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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Grant Application and Administration

The Oklahoma Department of Corrections (ODOC) may seek grant monies to initiate or expand appropriate programs to fulfill its mission. The grants manager is responsible for locating grant funding possibilities. The following procedure governs the application for and the management of grants.

I. Application Procedure

A. Request for Grant Application

An ODOC employee (or group of employees) may submit a proposal to initiate or expand a program appropriate to fulfilling the mission of the agency.

1. The person(s) initiating the proposal will be the proponent(s) and point of contact. A group of employees submitting a proposal will select one group member to serve as the point of contact for the group.
2. Proposals will be in writing using the “Department of Corrections Request for Grant Application” form ([Attachment A](#), attached).
3. Proposals will be forwarded through the chain of command to the ODOC grants manager. Each person reviewing the proposal may comment or provide input as part of the endorsement.

B. Submission

The procedure for submitting a grant proposal for application consideration will consist of the following three phases:

1. Request for Application Phase
 - a. The point of contact will prepare a proposal in accordance with the "Department of Corrections Request for Grant Application" ([Attachment A](#)).
 - b. Upon completion, the request form will be forwarded through the chain of command to be reviewed by the sponsoring senior staff member. If approved by the sponsoring senior staff member, the application will be forwarded to the grants manager.
 - c. The ODOC grants manager will review the request and obtain input from staff appropriate to the specific request.
 - d. The grants manager will submit the proposal to the chief administrator of Program Services for initial review and director's authority to develop the grant application.
 - e. The ODOC grants manager will report the decision to the point of contact through the chain of command.
 - f. Block grant and system-wide grant applications will be developed when requested by the Director.
2. Application Phase
 - a. Upon approval for grant development, the grants manager will assemble a grant project team. The team will include the proponent and other specific application experts selected by the grants manager.
 - b. The grant project team will coordinate preparation of the grant application in accordance with the guidelines, requirements, and deadlines of the agency to which the request will be submitted (granting agency).
3. Submission Phase
 - a. When revisions or changes are made, a request for permission to submit the grant application will be forwarded to the director for approval and signature. The director is the only person who can legally bind the agency by signing and approving a grant application. The grants manager will ensure all grant applications are signed and submitted in accordance with grantor guidelines.

II. Grants Management

A. Grants Manager

The grants manager will be responsible for:

1. Conducting continuous research that identifies new funding opportunities and sources to support evidence-based, mission-driven agency projects;
2. Coordinating the review and final application process for all grant proposals;
3. Coordinating technical assistance, as needed, for writing and developing grant proposals;
4. Coordinating with other offices in the agency and other agencies that might assist or support the proposal and selecting the specific grant project team;
5. Identifying grant resources, as necessary;
6. Actively pursuing internal proponents/grant project team members to develop and assist in development of promising grant proposals;
7. Coordinating the submission of all grant applications to ensure timely mailing or online submission in accordance with grantor guidelines;
8. Monitoring the management of all grants awarded to the ODOC. Monitoring will be accomplished through a combination of financial record reviews, regular review of timeliness and quality of required grant reports, and on-site program reviews. The grants manager will conduct internal reviews at least annually;
9. Preparing quarterly updates of significant grant activity for senior staff and for posting on the ODOC web page; and
10. Serving as director's designee to various grant boards.

B. Program Implementation, Reporting, and Evaluation

Program implementation, reporting, and evaluation of grants are the responsibility of the sponsoring senior staff. The responsible senior staff must also ensure the availability of required matching funds.

C. Financial Administration

The grants accountant is responsible for the financial administration of all

grants awarded to ODOC and will normally serve as the financial officer on grant applications.

III. Notice of Other Funding Support

Any ODOC staff who becomes aware of outside funding support currently in place through grants or non-grant sources for agency programs/projects will notify the grants manager by completion of the "Department of Corrections Notice of Funding Support" form ([Attachment B](#), attached).

IV. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

V. Action

The division head is responsible for compliance with this procedure.

The chief administrator of Program Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120104 entitled "Grant Application and Administration" dated January 7, 2015

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Department of Corrections Request for Grant Application"	Attached
Attachment B	"Department of Corrections Notice of Funding Support"	Attached