

CITY OF PHOENIX POLICE DEPARTMENT
Grant Project Manager Agreement

2009-SC-B9-0108

Home Invasion Kidnapping Enforcement (HIKE) (stimulus)

Grant:

Funded by:

Department of Justice

Funding Period:

Start: 8/1/2009

Stop: 7/31/2011

Fiscal Coordinator:

\$1,725,349

P&R Coordinator:

Smithwick

2009-0311

As designated Project Manager for the above mentioned grant, I agree to adhere to the grant specifications in administering the expenditure of funds as outlined in the grant contract including, but not limited to, the following:

1. To attend Fiscal Management Administration Orientation modules applicable for this grant. To make sure all staff members assigned to this grant who will be involved in any administrative duties also attend.
2. To produce and submit all programmatic and evaluation documentation required by the granting agency in the time specified by the grant contract.
 - a) I understand that it is my responsibility to keep appropriate documentation and statistics that verify the effectiveness of all grant expenditures in accordance with the intent of the grant funding agency.
 - b) I also understand that I will be required to produce such documentation in the event of an audit.
3. Coordinate all expected budgetary requirements with the Fiscal Coordinator assigned.
4. Notify the P&R Coordinator in writing of any budget adjustments, renewals, extensions, or any other changes to the grant.
5. If grant involves new positions, civilian or sworn, I agree to coordinate the hiring of temporary positions.
 - a) I understand that staff hired into a temporary position must be made aware of the terms of the position and anticipated length of availability.
 - b) I also agree to work with Fiscal and Division Administration to find new jobs for temporary employees, if available, at the end of the granting period.
6. In the event I am reassigned, I agree to assure a smooth transition to the new Project Manager assigned to this grant.

LL. Laurel R Burgett

VGB — DEB

Project Coordinator (printed)

Bureau / Precinct


Project Coordinator / Title (signature)

10/26/09

Date

c: Commander/Administrator (in accordance with Ops Order 4.29 5.1)
Fiscal Coordinator
P&CR Bur Coordinator