

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-2	Policy # 2.3
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> 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	Effective Date: 2/15/18	
Subject: GRANTS ADMINISTRATION	Scheduled Review Date: 2/15/19	
Attachments: A - Grant Opportunity Approval Form	Replaces Policy Dated: 9/1/11 APPROVED:  <hr/> Avery Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall actively pursue funding from external sources via the Office of Grants to facilitate achievement of the agency’s goals and objectives. The Grants Director shall oversee all grant solicitation and management activities to ensure compliance with applicable federal and state laws, regulations, rules, and standards related to the receipt and retention of external financial assistance.

All divisions and units within the Department must obtain approval from the Office of Grants, Chief Financial Officer, and the Commissioner prior to pursuing external funding by using the Grant Opportunity Approval Form (Attachment A).

II. DEFINITIONS:

Grant: Funding received from an external agency to implement new or continued programs and activities. Grant types may vary, and include formula, discretionary, competitive, cooperative, or other funding designations.

Formula Grant: A non-competitive award made to eligible entities wherein the allocation is based on an established funding formula. An application and proof of eligibility are often required prior to distribution of funds, but are not used as a means to determine the award amount. These grants are frequently broad in scope and serve as an ongoing source of support for many agencies, including the Department.

Discretionary Grant: Awards made to select eligible entities with allocation based on a competitive application process. This type of funding is most often designed to support specific projects on a time-limited basis. These grants may be multi-year or renewed on an annual basis, based on grantee or project performance.

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Cooperative Agreement: These awards are typically competitive and provided through discretionary funds designated to support a particular federal statute. Grants of this nature are made to select eligible entities and often feature significant involvement and oversight by the federal government.

Sub-Grant: Funding received by a grant making agency which is then awarded to external sub-recipients. The award made by the original recipient to the sub-recipient is referred to as a sub-grant. For example, federal funds received by a state agency in which a portion of the awarded funding is granted to another state agency to conduct new or continued programs and activities.

III. PROCEDURES:

- A. The Commissioner will appoint a Grants Director.
- B. The Office of Grants will:
 1. Engage in the Department’s strategic planning process;
 2. Secure and maintain funding from external sources to include state, federal, foundation and other grantors as appropriate to serve the needs, priorities, goals, and mission of the Department;
 3. Conduct or oversee research and tracking of external funding opportunities;
 4. Review and assess funding opportunities to determine eligibility, capacity for implementation, sustainability of projects, and alignment with the needs, priorities, goals, and mission of the Department;
 5. Serve as the Department’s liaison to all Federal and State Agencies and Department divisions and offices on matters pertaining to the pursuit, management, and retention of grant funding;
 6. Respond to grant requests within 5 business days.
 7. Serve as first tier of approval for all external funding pursuits, providing recommendations for consideration prior to securing final approval to apply from the Commissioner;
 8. Facilitate discussion of grant opportunities with Department staff to determine the level of interest, project applicability, and implementation feasibility as related to grant program requirements and funding priorities;
 9. Provide direction and consultation for Department staff to support the development of grant applications to include the abstract, narrative, timeline,

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budget, logic models, and other documentation as requested by the grant making agency;

10. Post awards and ensure the grant acceptance letter and other documentation for the Commissioner’s approval are complete and submitted to the grant making agency in accordance with applicable requirements;
 11. Distribute grant award notification to appropriate staff and conduct or oversee new grant orientation and grant management meetings post-award;
 12. Maintain knowledge and understanding of current federal and state laws, rules, regulations, and requirements applicable to the administration of federal funds;
 13. Provide ongoing technical assistance to Department staff implementing awarded grant projects, including but not limited to: grants management training, federal regulation interpretation, compliance monitoring, inventory monitoring, expense and programmatic reporting, amendments, and closeout.
 14. Oversee the completion and submission of grant fiscal and programmatic reports;
 15. Oversee the Department’s official records related to the pursuit, management, and retention of grant funding;
 16. Develop or oversee the development of budgetary or programmatic amendments to grant award agreement to ensure alignment with the goals, objectives, and scope of the project;
 17. Coordinate and oversee site visits, desk reviews, and other meetings with the grant making agency;
 18. Perform or oversee any additional tasks required to ensure the submission of high-quality grant proposals and appropriate management of grants post-award.
- C. The Department staff seeking a grant award and responsible for implementation of an awarded grant shall be referred to as the “Business Owner.”
- D. The Business Owner will:
1. Review the grant solicitation and assist the Office of Grants in responding to the grant maker’s requests and funding priorities, including but not limited to: budget development, program design, data collection, staffing plans, and evaluation;
 2. Review the drafted grant application and provide feedback to the Office of Grants regarding the accuracy and feasibility of the proposed project within 48 hours of the request for review;

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3. Upon receipt of a grant award, assist with the preparation of a budget revision and other documents as needed to activate the award;
4. Oversee grant project implementation to ensure fidelity and compliance with the award agreement;
5. Maintain knowledge and understanding of all rules and regulations applicable to the grant project post award, seeking assistance from the Office of Grants as needed;
6. Prepare programmatic reports according to the grant agreement and requirements;
7. Review all grant expenses to ensure use of proper revenue codes and alignment with the grant budget; and
8. Communicate any programmatic and/or fiscal changes to grant funded projects to the Office of Grants immediately, but no later than five business days.

E. The Office of Budget will:

1. Review grant applications to ensure 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 grant funds by preparing appropriate budget amendments, as required.
3. Record awarded funds in the Department's official accounting system and assign grant-specific chart field codes (including project and fund source numbers) and, if necessary, a new Department identification number to track all expenditures.

F. The Office of Accounting will:

1. Record grant expenditures via the Department's official accounting system in accordance with generally accepted accounting principles;
2. Prepare and submit fiscal reports in accordance with the deadlines requirements as established by the grant maker;
3. Record expenses and align grant budgets through the Department's official accounting system in accordance with approved budget adjustments;
4. Assist the Office of Grants as needed to fulfill requests from the grant making agency, including but not limited to: budget reallocations, expense reporting, site visits, desk reviews, no-cost extensions, and grant close-out;

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- 5. Maintain ongoing communication with the Business Owner, keeping them abreast of expenses charged to the grant for proper use of funds;
- 6. Track matching funds in compliance with the approved grant budget.
- G. Deputy Commissioners will ensure that each grant within their respective divisions is managed by staff members who 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