

Chapter: General Financial Provisions	Effective Date: 6/1/19
Title: Grant Administration	Page: 1 of 3
Statutes: Government Code §772.005 and §772.009	Replaces: GAP.09.53, 11/1/06

(a) **Policy.**

TJJD may seek additional funding by submitting applications for federal, state, and private grants. Grant funds may be used only for activities within TJJD's appropriations bill pattern and enabling statutes. The executive director or designee has final authority on all grant approvals and renewals.

(b) **Definitions.**

Grant – Includes all forms of federal financial assistance, such as direct block grants, sub-recipient grants, contractual agreements, discretionary grants, reimbursements, receipt of property or commodities, and the performance of services on a per-unit reimbursement basis. The term also includes grants from state, city, or private sources for a specified use.

(c) **General Requirements.**

The grants coordinator ensures that TJJD complies with federal and state rules and regulations that apply to grants, such as 2 CFR 200, Uniform Grant Management Standards (UGMS), appropriate Education Department General Administrative Regulations (EDGAR), and appropriate Texas Administrative Code rules. The grants coordinator is also responsible for seeking new funding opportunities.

(d) **Procedures.**

(1) **New Grants.**

(A) If a staff member identifies a need for goods or services that cannot be met within existing appropriations, the staff member discusses the need with his/her departmental management. If management agrees the need is worth pursuing through grant funding, a staff member from the department completes the [Grant Assessment form](#).

(B) The grants coordinator works with the requesting department to:

- (i) discuss the proposed grant with other departments who would be affected; and
- (ii) identify any potential barriers or redundancies associated with the proposed grant project.

(C) If, after meeting with any affected departments, the grants coordinator and the requesting department determine that a grant should be pursued, the grants coordinator sends the Grant Assessment form to the appropriate director(s) and to the chief financial officer for approval.

(D) If the executive director or designee approves the Grant Assessment form, the grants coordinator identifies a funding source, if not already identified.

NOTE: If the Grant Assessment form is rejected for any reason during the approval process, the grant application process stops.

(E) Once a funding source is identified, the grants coordinator or designee completes the grant application and ensures it is submitted to the funding source.

(2) **Grant Renewals.**

- (A) For recurring grants, the grants coordinator ensures the grant renewal application is submitted to the funding source, except as noted in (B) below.
- (B) For federal education formula grants received through the Texas Education Agency, the TJJJ Education Department ensures the grant renewal application is submitted.
- (C) Prior to renewing a grant, the grants coordinator or TJJJ Education Department verifies that the executive director has approved pursuing the renewal.

(e) **Grant Administration.**

- (1) If TJJJ is awarded a grant, the grants coordinator notifies the chief financial officer and any other appropriate staff.

Note: For federal education formula grants, the TJJJ Education Department makes these notifications.

- (2) If the grantor notifies anyone other than the grants coordinator or TJJJ Education Department staff that TJJJ has been awarded the grant, that staff member immediately notifies the grants coordinator.
- (3) The grants coordinator and a representative from the requesting department meet with the staff from the budget, procurement, and contracts departments as needed to review the conditions of the grant, any planned expenditures, and any necessary agreements.

Note: For renewed federal education formula grants, the TJJJ Education Department holds these meetings.

- (4) For each grant awarded to TJJJ, the grants coordinator or the TJJJ Education Department maintains a master grant file with all appropriate documentation, including relevant financial documents.

- (5) A designated staff member in the Finance Division:

- (A) establishes special accounts with the Comptroller of Public Accounts–Treasury Operations;
- (B) prepares requests for funds and reimbursement claims;
- (C) submits financial reports required by the grantor;
- (D) transfers funds as required for indirect costs and payroll matching costs;
- (E) coordinates fiscal activities with the budgeting, payroll, and procurement staff;
- (F) reviews Centralized Accounting and Payroll/Personnel (CAPPs) payment vouchers for post-payment financial compliance;
- (G) ensures professional service contracts and expenditures based on available income comply with the grant agreement; and
- (H) submits monthly budget summaries to the requesting department and to the grants coordinator.

- (6) Staff from requesting departments process all grant-related procurements through the procurement department.
 - (A) All grant requisitions must be submitted and fully approved through the CAPPs workflow.
 - (B) All grant-funded procurements must comply with state procurement requirements and all terms and conditions of the specific grant.
 - (C) Grant-funded procurements that are paid with federal funds (which also includes federal funds received through a pass-through agency) must comply with requirements for federal procurements, as set forth in 2 CFR 200.
 - (7) The grants coordinator or an Education Department staff member ensures required reports are submitted to the grantor.
 - (8) The State Auditor's Office conducts the annual single audit to meet Office of Management and Budget Single Audit Act guidelines for all agencies in the State of Texas.
 - (9) If a staff member is notified of an audit or monitoring visit by a grantor, he/she immediately notifies the grants coordinator, who notifies any other appropriate staff.
- (f) **Reports.**

The grants coordinator ensures certain information relating to federal grants is submitted to the Office of the Governor, as required by [Sections 772.005](#) and [772.009](#)(f) and (g), Government Code.
