

**SUBJECT
GRANT
ADMINISTRATION**

**POLICY NUMBER
11.06**



POLICY MAINTENANCE ADMINISTRATOR: Chief Financial Officer

PURPOSE/SCOPE: To ensure proper oversight in the application, management, and reporting of department grants.

I. AUTHORITY

Section 20.24, Florida Statutes, Department of Highway Safety and Motor Vehicles.

Section 215.971, Florida Statutes, Agreements funded with federal or state assistance.

Section 216.103, Florida Statutes, Agencies receiving federal funds; designation of coordinating official; duties.

Section 287.057, Florida Statutes, Procurement of commodities or contractual services.

II. RELATED POLICIES

MP 9.04, Records Management

MP 10.09, Purchasing

MP 11.09, Travel and Reimbursement

III. DEFINITIONS

- A. Chief Financial Officer – The senior official, with a direct reporting relationship to the Executive Director, who is responsible for the internal coordination of the department's efforts to maximize the amount of federally-derived dollars the department receives.
- B. Grant Administration Office (GAO) – Office within the Office of Financial Management responsible for oversight and coordination of grant administration.
- C. Grant Manager – Individual in charge of managing an awarded and assigned grant.
- D. Grantor – Federal, state, or private entity that awards a grant.
- E. Senior Grants Advisor – Grants Administration Office staff member responsible for providing proper oversight in the application, management, and reporting of department grants.

IV. POLICY

The GAO coordinates, seeks, and oversees all grant funding. All grant applications or modifications must:

Executive Director SIGNED ORIGINAL ON FILE	Origination Date 01/01/1984
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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- A. Support strategic initiatives or operational needs as outlined in the department’s Strategic Plan and/or the State Highway Safety Plan;
- B. Be managed in accordance with applicable state and federal guidelines and project management best practices; and
- C. Be reviewed and approved through the department’s governance structure prior to submission to a grantor.

Senior grants advisors, grant managers, and applicable budget and administrative services personnel must attend mandatory grant-related training established by the Departments of Financial Services, Management Services, and/or Transportation. The training is outlined in the Grant Management Procedures Manual. Grant managers must also attend the grant training provided by the GAO as required.

V. ROLES AND RESPONSIBILITIES

Grant Administration Office – Serves as the centralized point of coordination and knowledge-base for all grant-funded projects. The GAO staff work in conjunction with the Executive Leadership Team (ELT), grant managers, and grantor representatives to facilitate this process. The GAO is responsible for proper alignment and integration of grants with the department’s Strategic Plan, and as applicable, the State Highway Safety Plan.

The GAO researches, identifies, and solicits grant funding for department initiatives and provides monitoring and oversight of the grant portfolio with regard to planning, execution, and performance of the department’s grants. The GAO serves as the authorized liaison between the department and its grantors and is responsible for coordinating official site visits or audits by grantors.

Division Directors – Must assign a grant manager to administer and implement each grant. Each grant application, concept paper, and white paper must be prepared within the requesting division and reviewed and approved via the department’s governance structure.

Grant Managers – Responsible for preparing grant applications, concept papers, white papers, and related documents such as budgets, budget modifications, and written performance/progress reports. Grant managers review claims, maintain grant-related documents in an organized manner, and ensure that grant goals and objectives are met.

VI. PROCEDURES

The Grant Management Procedures Manual is available online at the Chief Financial Office SharePoint site.