

DEPARTMENT OF CORRECTIONS, D.C.
Office of the Director

DO 1131.1
November 18, 1974
02

DEPARTMENT ORDER 1131.1

Subject: Procedures for the Management of Grant Programs

1. Purpose. To establish procedures for the management of grant programs. It is also the purpose of this order to delineate the responsibility and authority of all administrative program offices supporting grant programs.

2. Issuances Affected or Referenced.

a. Cancellation. None.

b. Reference. DO #1130.1 dated September 24, 1974, is referred to in the text.

3. Policy. It is the policy of the Department that the Project Director is the sole manager of a grant program.

4. Procedures.

a. Delegation of Authority. The Project Director has the responsibility and authority for the operation of a grant program. The Grant Coordinator will coordinate all the staff support functions in the operation of a grant program.

b. Actions.

(1) A grant application will be considered approved when the Department receives an official award letter from a funding agency. The official starting date will be specified in the award letter, unless subsequently amended by the Project Director.

(2) Upon receipt of grant approval letters, the Grant Coordinator will notify in writing the following personnel and offices:

(a) Project Director

(b) Office of Program Development and Coordination

(c) Accounting

DO 1131 1
November 18, 1974
02

- (d) Personnel
- (e) Procurement
- (f) Business Services

(3) The Project Director will then initiate the following actions:

- (a) Ensure adequate work space and facilities are available.
- (b) Request personnel recruitment and placement.
- (c) Requisition supplies and equipment. Equipment and furniture to be supplied by the Department should be requested as early as possible from Business Services.
- (d) Start program activities.
- (e) Establish and maintain program records.

(4) The Grant Coordinator shall be responsible for maintaining the official administrative records for each grant program. A control file shall be established and contain the following:

- (a) Approved proposal application
- (b) Official funding agency application
- (c) Official award letter
- (d) Agreement and special conditions letter
- (e) Copies of requests for funds
- (f) Reprogramming or adjustment requests and approvals
- (g) Official grant correspondence
- (h) All official reports
- (i) Contracts
- (j) Complete records of purchase orders, MERs and invoices

(5) In addition, the Grant Coordinator shall maintain a record of all grant proposals, including proposals from outside sources that were approved but not funded and all those proposals initially disapproved.

(6) All financial requests (Bus #2's, all personnel actions, request for payment, etc.) shall be sent by the Project Director to the Grant Coordinator for review. The Grant Coordinator will then transmit these requests to the appropriate office for action.

(7) The Office of Program Coordination shall monitor Line Operations grant programs. Programs not within this category shall be monitored by special arrangements as dictated by the nature of the grant. Program discrepancies, if any, shall be reported, in writing, to the Project Director along with recommendations (copy to Grant Coordinator) for their resolution.

(8) If at any time it is determined by the Project Director, Project Monitor, institutional and/or administrative supervisors that the grant program requires an adjustment, either financially or programatically, the Grant Coordinator shall prepare, and transmit to the funding agency whatever adjustment(s), request(s), which are necessary.

(9) All contracts, correspondence, and negotiations with a funding agency shall be made through the Grant Coordinator. The Grant Coordinator shall likewise ensure that all responsible personnel are kept informed of all pertinent activities and information concerning the grant program.

(10) All grant programs being recommended for continuation or refunding as a grant shall be submitted via the procedures in DO 1130.1 dated September 24, 1974.

(11) Sixty (60) days prior to the expiration date of the grant, the Grant Coordinator shall notify the Project Director and the following offices: Personnel, Accounting, and the Office of Program Development and Coordination to take actions to officially terminate the grant.

c. Reporting.

(1) Financial and narrative reports must be prepared for all grants and shall be submitted to the Grant Coordinator for control processing and transmittal to the funding agencies.

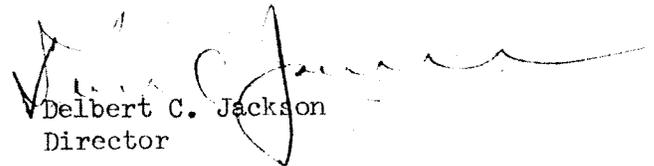
DO 1131.1
November 18, 1974
02

(2) Financial reports will be prepared in accordance with the funding agency's requirements, usually required monthly, quarterly, and annually. These reports shall be prepared by the Grant Accountant. The Project Director and the Accounting Officer shall verify and sign the reports. The reports shall then be forwarded to the Grant Coordinator for transmittal.

(3) Narrative progress reports will be prepared in accordance with the funding agency's requirements, usually required quarterly and annually. These reports shall be prepared by the Project Director and submitted to the Grant Coordinator. Quarterly and final reports will be signed by the Director.

(4) Evaluation reports shall be prepared by the Office of Planning and Program Analysis for all grants and shall be submitted to the Director for review and transmittal to the funding agency by the Grant Coordinator.

6. Effective Date. This order is effective upon receipt.


Delbert C. Jackson
Director

Distribution: "A" "B"