



- I. **TITLE**
Grants Administration

- II. **PURPOSE & SCOPE**
To establish an agency protocol which promotes and facilitates the identification and pursuit of grant opportunities that will support and advance the statutory mission of the Justice Administrative Commission (JAC).

- III. **AUTHORITY**
[Chapters 43.16 and 215.89](#), Florida Statutes

- IV. **POLICY STATEMENT**
JAC will strategically seek mission related and statutorily based funding opportunities that support and advance the activities of the 49 agencies administratively served by JAC. Grant funding under the auspices of JAC will be managed in accordance to state and Federal guidelines.

- V. **DEFINITIONS**
 - A. Executive Director (ED) – The Executive Director is responsible for authorizing the pursuit of all grant activity by JAC staff, as well as any external Federal grants to be secured through JAC’s unique DUNS number and official SAMS (formerly Central Contractor Registration) with Grants.gov.

 - B. Grants and Research Consultant (GRC) – This is a JAC Executive Office Manager responsible for maintaining JAC’s unique DUNS number and SAMS Registration with Grants.gov. The Grants and Research Consultant also helps to identify targeted grant resources and provides guidance to JAC grant project managers. As appropriate, the Grants and Research Consultant may also manage select JAC grant projects. When requested, the Grants and Research Consultant may provide guidance to the agencies administratively served by the JAC.

 - C. Administrative Office (AO) – This office serves as the centralized point of coordination for all grant funded projects and/or initiatives within JAC. The JAC AO budget and accounting staff work in conjunction with the Executive Director, Grants and Research Consultant, grant managers, and grantor representatives to facilitate this process.

 - D. Grant Writer (GW) – This individual is in charge of responding to a specific grant announcement through the intricate proposal development and submission process.

E. Project Manager (PM) – The individual in this role oversees and monitors the implementation of a specific grant in accordance with stipulated state and Federal requirements.

VI. ROLES AND RESPONSIBILITIES

A. Executive Director - In addition to authorizing the pursuit of a specific grant opportunity by JAC, and clearance to the Grant Writer for proposal development, the Executive Director shall designate a Project Manager who possesses the knowledge, skills, and abilities that comport with the terms of the grant solicitation. JAC grant applications will be signed by the Executive Director.

B. The Grants and Research Consultant – This individual facilitates the development of grants guidance in conjunction with the Executive Leadership Team; proactively seeks new grant funding sources; reviews grant requests for applicability to JAC mission, strategic plan, and agency core values; ensures that technical Grants.gov submission requirements are met and maintained by JAC; provides consultation services to divisional grant managers; and may provide liaison communication services between grant managers within JAC, or on behalf of the agencies served by JAC, and grantors regarding grant related issues.

C. The Administrative Office - This office contributes to the oversight and coordination of specific grant funding activity among legal, budget, accounting, and grant managers within JAC. The Administrative Office shall collectively ensure that an adequate accounting system is in place to support all receipts and expenditures and obligations of grants received, and support financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements of the grant award or sub-award. *For grants obtained by one of the agencies administratively served by JAC, the Administrative Office will be comprised of that agency's staff.*

D. The Grant Writer - Upon approval from the JAC's Executive Director, the Grant Writer develops and submits a specific grant proposal in compliance with stated specifications. Following necessary collaboration with agency staff and research, the Grants Writer will:

1. Draft a specific grant proposal in response to a targeted grant announcement for review by JAC's Executive Director, Grants and Research Consultant, and appropriate Administrative Office staff.
2. JAC's Grants and Research Consultant may serve as the Grant Writer for "internal" grant applications.

For grants sought by one of the agencies administratively served by JAC, the Grant Writer will be a member of that agency's staff.

E. The Project Manager – A very critical role in the grants process, the Project Manager provides the necessary monitoring and oversight of the grant. The Project Manager has the responsibility to ensure that all grant funded projects are conducted in a manner consistent with project management requirements, as well as Federal and state laws and regulations. *For grants obtained by one of the agencies administratively served by JAC, the Project Manager will be a member of that agency's staff, pursuant to the terms of the grant application.* The Project Manager will:

1. Assist the Grant-Writer in the development of the grants proposal;
2. Identify expenditures for the project and develop the budget for the targeted funding proposal;
3. Ensure that the agency's budget staff have sufficient advance notification to submit a Legislative Budget Request that will allow for activity modifications, in the event the funding is granted and requests spending authority via the appropriate JAC Budget staff;
4. Coordinate with appropriate agency units during project planning and execution regarding budgetary, purchasing, and personnel requirements;
5. Comply with grant objectives and provide grant reports to the Executive Director and grantor, as required;
6. Manage an awarded grant in accordance with Federal and state laws/regulations, as well as agency and grantor requirements;
7. Report required data on applicable performance measures through databases established by the agency and/or grantor;
8. Maintain a hard and electronic copy of grant activity and documents;
9. Keep the Executive Director, Grants and Research Consultant, and Administrative Office apprised of all required meetings or performance issues with grantor; and
10. Comply with and provide required grant documentation in the event of an audit.