

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	October 4, 2014	<b>Page 1 of 6</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	1131.1 November 18, 1974	
			<b>OPI:</b>	DDOMS	
			<b>REVIEW DATE:</b>	October 4, 2015	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	PROCEDURES FOR MANAGEMENT OF GRANT PROGRAMS			
<b>NUMBER:</b>	1131.1A				
<b>Attachments:</b>	NONE				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Major Revisions	Major revisions contained throughout policy.
Minor Revisions	<i>References to "Project Director and Project Manager" changed to "Program Manager/Supervisors" throughout the policy.</i>
	<i>Deputy Director(s) level of authority was added to the policy</i>

**APPROVED:**

*Signature on File*



**Thomas Faust, Director**

October 4, 2014

**Date Signed**

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<b>Attachments:</b>	NONE			

1. **PURPOSE AND SCOPE.** 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. **POLICY.** It is policy of the Department of Corrections (DOC) that the Director will be the final approving authority for proposed grants within DOC.
3. **APPLICABILITY.** This program statement applies to all DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2.1401.01 et seq., (hereinafter, “the Act”), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded**
    - 1) DO 1131.1 Procedures for the Management of Grant Programs
  - b. **Directives Referenced.** None
7. **AUTHORITY**
  - a. D.C. Code § 24-211.02, Powers; promulgation of rules
  - b. Mayor’s Order 2011-170, Establishment – Office of Partnerships and Grant Services (October 5, 2011)

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- c. Mayors Memorandum 2012-3, Rules or conduct Governing Donations and Honoring Gifts to the District of Columbia Government (May 16, 2012)
- d. District of Columbia Citywide Grants Manual and Sourcebook
- e. D.C. Code § 1-328.01 et seq., Grant Administration
- f. D.C. Municipal regulations, title 1, Chapter 50, Subgrants to Private and Public Agencies.

**8. STANDARDS REFERENCED.** None

**9. PROGRAM MANAGERS**

- a. Program Managers/Supervisors shall be responsible for maintaining the official administrative records for each proposed grant program. The Program Manager shall maintain a control file that contains the following documents:
  - 1) Copy of proposed grant letter,
  - 2) Approved proposal letter and application (Deputy Director(s), Director),
  - 3) Official funding agency application,
  - 4) Official award letter,
  - 5) Agreement and special condition letter,
  - 6) Copies of request for funds,
  - 7) Reprogramming or adjustment requests and approvals,
  - 8) Official grant correspondence,
  - 9) All official reports,
  - 10) Contracts, and
  - 11) Complete records of purchase orders, MERs and invoices.
- b. The Program Manager 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.

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- c. The Program Manager will then transmit these requests to the appropriate office for action.
- d. If at any time it is determined by the Program Manager that the grant program requires an adjustment, either financially or programmatically, the Program Manager shall prepare, and transmit to the funding agency whatever adjustment (s), request (s), which are necessary.
- e. All contracts, correspondence, and negotiations with a funding agency shall be made through the Program Manager. The Program Manager shall likewise ensure that personnel and the Executive Staff of DOC are kept informed of all pertinent activities and information concerning the grant program.
- f. All grant programs being recommended for continuation or refunding as a grant shall be submitted via the procedures outlined in this directive.
- g. Sixty (60) days prior to the expiration date of the grant, the Program Managers shall notify the Project Director and the following office: Personnel, Accounting, and the Funding Agency to take actions to officially terminate the grant.

#### 10. **GRANT APPLICATION.**

- a. 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 Program Manager.
- b. Upon receipt of grant approval letters, the Program Manager will notify in writing the following personnel and offices:
  - 1) Director's Office,
  - 2) Deputy Director(s),
  - 3) Agency Financial Officer
  - 4) DOC Office of Human Resource Management
  - 5) Acquisitions
- c. The Program Manager will then initiate the following actions:

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- 1) Ensure adequate work space and facilities are available.
- 2) Request personnel recruitment and placement.
- 3) Requisition supplies and equipment. Equipment and furniture to be supplied by the Department should be requested as early as possible from DOC Office of Acquisitions Management.
- 4) Start program activities.
- 5) Establish and maintain program records.

## 11. REPORTING

- a. Financial and narrative reports must be prepared for all grants and shall be submitted to the Program Manager for DOC Executive and Agency Financial Officer Review prior to control processing and transmittal to the funding agencies. The exception to this process is when the finances are managed through the Office of Justice Administration (OJGA) or another agency. In that case the narrative must be submitted to the external agency Program Manager after DOC Executive review and approval.
- b. Financial reports will be prepared in accordance with the funding agency' requirements usually required monthly, quarterly, and annually. These reports shall be prepared by the Program Manager with the assistance of the Agency Financial Officer (AFO) and the Chief of Acquisitions. The reports shall then be forwarded to the respective Deputy Director and Director for review. The Program Manager shall verify and sign the reports, if required. If the funding agency requires that the financial reports be submitted through the AFO, the Program Manager will maintain copies for their record.

The exception to this process is when the finances are managed through OJGA or another agency. In that case, both the AFO and OJGA/agency Program Manager must be notified and coordinate to prepare required financial report.

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