel roads.

PREVIOUS and
CURRENT
POSITIONS ON
THE GRANT

▶ **Example:**

▶ Inv. Name– Northwest Missouri Drug Task Force – Buchanan County Sheriff's Office – Salary \$ Amount for this position.

Investigator responsibilities include identifying individuals and organizations involved in the manufacture and/or distribution of illegal narcotics in Buchanan County and surrounding counties with MOUs. Conduct surveillance, interviews, controlled buys, knock and talk, traffic stops, and search warrants to interrupt the drug trade and remove subjects from our community by making cases that are worthy of prosecution in state and/or federal court. To work with city, county, state and federal authorities in an effort to use every resource possible to complete the mission of the Buchanan County Sheriff's Office in making our community safe for all residents and visitors. Inv. is also responsible for providing quality drug awareness education to schools, businesses, and civic organizations.

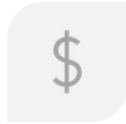
Investigator has been a law enforcement officer since 2007. Inv. has served as a uniform officer in Smithville, Mo and Buchanan County Sheriff's Office. Inv. was hired by the Buchanan County Sheriff's Office in 2009; where he served as a Patrol Deputy, Shift Supervisor and Field Training Officer. Inv. was transferred to the Buchanan County Drug Strike Force in October 2014.

BENEFITS AND COST BASIS

- ▶ What your office provides for each position: Training, vehicles, phone, building, utilities, overtime, fuel, retirement and health benefits and other costs associated with running a Drug Task Force.
- ▶ The DPS Grant funding for these positions allows the Task Force to function at full capacity with officers dedicated full time conducting all the critical elements that are required.
- ▶ Additionally YOUR OFFICE provides full time Investigator Positions not covered by the grant that assists the Drug Task Force full time.
- ▶ For each piece of equipment requested you must write a cost basis for it. It should include a description of the piece of equipment and how it will be utilized within the Drug Task Force. Also, the cost of that piece of equipment and where it will be physically located once purchased.
- ▶ **Example:**
- ▶ **Budget Line 6 – Thermo Scientific – Tru-Narc Handheld Narcotics Analyzer**
- ▶ This is a mobile forensic device that will allow TFO Officers in our remote areas to quickly identify narcotics and controlled substances. This equipment will be utilized by **YOUR TASK FORCE**. This equipment will belong to the Your Drug Task Force. This equipment allows for the trained TFO officer in that area to respond to unknown narcotics and substance testing immediately and make a determination from the testing as to the substance.
- ▶ The quote for this item is from the website for Thermo Scientific Tru-Narc Handheld Narcotics Analyzer / Handheld Raman Spectrometer with a 2-year warranty at **\$32,200.00**.



ALL ITEMS PURCHASED WITH DPS GRANT MONEY BELONGS TO THE TASK FORCE PURCHASING THE EQUIPMENT.



DPS OWNS EVERYTHING THAT HAS BEEN PURCHASED WITH GRANT MONEY FOR UP TO 10 YEARS.



GRANT REIMBURSEMENT

- ▶ Normally a claim for reimbursement is done monthly or every other month. However, under the current program you can submit claims more often if you like, (This would probably be more confusing to keep track of).
- ▶ Record keeping is one of the most important factors in managing your grant.

PAYROLL AND TIMESHEETS

- ▶ You will need a signed timesheet for each individual claimed on the DPS Grant.
- ▶ You will need a pay stub for each individual showing payment has been made to the employee.
- ▶ If a check is issued to the employee, you will need a copy of that cancelled check.
- ▶ You will need the beginning and end dates of the time you are claiming each pay period.
- ▶ You will need the invoice or check voucher number for your claim.

EQUIPMENT QUOTES

Quotes need to be precise in identifying each item and the unit cost

If it is multiple items of the same equipment, the quote needs to show single unit cost individually and the total cost combined

Ensure that you have the date of request on the quote received

Do not obligate the purchase based upon your quote, you will need to have final approval to purchase any item from DPS.

You will also need to know if what you are purchasing is in stock

You will need to know the timeline for delivery

INVOICES



WHEN RECEIVING INVOICES FROM VENDORS READ THEM OVER CAREFULLY.



MAKE SURE THAT ITEMS PURCHASED ARE ITEMIZED WITH THE INDIVIDUAL COST STATED ON THE INVOICE.



YOU WILL NEED A SERIAL NUMBER FOR ITEMS OVER \$1,000.00.



MAKE SURE YOU HAVE AN INVOICE NUMBER AND DATE OF INVOICE FOR YOUR RECORDS AND FOR SUBMITTAL TO DPS.



MAKE SURE YOU HAVE THE DATE OF THE INITIAL PURCHASE ORDER DOCUMENTED AS THIS MAY BE DIFFERENT THAN THE DATE OF THE ACTUAL INVOICE.



ENSURE THAT YOU HAVE RECEIVED A PROPER INVOICE AND NOT A PRO-FORMA INVOICE AS THIS WILL NOT BE ACCEPTED BY DPS. YOUR TREASURER WILL NOT ACCEPT THE PRO-FORMA INVOICE FOR PAYMENT.



DELIVERY DATE OF YOUR EQUIPMENT IS VERY IMPORTANT AND YOU WILL NEED THIS DATE IN ORDER TO FILL OUT THE REIMBURSEMENT REQUEST.

PROOF of PAYMENT



You will need a copy of the canceled check. Ensure that the check has been cashed and marked by the bank.

If you are paying by ACH. You will need a copy of the ACH payment voucher. You will also need a copy of the Bank Statement showing where it was paid from the account.

ITEMS NEEDED FOR SUBMITTING A CLAIM

- ▶ Valid Receipt
- ▶ Copy of cancelled Check
- ▶ ACH payment receipt
- ▶ Bank Statement showing ACH funds from bank.
- ▶ Serial numbers for large purchases
- ▶ Date of Receipt issued
- ▶ Date of Delivery
- ▶ Date initially purchased
- ▶ Serial Numbers (If item is over \$1,000.00)

Equipment Delivery Verification MEMO

- ▶ The equipment listed below has been received by Your Task Force and was received in new condition.
- ▶ Name of Equipment
- ▶ Unit Cost
- ▶ Date Delivered
- ▶ Condition (Usually in New Condition)
- ▶ Serial Number
- ▶ Memo signed by Task Force Commander and dated.

Excel Spread Sheet


Equipment

- ▶ Hyper Link to Spread Sheet for Employees and Equipment



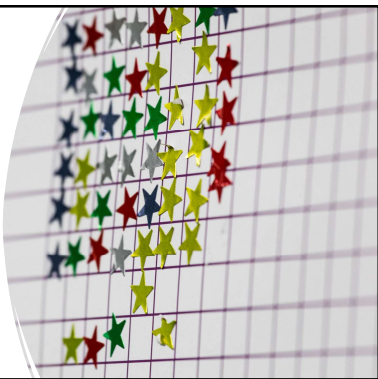
REQUIRED REPORTS FOR THE GRANT

- ▶ The Grant Writer is required to submit **STATUS REPORTS**. They are due **QUARTERLY** and you have **10 DAYS** to submit them. Those dates are first week of **October, January, April**, and then the final one is due first week of **July** to close out the Grant.
- ▶ It is helpful to use the previous status report to complete the new quarter status report.



Daily Stat Sheet

- ▶ The type of Grant determines the stats that are required. You should review the Grant to determine what stats are required and build your stat sheet and spread sheet to reflect the information.
- ▶ One individual stat sheet is filled out daily by the task force investigators.
- ▶ Information is entered into the daily stat sheet excel spread sheet.
- ▶ The individual stat sheet is saved and the entire month's sheets are scanned together and saved in a file by the corresponding month.
- ▶ The daily stat sheet links to a Monthly stat sheet that compiles the totals into monthly numbers and quarterly numbers.
- ▶ You will need to have all these numbers each quarter for your required reports.
- ▶ Grants and Reports are stat driven



REPORTS

- ▶ Additionally, the Grant Writer must submit a **PMT Report**. This report is required when you begin using the Federal portion of the Grant money awarded. This is usually during the second quarter of the Grant Period or once you have exhausted all the State Funds awarded.
- ▶ The PMT report falls under a different site for report submittal.
- ▶ **Statistical Reports**
- ▶ Both of the reports are stat driven and as a guide it is helpful to use the previous quarter report for a reference.

FORMS AND SPREADSHEETS



VIEW HYPER LINK
FOR SPREAD SHEET.



Daily Stat Sheet



Excel Daily Stat
Sheet



Monthly Stat Sheet

SAVE YOUR WORK

- ▶ When writing your DPS Grant save your work in Word first. You will find that each subsequent DPS Grant you write is easier if you already have most of the information saved from previous writings.
- ▶ Organize your files. This is really important so that you or others can find the information that you are looking for the next time.

QUESTION AND SUGGESTIONS

- ▶ This is a good opportunity for the different Task Forces to share any information or ideas that would be helpful for all of us.
- ▶ Best Practices
- ▶ Information Sharing

Paul Mitchell
Buchanan County Sheriff's Office
Case Manager
Drug Strike Force
Office #816-233-3377
Cell #816-273-7482
Pmitchell@co.Buchanan.mo.us