



Successful Youth • Strong Leaders • Safer Communities

## **POLICY**

**SUBJECT:** Grant Coordination  
**NUMBER:** MGT-627-16  
**APPLICABLE TO:** Office of Research & Evaluation, Office of Budget & Finance, and management staff  
**EFFECTIVE:** April 9, 2015

**APPROVED:** \_\_\_\_\_/signature on original/  
**Sam Abed, Secretary**

### **I. POLICY**

It is the policy of the Department of Juvenile Services to identify, pursue, and apply for outside funding that supports the agency's programming and is consistent with the Department's mission, vision, and goals. The Department coordinates and monitors grants made to and received from external sources efficiently and in accordance with applicable authority and industry best practices.

### **II. AUTHORITY**

- A. MD. CODE ANN., HUM. SERVS. §§ 9-203 and -204.
- B. MD. CODE ANN., STATE FIN. & PROC. § 7-209.
- C. Maryland Department of Budget and Management – Gifts and Grants Acceptance Policies and Procedures, 02.01.08 (11/1/96).

### **III. DIRECTIVES/POLICIES RESCINDED**

- A. Grants and Resource Development Policy, MGMT-01-08.

### **IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

### **V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed and are attached.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Policy & procedure revisions made to reflect current grants management processes and responsibilities.	April 2015
Reorganized General Procedures and clarified that the Office of Research and Evaluation must review and approve grant funding pursuits prior to approval by the Secretary. Included guidelines for issuing letters of support or commitment and for handling such requests that include research, data, or evaluation components.	February 2016



## **B. Unit Responsibilities**

### **1. Program Management**

- a. DJS management staff will be designated as program managers to be primarily responsible for the operational implementation and supervision components of grant-sponsored activity.
- b. This includes, but is not limited to:
  - i. generating grant proposals and acquiring other substantive information relating to a potential grant award;
  - ii. authoring grant applications;
  - iii. in conjunction with the Office of Budget & Finance, budgeting for, implementing and monitoring award spending in accordance with the grant award and applicable authority;
  - iv. coordinating the procurement and inventory of necessary equipment and supplies in conjunction with the appropriate DJS unit(s) and maintaining associated procurement records;
  - v. coordinating necessary hiring and employment activity in conjunction with the Office of Human Resources and maintaining associated employment records;
  - vi. coordinating any necessary training activities with the Professional Training and Education Unit;
  - vii. generating periodic and final programmatic reports and recommendations; and
  - viii. maintaining a file with copies of all supporting documentation relating to a grant.

### **2. Office of Research & Evaluation**

- a. The Office of Research and Evaluation is the Department's centralized liaison to external entities for administrative grant coordination activities.
- b. These activities include, but are not limited to:
  - i. maintaining a master file for each grant award in accordance with approved records retention schedules and applicable auditing requirements;
  - ii. receiving grant proposals, fact sheets, and grant applications from prospective program managers and providing related technical assistance and recommendations as needed;
  - iii. technical review and delivery of grant fact sheets to the appropriate Deputy Secretary for preliminary approval;
  - iv. technical review and delivery of complete grant applications to the Secretary for final approval;
  - v. submitting approved grant applications to awarding entities

- and receiving related correspondence;
- vi. receiving grant award correspondence for acceptance by the Secretary and coordinating related activity with the awarding entity;
- vii. coordinating implementation activities with program managers and designated staff, as needed;
- viii. forwarding correspondence to and from external entities to other DJS units as appropriate;
- ix. conducting grant-specific orientation and technical guidance to program managers and DJS staff as needed; and
- x. coordinating and submitting summary reports and recommendations as needed for the Secretary upon request.

3. **Office of Budget & Finance**

- a. The Office of Budget and Finance is the Department's centralized liaison to the Department of Budget and Management and other external entities as needed for the administration and coordination of all grant-related fiscal activity.
- b. These activities include, but are not limited to:
  - i. preparation and submission of proposed amended budget appropriations in accordance with applicable authority and Department of Budget and Management procedures;
  - ii. promptly notifying the Office of Research and Evaluation and other DJS units of budget-related approvals;
  - iii. technical coordination and accounting for grant expenditures;
  - iv. grant expenditure reconciliation;
  - v. submitting fiscal reports to grantors that include necessary support documentation; and
  - vi. completing and forwarding financial reports for storage in the master file and elsewhere as appropriate.

4. **Information Technology Unit**

Except as otherwise provided in a grant award, the Information Technology Unit is responsible for grant-related information technology equipment procurement, information technology equipment inventory and assignment, and technical support.

C. **Letters of Support or Commitment to External Entities**

- 1. The Office of Research and Evaluation may publish guidelines on the public DJS website with a requirement that external entities seeking a letter of support, commitment, or other such correspondence relating to the entity's pursuit of grant funding submit certain materials for the

Department's consideration at least two weeks in advance of the requested response date, including but not limited to

- a. a brief description, overview, or summary of the program or service for which support or commitment is requested;
  - b. a draft letter of support, commitment, or other communication; and
  - c. any other materials or forms necessary for the Department's response.
2. The Secretary must approve grant-related letters of support, memoranda of understanding, and inter-governmental agreements prior to their issuance or execution.
  3. If a request for a letter of support, commitment, or other such correspondence relating to an entity's pursuit of grant funding includes a research, data, or evaluation component, such request shall be evaluated in accordance with the [Review and Approval of Research Proposals](#) policy and procedures at the discretion of the Director of the Office of Research and Evaluation. A provisional letter of support, commitment, or other such correspondence may be issued pending such evaluation.

#### IV. **DIRECTIVES/POLICIES REFERENCED**

- A. [Review and Approval of Research Proposals, MGT-614-14.](#)

#### V. **APPENDICES**

- A. [Maryland Department of Budget and Management – Gifts and Grants Acceptance Policies and Procedures, 02.01.08 \(11/1/96\).](#)



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# **DJS POLICY AND STANDARD OPERATING PROCEDURES**

## **Statement of Receipt and Acknowledgment of Review**

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**SUBJECT:** Grant Coordination  
**NUMBER:** MGT-627-16  
**APPLICABLE TO:** Office of Research & Evaluation, Office of Budget & Finance, and management staff  
**EFFECTIVE:** February 12, 2016

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I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

***THE ORIGINAL COPY MUST BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.  
PLEASE RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES.***