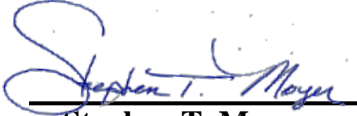
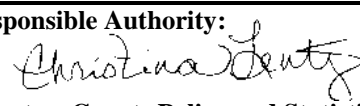


# Executive Directive



  
Stephen T. Moyer  
Secretary

<b>Title:</b> Grants Management	<b>Executive Directive Number:</b> OSPS.020.0025
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, Annotated Code of Maryland	<b>Supersedes:</b> GPS.020.0025 , Grants Management November 14, 2014
<b>Related ACA Standards:</b> N/A	<b>Responsible Authority:</b>  Director, Grants Policy and Statistics
<b>Related MCCS Standards:</b> N/A	<b>Effective Date:</b> November 6, 2015 <b>Number of Pages:</b> 6

  
Rhea Harris  
Assistant Secretary  
Programs and Services

## .01 Purpose.

- A. This directive continues existing policy and procedures for centralized oversight for Department of Public Safety and Correctional Services (Department) grant management responsibilities under the Office of Grants, Policy and Statistics (GPS).
- B. This directive establishes minimum policy and responsibilities for documenting, processing, and monitoring Department and unit activity related to:
  - (1) Researching grant funding opportunities;
  - (2) Applying for a grant;
  - (3) A grant award; and
  - (4) Reporting grant activity.
- C. This directive authorizes the Department Grants Manager to establish procedures for the Department and units to follow concerning grant-related activity.

## .02 Scope.

- A. This directive applies to all units of the Department.
- B. This directive does not apply to an individual employee seeking personal grant assistance.

## .03 Policy.

- A. The Department shall maximize opportunities to supplement budgeted funds by identifying and applying for grant funding.
- B. The Department shall responsibly manage grant awards to maximize the prospective impact of the award according to terms and requirements of the grant.

## Executive Directive Number: OSPS.020.0025

### .04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Award” means that a grant application has been submitted and approved by the grantor and the funding is available for allocation according to conditions established by the grantor.
- (2) “Department Grants Manager” means the GPS employee, designated by the Executive Director — GPS and approved by the Secretary, who is authorized to implement and oversee the policy and responsibilities established under this directive.
- (3) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
- (4) “Fiscal officer” means the individual designated the authority to assist the project director in developing the grant budget and monitoring grant expenditures to ensure consistency with grant conditions and who prepares and submits periodic financial reports required by the grantor.
- (5) “Grant” means limited financial assistance available from a non-Department source intended to:
  - (a) Temporarily supplement Department resources to improve performance of existing responsibilities;
  - (b) Provide start-up funding for a new Department program;
  - (c) Assist with implementation of an unfunded statutory or regulatory mandate; or
  - (d) Supplement other Department administrative or operational responsibilities.
- (6) Grant Liaison.
  - (a) “Grant liaison” means the employee, designated by the employee’s unit head, to act on behalf of the unit head as liaison between the unit and the Department Grants Manager concerning grant-related activities.
  - (b) “Grant liaison” responsibilities may be performed by an employee designated as the project director for an award.
- (7) Project Director.
  - (a) “Project director” means the individual designated the authority to conduct, monitor, and report daily operational and administrative activities related to an award.
  - (b) “Project director” responsibilities may be performed by an employee designated as the grant liaison for an award.

**Executive Directive Number: OSPS.020.0025**

- (8) “Unit” means an organization, facility, or division established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary).

**.05 Responsibility.**

- A. The Department Grants Manager reports to the Director, Grants and Special Projects and is responsible for:
- (1) In cooperation with grant liaisons, identifying potential grant opportunities;
  - (2) Assisting with preparing Department grant applications;
  - (3) Coordinating with grant liaisons to properly complete a grant application;
  - (4) Creating a central repository of grant information including, at a minimum:
    - (a) Grant opportunities;
    - (b) In-process grant applications;
    - (c) Completed grant applications submitted to the grantor, but not yet awarded; and
    - (d) Grant awards for the Department;
  - (5) In cooperation with the Department’s Financial Services Unit, monitoring Department grant expenditures;
  - (6) Monitoring Department grant activity to ensure compliance with documenting and reporting requirements;
  - (7) Reporting, as needed, Department grant activity to the Director, Grants and Special Projects — GPS;
  - (8) Preparing and submitting an annual report on federal funds received as required by the Governor’s Grants Office;
  - (9) Developing, maintaining, and distributing detailed grant management procedures that, at a minimum, include required executive and management review, approvals, signatures, and distribution of approved documents; and
  - (10) Establishing and maintaining files for grant-related documents in a manner that demonstrates compliance with grant award requirements.
- B. The Department’s Director — Financial Services, or a designee, is responsible for:
- (1) Certifying budgets for grant applications and ensuring that adequate funding is available for any required grant match;

**Executive Directive Number: OSPS.020.0025**

- (2) Establishing accounting procedures to track grant expenditures in comparison to the related grant budget;
- (3) Maintaining accurate and current information on:
  - (a) Grant awards and related match requirements;
  - (b) Expenditures made in relation to a grant award; and
  - (c) The remaining unspent balances of a grant award;
- (4) Ensuring that:
  - (a) Adequate appropriation is available and submitting budget amendments as required to allow grant funds to be expended; and
  - (b) The grant project director and fiscal officer are notified when budget amendments are approved and the grant project may commence.
- (5) Monitoring submission of grant financial reports prepared by the fiscal officer according to the requirements of the grant; and
- (6) Maintaining grant documentation including, but not limited to:
  - (a) The signed application;
  - (b) Grant award documents;
  - (c) Financial reports;
  - (d) Grant modifications; and
  - (e) Other documentation related to a grant.

C. A unit head is responsible for:

- (1) Designating unit employees as the grant liaison and project director for each grant;
- (2) Notifying the Department Grants Manager of the grant liaison, project director, and fiscal officer designations and subsequent changes to the grant liaison, project director, and fiscal officer designations; and
- (3) Ensuring unit compliance with grant management requirements established by this directive.

D. A Grant Liaison is responsible for:

- (1) Coordinating unit grant-related activities with the project director, fiscal officer, and the Department Grants Manager;

**Executive Directive Number: OSPS.020.0025**

- (2) Performing applicable responsibilities established under §.05A of this directive at the unit level;
- (3) Proactively engaging in information sharing with other grant liaisons, project directors, and fiscal officers and the Department Grants Manager to support the intent of the policy established by this directive; and
- (4) Complying with grant-related procedures established by the Department Grants Manager concerning applying for, managing, documenting, and reporting grant-related activity.

E. A Project Director is responsible for:

- (1) Providing substantive content for a grant application;
- (2) Coordinating with the Fiscal Officer and the Procurement Officer to prepare the grant budget;
- (3) Initiating the hiring of grant-funded personnel;
- (4) With direction and assistance from the Procurement Officer, initiating and RFPs needed to procure grant-funded goods or services.
- (5) With assistance of the fiscal officer, monitoring grant expenditures and ensuring all grant expenditures are consistent with the grant budget conditions;
- (6) Ensuring that the grant meets goals and objectives set forth in the original application;
- (7) Submitting programmatic grant reports and modifications;
- (8) Tracking performance measures; and
- (9) Maintaining records and related grant materials in a systematic fashion to ensure compliance with the grants conditions for at least five years after date the grant award closed.

F. A Fiscal Officer is responsible for:

- (1) Coordinating with the project director to ensure that:
  - (a) The budget portion of a grant application is complete and accurate;
  - (b) Grant funds are not expended unless adequate appropriation is available; and
  - (c) All grant funds are dispersed according to the grant conditions;
- (2) Assisting the project director in determining when a grant modification is required;
- (3) Tracking grant expenditures and monitoring grant balances;
- (4) When necessary, preparing a DA—22 amendment to include grant funded contractual positions; and

**Executive Directive Number: OSPS.020.0025**

- (5) Submitting financial reports to the Director Budget Management — Financial Services for review prior to submission to the grantor.

**.06 Attachments/Links.**

There are no attachments or links to this directive.

**.07 History.**

- A. This directive replaces GPS.020.0025, issued November 14, 2014 to comply with Department realignment.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

**.08 Correctional Facility Distribution Code.**

A