



SUBJECT: Federal and State Grant Programs

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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42.1 FEDERAL OR STATE GRANT PROGRAMS

42.1.1. NOTICE OF GRANT APPLICATIONS/AWARDS

- A. Notification of Grant Application Form: Prior to submission of all new and continuing grant applications, the bureau, office, division, or section applying for the grant shall submit a completed Grant Application Notification form, ADM-216, to the Grants and Community Services Division.
- (1) The ADM-216 shall be received by the Grants and Community Services Division at least four weeks prior to the federal application deadline.
 - (2) If the decision is made by the bureau, office, division, or section to not submit the application after the ADM-216 has been forwarded, notice to this effect shall be sent to the Grants and Community Services Division.
- B. When required by grant guidelines, a copy of the application shall be submitted to the federal Office of Management and Budget (OMB) State Single Point of Contact, in accordance with Executive Order No. 12372, "Intergovernmental Review of Federal Programs."
- C. Upon award or denial, a copy of the award or denial notification and award budget shall be forwarded to the appropriate fiscal manager as well as to the Grants and Community Services Division.

42.1.2. APPLYING FOR THE GRANT

- A. New grant funded initiatives shall be approved by the appropriate captain or division director prior to application submission. Written division approval is required to be provided to the Grants and Community Services Division prior to submission of a grant application.
- B. Prior to grant submission, the budget portion of the application shall be submitted to the appropriate fiscal manager for review of all financial data.
- C. Grants shall be written and applied for by the appropriate bureau, office, division, or section. Assistance may be provided by the Grants and Community Services Division when requested.

(1) Grant Assistance: Writing, Reviewing, and Submission

The Grants and Community Services Division Director has the discretion to approve and prioritize each assistance request.

- a. **Grant Writing:** If a division requires assistance writing a grant, a request for assistance shall be submitted to the Grants and Community Services Division at the beginning of the application window, or as soon as possible after that.
 - b. **Grant Reviewing:** If a division requires assistance reviewing a grant, a request for assistance shall be submitted to the Grants and Community Services Division at least three weeks prior to the application due date. For review, please forward electronic copies of the following:
 - i. A copy of the grant solicitation,
 - ii. Abstract (when required),
 - iii. Program narrative,
 - iv. Budget detail,
 - v. Budget narrative and,
 - vi. All attachments.
 - c. **Grant Submission:** Competitive grant applications required to be submitted through the federal www.grants.gov website shall be submitted by the Grants and Community Services Division on behalf of the bureau, office, division, or section responsible for grant implementation. All grant documents are required to be submitted to the Grants and Community Services Division at least two weeks prior to the application due date.
- (2) **Letter of Support or Letter of Commitment:** Requests for Letters of Support or Letters of Commitment from the Director for grant applications submitted on behalf of the department or for grant applications submitted by an outside organization that a bureau, office, division, or section is partnering with shall be received by the Grants and Community Services Division at least three weeks prior to the application due date. The request will be reviewed and forwarded to the Director's Office for signature.

Please include the following in the request:

- a. Grant abstract or executive summary of project,
 - b. Program budget and,
 - c. Draft Letter of Support or Letter of Commitment.
- (3) If the application requires a signature by the Governor or any official outside of the department, the request shall be received by the Grants and Community Services Division at least three weeks prior to the application due date. The request shall be reviewed, forwarded to the Director's Office, and then forwarded to the appropriate official. Please include the following in the request:
- a. Grant abstract or executive summary of project,
 - b. Program budget,
 - c. Forms for signature.
- D. Upon award, the bureau, office, division, or section is responsible for implementing the project and carrying out the provisions of the grant. If the grant allows grant administration funds, the Grants and Community Services Division will add it to the budget prior to application submission and assign a grant analyst to it after award. All grants come with multiple layers of rules and regulations that must be strictly adhered to during implementation. It is the responsibility of the implementing bureau, office, division, or section to understand all applicable grant rules and regulations while implementing a grant funded project. The assigned grant analyst and financial manager for the bureau, division, or section will provide guidance but project staff is ultimately responsible for the day to day management of the project.
- E. Grant Closeout: At the end of the grant performance period, the bureau, office, division, or section responsible for the grant award shall notify the Grants and Community Services Division if a time extension has been requested, or if the closeout process has been initiated. A copy of the time extension approval shall be forwarded to the appropriate fiscal manager as well as to the Grants and Community Services Division.
- Upon completion of the grant closeout process, the bureau, office, division, or section responsible for the grant award shall notify the Grants and Community Services Division.
- F. Grant Site Visits/Audits: All staff assigned to working on grant implementation are to make themselves available during any site visit or audit by the federal government or Michigan Auditor General's Office. Each bureau, office, division, or section responsible for implementation shall keep all records as required by the grant and produce all records when it is requested during a site visit or audit.

42.2 REVISION RESPONSIBILITY

The responsibility for continuous review and revision of this Order lies with the Office of Administrative Services (Grants and Community Services Division), in cooperation with the Office of Professional Development.

DIRECTOR