

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Grants Coordination Policy	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 22-BUS-06
RULE/CODE REFERENCE: ORC 5120.09	SUPERSEDES: 22-BUS-06 dated 06/24/99
RELATED ACA STANDARDS:	EFFECTIVE DATE: January 6, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

To establish a policy identifying the Office of Grants Management as the Office within the Department having the primary responsibility for the fiscal management for all grants received by the Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC), independent contractors providing a service to the Department and volunteers.

IV. DEFINITIONS

Grant – Financial assistance provided by the Federal Government, or other funding sources, used to pay the costs associated with administering programs under the jurisdiction of the Department of Rehabilitation and Correction. Other funding sources may include state agencies, private foundations, and corporations.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Office of Grants Management, under the Bureau of Budget Planning and Analysis within the Office of Administration shall be responsible for coordinating the fiscal administration of all grants received by the Department of Rehabilitation and Correction.

VI. PROCEDURES

- A. Responsibilities of the Office of Grants Management
1. Coordinating the Department's efforts to secure additional federal funding and funding from other available sources. This coordination shall be achieved by working with potential grantor agencies as well as actively participating in the internal development of all grant proposals.
 2. Establishing and maintaining the policies and procedures for the fiscal management of all grant programs including policies and procedures for the processing of the purchases of supplies and equipment for the grant programs.
 3. Developing and implementing a system of monitoring and evaluation of grant budget requests, and the analysis of grant spending through the use of quarterly and year-end budget reports.
- B. All grant proposals prepared by Department staff shall be submitted to the Office of Grants Management for their review and approval prior to being submitted to the funding source.
- C. For tracking purposes, the Office of Grants Management shall be notified of the type and dollar value of all technical assistance or other in-kind grants received by the Department.