



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE

Subject: Grant Award Process

Number: 10-004

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Category: Internal/Administrative External/Non-Interpretive External/Interpretive

A Department of Environmental Quality (DEQ) Policy and Procedure cannot establish regulatory requirements for parties outside of the DEQ. This document provides direction to DEQ staff regarding the implementation of rules and laws administered by the DEQ. It is merely explanatory; does not affect the rights of, or procedures and practices available to, the public; and does not have the force and effect of law.

ISSUE:

The intent of this policy and procedure is to define the process of awarding DEQ grants.

DEFINITIONS:

For purposes of this policy and procedure, grants are characterized by one or more of the following:

- Generally available to local units of government, nonprofit entities, accredited institutions of higher learning, for-profit entities, and individuals in accordance with enabling legislation, statute, administrative rules, or other guiding documents for the grant program.
- Implement projects that are consistent with one or more DEQ program goals.
- Result in a grant award from the DEQ whose terms and conditions are specified in a grant contract, Memorandum of Understanding, Joint Funding Agreement, or Affiliation Agreement.

POLICY:

All DEQ grant awards will be done per the process below. DEQ staff will secure any federal approval as necessary for the program.

PROCEDURES:

Step	Who	Does What
1.	Program Staff	<p>Preparation of Recommendation Packet (<i>Brownfield Program only: go to Step 8</i>)</p> <p>Prepares grant recommendation packet that includes:</p> <p>A. Cover memo to the DEQ Director (through the Administration Division Chief and DEQ Deputy Director) from the Division/Office Chief summarizing the</p>

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Step	Who	Does What
		<p>recommended project(s) and any issues of concern. The cover memo will include:</p> <ul style="list-style-type: none"> • Name of the grant program. • Funding source(s). • Total dollar amount proposed to be awarded. • Appropriation year(s) and fiscal year(s) of funding source(s). • Time line (one-year grant or multiyear grant). • Whether any of the projects require State Administrative Board approval. • “Approved by” signature and date lines typed at the bottom of the memo for the Administration Division Chief, Deputy Director, and Director. <p>B. Summary of recommended project(s) outlining:</p> <ul style="list-style-type: none"> • Project name. • Organization name. • Amount requested. • Amount recommended. • Match (if applicable). • Location (county, DEQ district, etc.). • A map, if applicable. • Project type, funding source, or one- or two-sentence summary description. • Rationale for recommending funding. <p>C. <u>If applicable</u>, summary of nonrecommended project(s) outlining:</p> <ul style="list-style-type: none"> • Project name. • Organization name. • Amount requested. • Match (if relevant). • Location (county, DEQ district, etc.). • A map, if applicable. • Project type, funding source, or one- or two-sentence summary description. • Rationale for not recommending funding. <p>D. A copy of the Request for Proposals and application process, as applicable.</p>
2.	Program Manager	<p>Recommendation Packet Program Review</p> <p>A. Reviews and forwards items in Step 1, above, through chain of command to Division/Office Chief for signature.</p>

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Step	Who	Does What
3.	Division/Office Chief	<p>Recommendation Packet Division/Office Review</p> <p>A. Approves and signs the cover memo and forwards to Division/Office Chief Management Assistant; OR</p> <p>B. Requests more information; OR</p> <p>C. Does not approve and returns to Program Manager.</p>
4.	Division/Office Chief Management Assistant	<p>Forwards Recommendation Packet Out of Division/Office</p> <p>A. Forwards recommendation packet in a routing folder to the DEQ, Administration Division. (<i>Brownfield Program only: accompanied by State Administrative Board approval</i>)</p>
5.	Administration Division Chief	<p>Review of Recommendation Packet</p> <p>A. Approves; OR</p> <p>B. Requests more information; OR</p> <p>C. Does not approve recommendation.</p> <p>D. Forwards recommendation packet to Deputy Director's Management Assistant for Deputy Director and Director's review.</p>
6.	Deputy Director and Director	<p>Executive Review of Recommendation Packet</p> <p>A. Approves; OR</p> <p>B. Requests more information; OR</p> <p>C. Does not approve recommendation.</p> <p>D. Forwards recommendation packet back to Deputy Director's Management Assistant.</p>
7.	Deputy Director's Management Assistant	<p>Forwards Recommendation Packet Following Executive Review</p> <p>A. Copies memo/attachment(s) for Executive Division files.</p> <p>B. If recommendation packet is approved, forwards to Division/Office for: <ol style="list-style-type: none"> 1. Preparation of State Administrative Board package, if applicable; OR 2. If State Administrative Board approval is not needed, proceed to Step 9. </p> <p>B. If recommendation packet is not approved or more information is requested, the packet is returned to the Division/Office Chief Management Assistant with any requests for additional information, changes, etc., that are necessary to gain approval, as applicable.</p>

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Step	Who	Does What
8.	Division/Office staff	<p>Prepares State Administrative Board Package, as Applicable, or Revises Recommendation Package</p> <p>A. If recommendation package is approved, Division/Office will prepare State Administrative Board package, as applicable, in accordance with DEQ Policy and Procedure No. 01-010, State Administrative Board Approval (<i>Brownfield Program only: go through Steps 1 through 7 and Steps 9 through 15; all others go to Step 9</i>).</p> <p>B. If recommendation package is <u>not</u> approved, revises recommendation packet or provides requested information and returns recommendation packet to the DEQ, Administration Division (return to Step 4).</p>
9.	Division/Office staff	<p>Following recommendation packet approval and State Administrative Board approval, the grant program:</p> <p>A. Develops legislative contact list.</p> <p>B. Develops draft press release, if applicable.</p> <p>C. Determines if there are any important dates to consider (i.e., for press release issuance).</p> <p>D. Prepares award letter(s).</p> <p>E. Includes Items 9A through 9C in an e-mail to the Division/Office Chief Management Assistant (see Step 10).</p>
10.	Division/Office Chief Management Assistant	<p>A. If applicable, prepares final draft press release according to DEQ Correspondence Guidelines.</p> <p>B. Obtains approval from Division/Office Chief and forwards via e-mail to the DEQ Communications Director, the DEQ Director of Legislative Affairs, and their Management Assistant, along with the legislative contact list.</p>
11.	DEQ Director of Legislative Affairs	<p>A. Notifies legislators of award(s), as applicable, in coordination with the DEQ Communications Director.</p>

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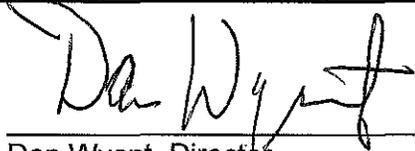
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Step	Who	Does What
12.	DEQ Communications Director	<p>Reviews, edits, and coordinates press release, as applicable:</p> <ul style="list-style-type: none"> A. Coordinates the press release with the DEQ Director of Legislative Affairs. B. Coordinates the press release with any DEQ partners, if applicable. C. If significant changes are made, shares modified draft with staff and asks for their approval. D. As needed, works with the Division/Office on the date the award will be announced. E. Notifies the Division/Office when applicants can be contacted.
13.	Division/Office staff	<ul style="list-style-type: none"> A. Notifies successful and unsuccessful applicants. Phone calls are encouraged. B. E-mails the DEQ Communications Director when applicants have been contacted.
14.	DEQ Communications Director	<ul style="list-style-type: none"> A. Issues press release. B. E-mails the Division/Office Chief Management Assistant with the final press release.
15.	Division/Office Chief Management Assistant or staff	<ul style="list-style-type: none"> A. Upon receipt of the final press release from the DEQ Communications Director, mails award letters if such was not done in Step 13.

Approved:



 Dan Wyant, Director