

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 120.00

DATE: 01 September 2019

SUBJECT: Grant Application, Approval, and  
Management

# POLICY DIRECTIVE

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## PURPOSE:

It is the policy of the Division of Corrections and Rehabilitation to establish and maintain a system of internal controls regarding the application, approval, and management of grants from governmental and non-governmental sources.

## REFERENCE:

West Virginia Code §15A-3-4.

## RESPONSIBILITY:

The Chief of Staff in the Office of the Commissioner shall exercise responsibility and authority concerning the day-to-day procedures within the Division of Corrections and Rehabilitation (DCR) regarding all matters of grant application, approval, and management in any and all Bureaus or other subdivision of the agency.

## CANCELLATION:

Any previous written instructions on this subject.

## APPLICABILITY:

All units within the DCR.

## DEFINITIONS:

**Executive Leadership Team**: The Commissioner, Deputy Commissioners, Assistant Commissioners, and the Chief of Staff.

**POLICY:**

- I. When a grant funding opportunity becomes available that may be of interest to the DCR, the pertinent information shall be sent electronically to the Chief of Staff for review. The Chief of Staff will review the material and provide a summary and recommendation to the Executive Leadership Team.
- II. **Application:** The Chief of Staff or Designee will coordinate the development of the grant application package with the requesting staff. The Chief of Staff will review the package for accuracy, completeness, and content and present the completed package to the Commissioner for signature. The Chief of Staff or Designee will then submit the grant application package on behalf of the agency.
- III. **Notification:** Upon notification of award of a grant, the Chief of Staff will notify the Executive Leadership Team, other DCR managers as appropriate, and the Director and Deputy Director(s) of the Division of Administrative Services (DAS).
- IV. **Management:** The Chief of Staff will assign a Criminal Justice Specialist to coordinate with the staff or unit that received the grant award to assist in the preparation and submission of timely, complete and accurate reports as required by the terms and conditions of each grant received.
  - A. The Criminal Justice Specialist will coordinate with the DAS employee designated by the Director or Deputy Director of DAS to review fiscal documentation and other administrative documentation related to requests for reimbursement under any grant.
  - B. DCR employees and managers involved in day-to-day operations that are funded by grants shall submit timely, complete, and accurate reports, documentation, and information to the Criminal Justice Specialist for each grant reporting cycle.
  - C. While the Criminal Justice Specialist works in conjunction with the staff who received the grant to prepare grant reports, signature authority on the report is vested in the Chief of Staff, who will review and approve each report prior to submission.
  - D. The Criminal Justice Specialist assigned to monitor the grant will track progress towards stated performance metrics, ensure the timely submission of accurate grant reports, track expenditures and reimbursements, and assist the staff receiving the grant in any required grant research and/or statistical analysis.

- E. The Chief of Staff will brief the Executive Leadership Team monthly concerning the status of each active grant.
- V. **Position Funding Using Grants:**
- A. **Regular, Probationary, or Permanent Positions:** Grant funds shall never be used, under any circumstance, as the primary or exclusive funding source for payroll or benefits of any regular, probationary or permanent employee position. Grant funds may be used as a reimbursement mechanism against payroll or benefits costs incurred related to a regular, probationary or permanent employee position pursuant to the terms of the grant.
- B. **Temporary Positions:** Grant funds may be used as the primary or exclusive funding source for payroll or benefits of a temporary position pursuant to the terms of a grant and applicable state law, rule, and policy. Each DCR Bureau or other subdivision using temporary positions shall ensure they have the candidate for such position read, sign, and date the appropriate form(s) as required by DAS Human Resources and/or the Division of Personnel.
- VI. The Assistant Commissioner – Inspector General Bureau (IG) may conduct unannounced reviews of any grant at any point in its lifecycle. The IG shall conduct a post-performance review of each grant. The findings and conclusions of all reviews shall be reported in writing to the Commissioner.
- VII. The Chief of Staff may develop written protocols, as needed, to supplement this policy directive.

APPROVED SIGNATURE:

  
Betsy C. Jividen, Commissioner

9-3-19  
Date