

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.46	PAGE NUMBER 1 of 2
	RELATED ACA STANARDS: NONE	
CHAPTER: 8 ADMINISTRATION	SUBJECT: GRANTS MANAGEMENT	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:  9/22/15		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517

II. PURPOSE: To establish a standardized process for the application, management and expenditure of grant funds.

III. APPLICABILITY: All Department employees.

IV. DEFINITIONS:

Executive Team: Members of the Department’s leadership team which may include the Commissioner, Deputy Commissioner, Bureau Chiefs, Deputy Bureau Chiefs, Chief of Information Technology, as well as any employees designated by the leadership team.

Egrants: The Delaware Criminal Justice Council’s online grant system that allows users to find new funding solicitations, complete applications, submit quarterly progress reports, request reimbursements and report on performance measures.

Program Creator: Role in Egrants which allows a user READ/WRITE access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures. This role can also submit program reports.

Program Reader: Role in Egrants which allows a user READ-ONLY access to all programmatic data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all narrative sections not specifically associated to the budget; and all sections devoted to performance measurement. Examples include, but are not limited to: Problem Description; Project Description; and Performance Measures.

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Financial Creator: Role in Egrants which allows a user READ/WRITE access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget. This role can also submit fiscal reports.

Financial Reader: Role in Egrants which allows a user READ-ONLY access to all financial data within a project. This includes all summary project data (the kind of information that would, in the past, have appeared on the first page of a printed application); all budget sections and line items; and some contractual sections such as Recipient Agency Budget.

Submission: Role in Egrants which allows a user to SUBMIT applications, modifications, and continuations. A user without this role may work on a project, but will not be able to submit it to CJC. Similarly, if a project were returned to the applicant for revisions, only users with this role could re-submit the revised project. This role can allow agencies (particularly larger ones) to enforce some level of review over what is submitted to CJC.

V. **POLICY:** It is the policy of the Department of Correction to maintain a grant management process to ensure thorough and complete applications, accurate financial reporting and identification of all potential opportunities.

The Executive Team will identify employees for the roles of Program Creator and Financial Creator under each Bureau as well as one (1) Submission role for all Department grants in the Egrants system. Additional employees may be designated with the roles of Program Reader and Financial Reader for review purposes.

The Controller is responsible for overseeing grants on a department-wide level and performing the following tasks:

- Review grant applications, sub-grant adjustments and any other documents before approval and submission;
- Apply and manage direct grants such as the State Criminal Alien Assistance Program (SCAAP);
- Review and approve all grant expenditures per grant guidance;
- Prepare and review monthly summary of Department grants;
- Assist other Department employees as needed during grant preparation and management; and
- Serve as the central point of contact for spending of discretionary federal funds.