Maryland
DEPARTMENT OF JUVENILE SERVICES

POLICY

SUBJECT: Grant Coordination
NUMBER: MGT-627-26
APPLICABLE TO: Office of Information Technology, Data Management and Grants Staff, Office of Budget and Fiscal Services Staff, and Management Staff

APPROVED: ______________________
Betsy Fox Tolentino, Secretary

DATE: 6/29/2026

I. POLICY

The Department of Juvenile Services (DJS or Department) supports the identification and application for outside funding opportunities that align with and enhance the agency's mission, vision, strategic priorities, and programming goals. The Department coordinates and efficiently monitors grants made to and received from external sources, in accordance with applicable authority and 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)
D. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.501 (2024) (Uniform Guidance)

III. DIRECTIVES/POLICIES RESCINDED

Grant Coordination, MGT-627-16

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 to this policy.

VI. TRAINING

DJS staff shall complete all training required by the awarding agency and comply with applicable grant guidelines, terms, and conditions of the award. Notably, staff responsible for administration of U.S. Department of Justice (DOJ) grants may be required to complete the "DOJ Grants Financial Management Online Training" every three (3) years.

VII. MEASURABLE OUTCOMES

N/A

VIII. AUDIT TOOL

N/A

IX. UNION NEGOTIATED POLICY

No.

X. 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
Policy & procedure revisions made to reflect current grants management processes and responsibilities. Updated Policy Number Revised Procedures: ● Rescinded MGT-627-16 ● Authority Revised to Include: ○ Maryland Department of Budget and Management – Gifts and Grants Acceptance Policies and Procedures, 02.01.08 (11/1/96). ○ Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.501 (2024) (Uniform Guidance)	June 29, 2026

• Standard Operating Procedures language updated to match the new template.
• Heading Sections added:
  ○ Training
  ○ Measurable Outcomes
  ○ Audit Tool
  ○ Union Negotiated Policy
• Definitions Added
• Procedures Revised and New Sections/Subsections Added:
  ○ To include changes in language, titles, and audit requirements..
• Interpretation language updated to meet the new standard.
• Local Operating Procedures Required updated
• Directives/Policies Referenced:
  ○ Response to Federal Inquiry Directive, DIR-43-26
  ○ Maryland Department of Budget and Management–Gifts and Grants Acceptance Policies and Procedures. 02.01.08 (11/1/96)
• Appendices
  ○ Removed	

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DEPARTMENT OF
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PROCEDURES

SUBJECT: **Grant Coordination**
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APPROVED: ______________________________
Betsy Fox Tolentino, Secretary

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I. PURPOSE

The purpose of these procedures is to provide an efficient and coordinated internal grant process.

II. DEFINITIONS

A. *Management Staff* refers to the individuals who identify grant opportunities or participate in the application process and often become the program managers for those grants, particularly if they are the most familiar with the programmatic intent and implementation. Leadership may also designate a different individual to serve as the program manager.

III. PROCEDURES

A. **General Procedures**

1. The DJS Secretary or Deputy Secretaries may assign DJS management staff as prospective program managers when pursuing grant funding.
2. DJS staff interested in pursuing grant funding for activity relating to the Department shall obtain approval from their supervisor prior to forwarding proposals to the Office of Information Technology, Data Management and Grants (OITDM&G).
3. The Secretary must approve all grant applications prior to submission to the awarding entity.
4. Grant-funded programs may not be implemented prior to appropriate budget amendment approvals.
5. All grant awardees shall adhere to the Subrecipient Monitoring Policy, MGT-650-26, if applicable.

B. **Responsibilities**

1. **Office of Office of Information Technology, Data Management and Grants**
    a. The OITDM&G is the Department's centralized liaison to external entities for administrative grant coordination activities.
    b. Individual unit leaders who identify grant funding opportunities shall consult with OITDM&G before applying, and if awarded, coordinate all successive actions though that office.
    c. The OITDM&G staff involved in the implementation or administration of grant programs are responsible for:
        (1) In collaboration with the Program Managers, ensuring all employees involved with a grant complete all training required by the awarding agency, if applicable, and comply with all grant guidelines, terms, and conditions of the award letter;
            (a) For Department of Justice (DOJ) grants, employees must successfully complete the virtual training "DOJ Grants Financial Management Online Training" every three (3) years, that covers Grant Manager roles, responsibilities, and monitoring best practices.
        (2) Reporting knowledge of grant-funded performance deficiencies, waste, fraud, or abuse to the Office of the Inspector General (OIG) for appropriate action; and
        (3) Providing collaborative oversight and monitoring to ensure that grant-funded programs are implemented for their intended purposes and in the best interests of the Department and the youth it serves.
    d. The OITDM&G shall maintain documented internal controls over all federal awards to ensure funds are managed in compliance with applicable federal regulations and award requirements. These controls will follow established federal standards in accordance with 2 CFR 200 (Uniform Guidance) and recognized internal control frameworks, and will be periodically reviewed and updated to ensure ongoing effectiveness. Specific activities include, but are not limited to:
        (1) maintaining a master file for each grant award in accordance with approved records retention schedules and applicable auditing requirements;
        (2) receiving grant proposals, fact sheets, and grant applications from prospective program managers and providing related technical assistance and recommendations as needed;
        (3) conducting a technical review and delivery of grant fact sheets to the appropriate Deputy Secretary for preliminary approval;

(4) performing a final technical review and delivery of completed grant applications to the Secretary for final approval;

(5) submitting approved grant applications to awarding entities and receiving related correspondence;

(6) receiving grant award correspondence for acceptance by the Secretary, complying with the *Response to Federal Inquiry Directive,* DIR-43-26, where appropriate, and coordinating related activity with the awarding entity;

(7) coordinating implementation activities with program managers and designated staff, as needed;

(8) forwarding correspondence to and from external entities to other DJS units as appropriate;

(9) conducting grant-specific orientation and technical guidance to program managers and DJS staff as needed;

(10) coordinating and submitting summary reports and recommendations as needed for the Secretary upon request;

(11) generating required periodic and final programmatic reports and recommendations; and

(12) maintaining a file with copies of all supporting documentation relating to a grant, and ensuring its availability for official audits, programmatic monitoring reviews, and/or site visits.

2. Program Management Staff

a. DJS management staff may be designated as Program Managers and shall be primarily responsible for the operational implementation, coordination, and oversight of grant-funded activities.

b. Program management staff is responsible for:

(1) generating grant proposals and acquiring other substantive information relating to a potential grant award;

(2) authoring grant applications;

(3) budgeting for, implementing, and monitoring award spending in coordination with the Office of Budget and Fiscal Services, in accordance with the grant award and applicable authority;

(4) managing the procurement and inventory of necessary equipment and supplies in coordination with the appropriate DJS unit(s) and maintaining associated procurement records;

(5) documenting sole source procurement and obtaining prior approval from the awarding agency to enter into a non-competitive contractual relationship with a contractor under a grant, where the total contracted cost exceeds $250,000;

(6) coordinating necessary hiring and personnel actions with the Office of Human Resources (OHR) and maintaining associated employment records;
(7) coordinating required training activities with the Professional Training and Education Unit (PTEU); and
(8) For all grant awards from the DDOJ, the program manager shall obtain prior approval from the awarding agency when paying consultants in excess of the approved Department of Justice's (DOJ) threshold for consultant fees.

3. **Office of Budget and Fiscal Services**

a. The Office of Budget and Fiscal Services (OBFS) 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. The OBFS is responsible for:
(1) preparing and submitting the proposed amended budget appropriations in accordance with applicable authority and Department of Budget and Management procedures;
(2) promptly notifying the OITDM&G and other DJS units of budget-related approvals;
(3) performing the technical coordination and accounting for grant revenues and expenditures;
(4) accounting for all grant revenues and expenditures by using separate Program Cost Account (PCA) codes within the agency accounting system;
(5) reconciling grant expenditure against approved budgets;
(6) administering program income (if applicable);
(7) preparing and reconciling Federal Financial Reports (FFRs);
(8) complying with Federal cash management regulations;
(9) submitting fiscal reports to grantors that include necessary support documentation; and
(10) completing and forwarding financial reports for storage in the master file and elsewhere as appropriate.

c. Single Audit Requirement:
(1) The State of Maryland conducts a statewide Single Audit in accordance with 2 CFR Part 200.501 when federal expenditures meet the applicable threshold. As a State agency, DJS is included within this audit and is responsible for providing supporting documentation, cooperating with audit requests, and addressing any findings related to its federal awards.
(2) The Office of Budget and Fiscal Services is responsible for working with the State on any issues relating to the Single Audit.

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

C. **Grant Closeout Procedures**
Except as otherwise provided, grant closeouts are the final phase of a grant lifecycle and shall be completed within one hundred twenty (120) days of the project end date. The OITDM&G, in collaboration with the relevant program management staff and the Office of Budget and Fiscal Services, shall complete the following:

1. Pre-Closeout Review (ninety (90) days) before project end date: As part of the Pre-Closeout Review:
   a. Review the Notice of Grant Award (NoGA) for specific requirements;
   b. Reconcile financial records, ensure expenses incurred are allowable; and
   c. Resolve any overdrafts or unspent balances.
2. Subawardee Closeout: notify subrecipients that the grant period is ending, ensure all final invoices are received, and remit final payments to the subawardee(s).
3. Final Financial Reporting (FFR): shall submit the FFR to the awarding agency or grantor, and liquidate all financial obligations.
4. Submit the final performance report, including project outcomes, deliverables, and any required statements for Executive Review and authorization.
5. Submit final tangible personal property reports, including inventorying of equipment and arranging for transfer or disposal, if required, through inner-agency collaboration with the Office of Logistics.
6. Arrange for the return of any unspent or unobligated funds to the grantor.
7. Maintain all financial records, supporting documentation, and reports for a minimum of five (5) years post grant closeout. .

IV. <u>RESPONSIBILITY</u>

Deputy Secretaries, Executive Directors, and Unit Heads are responsible for implementing and complying with this procedure within thirty (30) days of its issuance.

V. <u>INTERPRETATION</u>

The Deputy Secretary for Support Services, with the concurrence of the Secretary, shall be responsible for interpreting and granting any exceptions to these procedures, consistent with the requirements of applicable Federal and State laws, regulations, and guidelines.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. FACILITY OPERATING PROCEDURES OR POST ORDERS REQUIRED

No

VIII. DIRECTIVES/POLICIES REFERENCED

A. *Response to Federal Inquiry Directive,* DIR-43-26

B. Maryland Department of Budget and Management – Gifts and Grants Acceptance Policies and Procedures, 02.01.08 (11/1/96)

IX. APPENDICES

None

DJS Policy and Standard Operating Procedures
Statement of Receipt and Acknowledgment of Review

SUBJECT: Grant Coordination
NUMBER: MGT-627-26
APPLICABLE TO: Office of Information Technology, Data Management and Grants Staff, Office of Budget and Fiscal Services, and Management Staff
EFFECTIVE DATE: June 29, 2026

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 (5) 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 PRINT FULL NAME

____
DATE

PLEASE SEND COPIES OF THE SIGNED ACKNOWLEDGMENT FORM TO YOUR SUPERVISOR AND TO THE OFFICE OF HUMAN RESOURCES, FOR PLACEMENT IN YOUR PERSONNEL FILE