GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 11-08	Policy # 2.3
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: Presidential Executive Order 12372, Intergovernmental Review of Federal Programs; Code of Federal Regulations 45 Part 74 and 92; OMB Circular A-133; O.C.G.A. 45-12-110	
Chapter 2: FINANCIAL SERVICES Subject: GRANTS ADMINISTRATION Attachments: A - Transmittal/Approval Form B – Federal Assistance Budget Information Form	Effective Date: 9/1/11 Scheduled Review Date: 9/1/12 APPROVED: Amy V. Howell, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall actively pursue funding sources that will facilitate the achievement of the Department's goals and objectives. The Grants Coordinator shall review and coordinate grants to assure compliance with all federal and state laws, regulations, rules and standards applicable to federal financial assistance.

II. DEFINITIONS:

Grant: Funds received from a federal agency to conduct new or to continue programs and activities.

Grant Application Review Committee: A set team of staff representatives of the offices of budget, finance, information technology, contracts, and a representative from the Division of Program Services and Education and the Division of Youth Services.

Sub-Grant: Federal funds received by a State Agency in which a portion of funding is granted to another State Agency to conduct new or continue programs and activities.

State Clearinghouse: The single point of contact within the state for review of all grant applications and state plans and for distribution of these proposals for Interagency and area-wide or metropolitan clearinghouse review.

III. PROCEDURES:

A. The Commissioner will appoint a Grants Coordinator.

B. The Grants Coordinator will:

1. Provide consultation and direction to staff in the development of grant applications or state plans.

2. Maintain an up to date repository of federal and state laws, rules, regulations, and forms applicable to the administration of federal funds.

3. Serve as the Department's liaison to the Federal Region IV Office, the State Clearinghouse, other State agencies and Department divisions and offices on matters pertaining to fund sources.

4. Coordinate the grant application process and review grant applications for completeness and accuracy.

5. Coordinate the Clearinghouse review process.

6. Ensure the grant acceptance letter and other correspondence for the Commissioner's approval is completed.

7. Distribute Grant Awards to appropriate staff.

8. Coordinate the submission of expenditure and programmatic reports.

9. Maintain the Department's official records related to grant applications and state plans.

C. Staff seeking approval to pursue a grant will submit the Transmittal/Approval Form (Attachment A) along with the application or state plan to the Grants Coordinator.

D. Once approved, staff preparing grant applications or state plans will:

1. Consult with the Grants Coordinator to determine if assistance is needed from other agency experts.

2. Submit the grant application or state plan via email, with all required information, to the Grants Coordinator at least one (1) week prior to the submission deadline.

3. Submit the Federal Assistance Budget Information Form (Attachment B) along with the application or state plan.

4. Prepare programmatic reports according to the grant requirements.

5. Upon receipt of a Grant Award, prepare a budget revision to add the funds to the Department's budget and accounting system.

6. Submit the budget revision to the Budget Office at least seven (7) days prior to expending the funds.

7. Monitor expenditures and revise the Department's budget or the grant budget as necessary to assure compliance with the grant.

E. Budget/Financial Services staff will:

1. Review applications to assure state matching funds are available or coordinate a request for state matching funds within the budget development process.

2. Obtain Office of Planning and Budget approval to spend the funds by preparing a budget amendment.

3. Record the funds in the Department's official accounting records.

4. Record expenditures in the Department's official accounting records in accordance with generally accepted accounting principles.

5. Prepare expenditure reports in accordance with grant or other requirements.

E. Deputy Commissioners will ensure that each grant within their respective divisions is managed by staff that are designated as responsible for ongoing grant program administration and management, including reporting, evaluation activities, budget/financial and other activities.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO