

**Grants Administration**  
**Transition to Excellence Plan**  
**FY 2011 - FY 2013**

updated  
January 9, 2013

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# Introduction

## Transition to Excellence Plan Overview

In November 2009 Oklahoma Department of Corrections recognized the need for succession planning regarding the grants administration functions of the agency resulting in the transfer of the grants administration function from Departmental Services to Community Sentencing and Offender Information Services in March 2010.

From March 2010 through October 2010, the current administrator of COMIT has been working with the current grants administrator one day each week learning grant administration processes and functions.

Due to the budget challenges facing the Department of Corrections, on September 7, 2010, the Director announced another VOBO being offered for employees voluntarily retiring December 31, 2010. Subsequently the current grants administrator indicated a willingness to pursue the VOBO as well as indicating a desire and willingness to continue assisting with the agency grants administration function after retirement as a volunteer for at least two years after retiring. This Transition to Excellence plan represents an outline for the plan for orderly transition and improved success in reaching grant goals of the Department of Corrections.

The plan is divided into three phases. The first phase which has already begun with the transitional activities from March to October 2010 will continue through December 31, 2010. In addition, phase 1 will also focus on initiation of sharing of responsibilities and further refinements to phases 2 and 3. The table below provides a general outline of responsibility sharing in phase 1. More specifics are in Appendix A.

| <b>Grants Administrator</b>   | <b>New grants administrator designee</b>   |
|---|--|
| <b>Work Mon-Wed coordinated with designee Ongoing monthly, quarterly, annual progress and financial report monitoring and submissions due before 1-31-11.</b> | <b>Continue weekly learning journeys transitional planning 1-2 days per week, Progress and financial reports on new grants due before 1-31-11.</b>     |
| <b>Monitoring new opportunities and federal budget through 12-30-10 Assist setup and work program additions for 2 new grants</b>                              | <b>Initiate grant application process for any new opportunities Assume all activities for new Tulsa Community Reentry Program and AWA SORNA grants</b> |
| <b>Get detailed feedback on failed grant applications</b>   | <b>Initiate review of failed grant applications with those involved toward future application</b>  |

Grants Administration will lead the Oklahoma Department of Corrections efforts to increase non state-appropriated funding for effective evidence-based programs supporting the agency mission

Phase 2 will begin January 1, 2011 until July 31, 2011. In phase 2 the current grants administrator will be retired and begin a seven month period as Volunteer Grants Admin Assistant continuing with grants admin duties up to full-time employee equivalent.

| <b>Volunteer grants admin asst</b>  | <b>New grants administrator</b>  |
|---|--|
| <b>Volunteer work up to 32 hrs week M-TH</b>  | <b>Expanding toward fulltime during Phase 2</b>  |
| <b>Ongoing monthly, quarterly, annual progress and financial report monitoring and submission preparation due before 7-31-11</b>                | <b>Gradual takeover of online submissions phased in actual online submission of all July 2011 deadline reports</b> |
| <b>Responsible for only continuation applications</b>   | <b>Full responsibility for all new grant applications</b>  |
| <b>Preparation of grant related intergovernmental agreements for FY12</b>   | <b>Oversee the intergovernmental agreement process in preparation for FY13 agreements</b>                          |
| <b>Provide information regarding grant and matching fund needs for all grants for FY12 agency budget work program to Finance and Accounting</b> | <b>Oversee grants budget work program submission in preparation for FY13 full responsibility</b>                   |

Phase 3 will begin August 1, 2011 until January 31, 2014 or later as agreed to.

| <b>Volunteer grants admin asst</b>               | <b>New grants administrator</b>                                   |
|--|---|
| <b>Volunteer work no more than 20 hrs weekly</b> | <b>Transition complete to fulltime supervisory responsibility</b> |
|  |   |

## Historical Overview (FY2009-FY2011)

| <b>Oklahoma Department of Corrections</b>   |        |                    |                    |                    |
|---|--------|--------------------|--------------------|--------------------|
| <b>Federal Grants Award History</b>   |        |                    |                    |                    |
|   | CFDA # | FY 2011            | FY 2010            | FY 2009            |
| <b>Department of Justice</b>  |        |                    |                    |                    |
| State Criminal Alien Assistance Program (SCAAP)                                       | 16.606 | \$886,266          | \$1,194,050        | \$951,623          |
| Residential Substance Abuse Treatment (RSAT)  | 16.593 | \$487,419          | \$161,719          | \$146,678          |
| Byrne Drug and Violent Crime (JAG)*   | 16.738 | 0                  | 0                  | \$80,000           |
| BYRNE JAG ARRA**  | 16.803 | \$755,860          | \$755,860          | \$0                |
| Bulletproof Vest Partnership Act (BVPA)***  | 16.607 | \$83,634           | \$135,752          | \$94,505           |
| Second Chance Act****   | 16.812 | \$250,000          | \$750,000          | \$0                |
| SMART Adam Walsh Act Implementation   | 16.750 | \$205,584          | \$0                | \$0                |
| Prisoner Reentry Initiative(formerly SVORI)   | 16.202 | 0                  | \$0                | \$540,000          |
| <i>Total for Department of Justice</i>  |        | \$2,668,763        | \$2,997,381        | \$1,812,806        |
| <b>Department of Education</b>  |        |                    |                    |                    |
| Workplace & Community Transition Training for Incarcerated Individuals                | 84.331 | \$381,845          | \$370,227          | \$370,710          |
| Adult Basic Education   | 84.002 | \$369,717          | \$358,949          | \$246,059          |
| Individuals with Disabilities Act (IDEA)  | 84.027 | \$33,776           | \$34,284           | \$29,593           |
| IDEA -ARRA  | 84.391 | 0                  | \$24,876           | 0                  |
| Title I for Neglected and Delinquent Children   | 84.013 | \$210,392          | \$297,921          | \$233,121          |
| <i>Total for Department of Education</i>  |        | \$995,730          | \$1,086,257        | \$879,483          |
| <b>Department of Libraries</b>  |        |                    |                    |                    |
| Library Services Technology Act (LSTA)  | 45.31  | \$6,000            | \$28,700           | \$27,900           |
| <b>TOTAL ALL GRANTS</b>   |        | <b>\$3,670,492</b> | <b>\$4,112,338</b> | <b>\$2,720,189</b> |
| *2 grants WSKCC and JBCC  |        |                    |                    |                    |
| **4 grants WSKCC, JBCC, RSAT, Female Intervention and Diversion                       |        | x funded           | X funded           |                    |
| ***BVPA reflects 50% reimbursement vests reported during FY                           |        |                    |                    |                    |
| **** 2009- OKC men, 2010 Tulsa women, 2009 second year app OKC-men invitation delayed |        |                    |                    |                    |
| <b>New applications submitted in FY 2009-2011</b>                                     |        |                    |                    |                    |
| SMART AWA   |        | X, funded          | X not funded       | X-not funded       |
| BJA Byrne discretionary   |        | no                 | X not funded       | X-not funded       |
| NIJ Crime & Justice Research  |        | no                 | X not funded       | X-not funded       |
| SMART CASOM   |        | X                  | X not funded       | X-not funded       |
| Second Chance Act PRI****   |        | X funded           | X funded           |                    |
| COPS 2009/2010 CSSP   |        | X not funded       | X not funded       |                    |
| DHS Assistance to Firefighters  |        |                    | X                  |                    |
| SAMHSA Offender Reentry Program   |        | X not funded       |                    |                    |
| SCA 2010 Co-occurring Offender Treatment  |        | X not funded       |                    |                    |
| BJA 2010 Encouraging Innovation   |        | X not funded       |                    |                    |
| BJA Justice Mental Health Collaboration   |        | X not funded       |                    |                    |
| 10/20/2010 applications   |        | 21                 | 20                 | 16                 |

## Unit history:

### Grants staff has

- Developed revised agency procedures adding functional components for key partners in grant development and implementation including grant accounting, grant purchasing, grant research, and grant specialized experts dedicated to all opportunities. The modified procedure was operational early in 2009.
- Established, maintained and enhanced relationships/partnerships with related agencies and researchers to ensure up-to-date knowledge of grants opportunities statewide and nationally.
- Completed requested annual mandatory grant related reports for the federal government or state subgranting agencies and performed grant monitoring activities insuring no loss of federal funding.
- Developed systems for the regular collection of information regarding receipt of funds by others public and private agencies including the financial benefit derived by the DOC from such activities which were incorporated into policy in September 2010.
- Effectively increased grant funding annually with appropriate needed adjustments during the year to state budget work program.

## GRANTS ADMINISTRATION STRATEGIC PLAN



The mission of the Grants Administration Unit is to lead the agency process for identifying, applying for, receiving, and retaining funding to supplement state-appropriated funds in support of the agency mission.

### Action Plan

Produce competitive grant applications that lead to continued growth federal funding support for mission related activities of the Department of Corrections.

### Description

The administrator will lead the agency effort to secure, retain, and increase non state appropriated funds to further the agency mission through coordination of the system for grant opportunity identification, grant application, grant implementation monitoring, and grants results reporting resulting in continuous growth in non state appropriated funding.

### Key Performance Measure

- **KPM: Increase annual federal grant funds received (Outcome Measurement).**

Description: Annual review of federal grant awards received during each state fiscal year will show consistent growth.

| FY 2007<br>Actual | FY 2008<br>Actual | FY 2009<br>Actual | FY 2010<br>Actual | FY 2011<br>Estimated | FY 2012<br>Estimated | FY 2013<br>Estimated | FY 2014<br>Estimated |
|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|----------------------|----------------------|
| \$1,974,719       | \$2,007,379       | \$2,720,189       | \$4,112,338*      | \$3,840,596*         | \$3,290,596          | \$3,490,596          | \$3,690,596          |

\*Includes \$750,000 American Recovery and Reinvestment Act (ARRA) funds awarded in FY2010 and estimated for FY 2011 no longer available after FY 2011.

# GRANTS ADMINISTRATION GOALS & OBJECTIVES

## Goal

To lead the agency process of supplementing state-appropriated funds to support of the agency mission by identifying, applying for, receiving, monitoring and retaining grant funding.

## Activities

- Monitor all federal program announcements and evaluate potential agency use within one week.
- Monitor state sub-grant announcements and evaluate potential agency use within one week.
- Monitor federal legislation for future grant funding programs and determine prognosis for future funding sources.
- Search for non-governmental funding sources to support agency operations.
- Establish agency grants policy and procedure and ensure communication of grant guidelines to all agency staff who are involved in grant applications.
- Provide effective advice to staff and recommendations to executive staff and director regarding grant application decisions.
- Insure involvement of all effected staff in preparation of successful grant applications.
- Monitor and schedule to insure quality applications are submitted by grant deadlines.
- Maintain a systematic means of effectively monitoring all grants received to insure all grant requirements regarding programmatic and financial reporting are completed in a thorough and timely manner.
- Conduct regular systematic review of financial records for all grants.
- Conduct facility level site visits to monitor all grant programs.
- Maintain effective regular communication with granting authorities and keep abreast of all grant related requirements.
- Establish and maintain supportive contact with grants administration or appropriate staff with other agencies to develop collaborative opportunities that are mutually beneficial.
- Insure all grant programs implement effective evaluation that will show program effectiveness in support of obtaining funding for similar programs or to continue worthy programs when grant funds are no longer available.

## Baseline Data

*Number of grants and total dollars received in grants during the last fiscal year.*

## Measurement

*Number of grants and total dollars received in grants during the current fiscal year.*

## Outcome

*Both number of grants and total dollars in grants received will increase by ten percent (10%) over the prior fiscal year.*

# GRANTS ADMINISTRATION BUSINESS PLAN

## Introduction

The primary function of the Grants unit is to lead the agency process for identifying, applying for, receiving and retaining funding to supplement state-appropriated funds in support of the Oklahoma Department of Corrections (DOC) mission.

**Mission:** To develop and maintain an organizational culture that successfully pursues grant funding opportunities and supports other agencies efforts to secure non-appropriated funding that contributes to increasing effective mission related programming for the DOC.

**Vision:** DOC will produce competitive grant applications and support applications of others that lead to continued growth in non-appropriated funding support for evidence-based mission related activities of DOC.

**Values:** DOC seeks funding and partnerships with other agencies to supplement state-appropriated funding to support evidence based practices which contribute to the agency mission.

## Overview of Unit

The Grant unit is comprised of one administrator whose responsibilities include:

- Managing agency process for development and review of all agency grant proposals including recommendations to the director and timely submission of approved applications
- Monitoring grant award implementation with grant requirements through on-site review of program, financial, and reporting requirements and insuring timely submission of all reports to the granting authority.
- Locating grant resources to assist agency in fulfilling its mission including monitoring of federal appropriation for future grant prospects.
- Developing agency policy and preparing regular reports for director, executive staff, and public information through agency web page regarding agency grants.
- Serving as liaison to other agency's regarding grant opportunities including serving as director's permanent designee to the Byrne Justice Assistance Grant Board and RSAT Grant Board.

Required action steps include

- Daily checking for new grant opportunities in the *Federal Register* and other sources reviewing all grants for eligibility criteria and other application requirements. When warranted, identify grant application initiatives, gather needed input from within the agency and any partnering agencies toward the application, obtain director's approval to submit the application, and complete the timely submission of the application in accordance with the grant requirements.
- Daily maintain a systematic record of requests for assistance in locating grants and advise requestor of any viable application possibilities identified during daily grant searching activities.
- Daily forward information on grant opportunities to other agencies what might be applicants for any grant which could be of potential benefit to Oklahoma Department of Corrections and maintain regular contact with other agency grant personnel or personnel involved in multi-agency grant initiatives with the department to facilitate ongoing collaboration.
- As needed, about twenty times annually, work with legal division to develop annual interagency local agreements and memorandum of understanding which support grant applications and grant implementation.
- Monthly monitoring of financial expenses for all grants providing timely feedback to units involved to insure full compliance with all laws and grant financial regulations and conduct periodic on site program reviews for all

- grants providing feedback to insure appropriate grant implementation and evaluation within the individual grant requirements. Develop and implement systems for monitoring, collection of needed programmatic and evaluation report preparation including submission in accordance with specific grant requirements, usually involving quarterly or semiannual reporting and annual evaluation. Provide at least bimonthly briefing updates to executive staff.
- Annually monitor federal appropriation processes as well as other legislation with grant implications. Prepare annual report regarding new federal budget and its potential effect on grant programs for executive staff as well as for inclusion in an annual grants update presented to the Board of Corrections. Quarterly provide updates to Grants Administration Webpage. Annually provide information regarding funding needed for grant match budget requirements and information on any state funding needed to replace federal funding in order to continue effective programs.
  - Daily serve as project manager for some grants including reviewing applicants for and maintaining database of qualified young offenders for educational program grants. Monitoring and regularly submitting requests for reimbursements under reimbursement grant programs Bulletproof Vest Partnership Act and State Criminal Alien Assistance Programs.
  - As needed, review any new grant applications required certifications including Suspension and Debarment, Drug-Free Workplace, Lobbying, Equal Employment Opportunity, Americans with Disabilities Act, National Environmental Policy Act or other assurances for any changed or new requirements prior to recommending for directors signature.
  - Regularly attend board meetings and subcommittee meetings participating as the director's designee to Justice Assistance Grant Board and Residential Substance Abuse Treatment Grant Board and any other grant related meetings involving collaboration with other agencies as directed. To maintain regular contact with personnel from other agencies toward proposal or development of further mission related interagency collaborations.
  - Daily implement the fiscal year annual goals and objectives, business plans and strategic plans of the Grants Administration Unit.

## Market Analysis

**External:** DOC serves on three District Attorney's Council grant boards with the grants administrator serving as director's permanent designee on The Justice Assistance Grant (JAG) Board and Residential Substance Abuse Treatment (RSAT) Board. DOC also must maintain working relationships with other agencies with respect to grant opportunities and implementation. Grants has developed and maintains cooperative working relationships with these agencies.

**Internal:** Grants works with many other units in the agency in identification and development of specific grant opportunities. Key internal units in all successful applications and implementations include evaluation & analysis, procurement, and accounting as well as grant specific or program specific subject matter experts.

## Financial Overview

Grants moved to Community Sentencing and Offender Information Services in March 2010. The unit (Grants) has not previously been budgeted separately in the agency work program. The unit has been part of the budget of the unit supervising grants. For FY 2010, Grants has requested, in addition to its staff salaries and benefits, \$12,500 in Departmental Services budget. Similar funding support from the parental unit is needed in FY 2011 and future years.

Specific grant budgets are based on the individual federal grant award amount, required match and any approved revolving funds needed to continue effective programs. \$3,963,037 was budgeted in the initial FY 2010 budget work program. New grants received in FY 2010 raised the final FY 2010 budget work program to \$4,613,037. \$5,116,684 was budgeted in the initial FY 2011 budget work program.

## Unit:

### Grants staff will

- Develop revised agency procedures enhancing functional components for key partners in grant development and implementation including grant accounting, grant purchasing, grant research, and grant specialized experts dedicated to all opportunities. The modified procedure is expected to be completed and operational late in 2011.
- Maintain, enhance, and establish relationships/partnerships with related agencies and researchers to ensure up-to-date knowledge of grants opportunities statewide and nationally.
- Complete requested annual mandatory grant related reports for the federal government or state subgranting agencies and perform grant monitoring activities to insure no loss of federal funding.
- Strengthen systems for the regular collection of information insuring receipt of all funds by others public and private agencies including the financial benefit derived by the DOC from such activities.

## Strategies and Action Plan

**Strategy 1** - Ensure grant staff develops a more extensive group of internal grant specialists and interested staff to be involved in effective and successful grant development.

**Strategy 2** - Increase outreach to departmental staff through presentations, publications, and direct discussion to develop and enhance grant development into their daily operations and program and policy planning.

**Strategy 3** - Continue to partner with state, federal, and other agencies in their efforts to obtain non-appropriated funding to support DOC operations and their continuous improvement.

**Strategy 4** - Develop a more comprehensive process for measurement of non-appropriated funding received in support of DOC programs that insures identification of all funds received by other agencies that support DOC program

## Appendix A

### Detailed Plan Timeline Tracking

Grants Administration will lead the Oklahoma Department of Corrections efforts to increase non state-appropriated funding for effective evidence-based programs supporting the agency mission

|   |   | Grants Transition to Excellence Plan |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|--------------------------------------|--|--|--|--|--|------------------------------|--|--|--|--|--|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|   | ACTIVITY  | PHASE 1<br>10/10 to 11/10            |  |  |  |  |  | PHASE 2<br>1/1/11 to 7-31-11 |  |  |  |  |  | PHASE 3<br>8-1-11 to 1-31-14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Check the Federal Register daily for new opportunities                              |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Check Grants.gov weekly for new opportunities                                       |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Check ASCA grants page weekly   |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Advise other agencies of opportunities  |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Check OJP GMS system weekly   |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| S | Check other websites DOLETA, SAMHSA etc.  |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | ABE Teachers timesheets/payroll   |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Title I , ABE, Special Ed monthly review  |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Monitor RSAT Annual Project Reports submission                                      |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Review and approve ARRA quarterly vendor report for submission by grants accounting |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Review and approve workplace annual sf269's   |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Monitor and approve A-3 monthly cash requests JAG-RSAT for submission               |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Monitor and approve any quarterly A-8 project inc JAG-RSAT                          |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Monitor and approve for submission all A-7 quarterly financial reports JAG-RSAT     |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Conduct annual site visits  |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M | Monitoring education submission of ABE, Title 1, IDEA, and LSTA applications        |                                      |  |  |  |  |  |                              |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Grants Administration will lead the Oklahoma Department of Corrections efforts to increase non state-appropriated funding for effective evidence-based programs supporting the agency mission

| Grants Transition to Excellence Plan |  | PHASE 1<br>10/10 to 11/10 | PHASE 2<br>1/1/11 to 7-31-11 | PHASE 3<br>8-1-11 to 1-31-14 |
|--------------------------------------|--|---------------------------|------------------------------|------------------------------|
| M                                    | Monitoring education submission of ABE, Title 1, IDEA, and LSTA programmatic reports           | █                         | █                            | █                            |
| M                                    | Monitoring Finance and Accounting submission of ABE, Title 1, IDEA, and LSTA financial reports | █                         | █                            | █                            |
| M                                    | Workplace grant approval of offender applicants  | █                         | █                            | █                            |
| M                                    | Monitor all BPV purchases and expenditures from 5151209 account                                | █                         | █                            | █                            |
| M                                    | Grant funded personnel time sheets collection and forwarding to grants accountant              | █                         | █                            | █                            |
| M                                    | Monitoring submission of RSAT annual report  | █                         | █                            | █                            |
| M                                    | Processing workplace bills   | █                         | █                            | █                            |
| M                                    | Monitor quarterly submission of PMT reports for JAG, RSAT, and SCA                             | █                         | █                            | █                            |
| M                                    | Interlocal agreement approvals and signing   | █                         | █                            | █                            |
| A                                    | Submitting Workplace application and annual census data  | █                         | █                            | █                            |
| A                                    | Submitting SCAAP datasets and completing online application                                    | █                         | █                            | █                            |
| A                                    | Submitting online BVP subgrant agency portion of state application                             | █                         | █                            | █                            |
| A                                    | Managing process and submission of new grant applications                                      | █                         | █                            | █                            |
| R                                    | Weekly grants tracking update  | █                         | █                            | █                            |

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| Grants Transition to Excellence Plan |  | PHASE 1<br>10/10 to 11/10 |  |  |  |  |  |  |  |  |  |  |  | PHASE 2<br>1/1/11 to 7-31-11 |  |  |  |  |  |  |  |  |  |  |  | PHASE 3<br>8-1-11 to 1-31-14 |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------|--|---------------------------|--|--|--|--|--|--|--|--|--|--|--|------------------------------|--|--|--|--|--|--|--|--|--|--|--|------------------------------|--|--|--|--|--|--|--|--|--|--|--|
|                                      | ACTIVITY   |                           |  |  |  |  |  |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |                              |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | JAG Recovery quarterly personnel sheets preparation and submission                     | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Prepare grants quarterly reports for grants web page                                   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Workplace Annual Report  | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Director's Board comments  | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Bimonthly grants briefings for executive staff   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Reporting BPV receipts   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| R                                    | Annual executive staff briefing on grant impacts of federal budget                     | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Regularly update grants award history  | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Annual review and update grants goals and objectives                                   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Annual review for needed changes in OP120104   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Tracking new federal grants related legislation  | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Tracking federal appropriation process   | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Monthly review all grant and match expenditures  | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |
| T                                    | Managing successful closeout of all completed grants within 90days of project end date | [Active]                  |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  | [Active]                     |  |  |  |  |  |  |  |  |  |  |  |

Grants Administration will lead the Oklahoma Department of Corrections efforts to increase non state-appropriated funding for effective evidence-based programs supporting the agency mission

