



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT: GRANT AWARD PROCESS
DATE: October 5, 2009

NUMBER: 10-004
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ISSUE:

The intent of this procedure is to define the process of awarding the Department of Environmental Quality (DEQ) grants.

PROCEDURE:

Responsibility

Program Staff

Action

1. Prepares grant recommendation packet that includes:
 - A. Memorandum to the DEQ director summarizing recommended project(s) and any issues of concern. The memorandum will include:
 - 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).
 - Timeline (one-year or multi-year grants).
 - Whether the project requires State Administrative Board approval.
 - An approval box.
 - B. Summary of recommended project(s) outlining:
 - Project name.
 - Organization name.
 - Amount requested.
 - Amount recommended.
 - Match (if applicable).
 - Location (county, district).
 - A map, if applicable.
 - Project type, funding source, or one- or two-sentence summary description.
 - Rationale for recommending funding.
 - C. If applicable, summary of nonrecommended project(s) outlining:
 - Project name.
 - Organization name.
 - Amount requested.
 - Match (if relevant).
 - Location (county, district).
 - A map, if applicable.
 - Project type, funding source, or one- or two-sentence summary description.
 - Rationale for not recommending funding.

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| Program Manager | 2. Reviews and forwards recommendation packet with items in Step 1 above, through chain of command to bureau/division/office chief for signature. |
| Bureau/Division/Office Chief | 3. Reviews recommendation packet.
A. Certifies that sufficient spending authorization is available to support the grant award.
B. Approves, signs the memorandum, and forwards to bureau/division/office senior executive management assistant (SEMA), or
C. Requests more information, or
D. Does not approve; returns to program manager. |
| Bureau/Division/Office SEMA | 4. Forwards recommendation packet to the Executive Division (for <i>Brownfield Program</i> only: <i>packet should be accompanied by draft State Administrative Board approval document, see Step 8.</i>) |
| Deputy Director/Director
(route through FBSD Chief and Chief of Staff as FYI only) | 5. Reviews recommendation packet.
A. Approves, or
B. Requests more information, or
C. Does not approve recommendation.

6. Forwards recommendation packet to director's SEMA. |
| Director's SEMA | 7. Forwards recommendation packet to bureau/division/office. |
| Bureau/Division/Office Staff | 8. Prepares State Administrative Board package, or revises recommendation packet.
A. If recommendation packet is approved, division prepares State Administrative Board package in accordance with DEQ Policy and Procedure No. 01-010, <u>State Administrative Board Approval</u> , and proceeds to Step 9, or
B. If recommendation package is <u>not</u> approved, revises recommendation packet or provides requested information and returns recommendation packet to bureau/division/office SEMA (return to Step 4).

9. Following recommendation packet and State Administrative Board approval, if applicable, determines press release and legislative contact step and develops award letters.
A. Refers to the "Grant Award Process Matrix" and determines if a press release will be issued and if/how legislative contact will be made. If press release is to be issued, routes through bureau/division/office and forwards to bureau/division/office SEMA.
B. Prepares award letters. |

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Bureau/Division/Office SEMA

- 10. Prepares final draft of press release according to DEQ Correspondence Guidelines, gets approval from bureau/division/office chief, and forwards to press secretary.

Press Secretary

- 11. Reviews, edits, and coordinates press release, as applicable.
 - A. If the press release includes a quote by the director, obtains permission for such from the director.
 - B. Coordinates the press release with the Governor's office.
 - C. Gives the division and the Financial and Business Services Division chief a date when the award will be announced.
 - D. Notifies the legislative director of the packet for potential notification to legislators.
 - E. Issues press release.
 - F. E-mails the bureau/division/office SEMA with the final press release.
 - G. Gives approval for the division to call the grantees.

Legislative Director

- 12. Notifies legislators of award(s), as applicable.

Bureau/Division/Office
Secretary/Staff

- 13. Prepares award notification.
 - A. Obtains signature on award letters.
 - B. Mails award letters.
 - C. Notifies the grant recipient of the grant award by e-mailing the press release, or by phone if desired.
 - D. Where applicable, on or after the date of the award, mails regret letters to unsuccessful applicants.

Approved: _____


ACTING

Date: _____

10/8/09