



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 14-17 GRANTS PROCESSING

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: None

APPROVED: Signature on File

EFFECTIVE: July 1, 2014

- I. APPLICABILITY.** These guidelines apply to ACC employees engaged or involved in the operation or oversight of grant program activities.
- II. POLICY.** It is ACC policy that grant funds are administered and accounted for in the same manner as State funds. A final written report will be provided to the director communicating the activities and outcome of the grants received.
- III. GUIDELINES.**
 - A.** All applications for ACC grants must be made in collaboration with the ACC Grants Manager and Fiscal Grants Manager (FM), to include grants where cash and in-kind are required.
 - B.** Grant awards including positions will require a Miscellaneous Federal Grant (MFG) appropriation through the Legislative Council.
 - C.** A project manager (PM) must be assigned by the appropriate Deputy Director for each grant received. The PM must be a supervisor with hiring authority. The PM is responsible for hiring, supervising and directing grant staff, managing the budget, authorizing purchases and expenditures, ensuring inventory control, ensuring timely reporting, and documenting accomplishments in line with established goals of the grant.
 - D.** A FM must be assigned by the Deputy Director of Administrative Services for each grant received. The FM will work in collaboration with the PM to obtain the MFG appropriation and process all financial matters concerning the grant, to include draw down grant funds, report fiscal activity, assist with purchases and fiscal operations, contracts, and conduct grant closeout processes. The FM must provide financial status reports monthly, more frequent when requested or as necessary, to the Assistant Director for Reentry Services and the PM.

- E.** Enrollment for grant program participation may commence following a determination of participant eligibility. The PM must ensure program participant eligibility according to grant specifications to include grantor-approved amendments. Services may be provided to eligible grant participants on or after the effective date of enrollment.
- F.** Upon request of the PM, the Project Management Section will work with the appropriate grant and field/facility staff to identify and flag program participants in eOMIS.
- G.** Invoices from community providers for services rendered to offenders through contractual agreement or memorandum of understanding must be submitted to the designated administrative specialist at the local ACC office/facility for cost verification and fund designation.
- H.** The administrative specialist will check the invoice for accuracy. If charges cannot be verified he/she must return the invoice to the vendor or provider. When the length and type(s) of services are verified as indicated on the invoice, the administrative specialist must sign and date the invoice and forward it to the PM for review. The PM will send reviewed invoices to the FM. The FM must sign and date the invoice and forward it to the fiscal grant specialist at the ACC Central Office for payment.
- I.** Items purchased with grant funds can only be used for the purposes for which they were authorized in the grant for the entire duration of the grant. All items valued at or above \$5,000 are categorized as equipment and will be tracked for at least once every two years after the close-out of the grant. Purchases of computer equipment, such as desktop and laptop computers, tablets, terminals, iPads, iPhones, desktop printers, and other electronic computer-related devices must be purchased through the IT Section for appropriate processing. Refer to the appropriate agency policy for details regarding electronic equipment purchasing, managing, and disposition.
- J.** Individuals hired in grant-funded positions must sign an acknowledgement form indicating their awareness of the position being temporary, subject to the availability of funds.
- K.** Grant records must be made accessible, as appropriate for program monitoring, evaluation, and audits.

IV. ATTACHMENTS.

Grant Position Acknowledgement form

**Arkansas Community Correction
GRANT POSITION ACKNOWLEDGEMENT**

Instructions. Hiring officials must process this form for all applicants selected for a grant position and include this in the Human Resources Section application packet.

Grant Program: _____

Position Number: _____ Position Title: _____

Applicant's Name: _____

TO BE COMPLETED BY APPLICANT

I understand and acknowledge the following:

- This position and the program on which this position is based are funded for a specified period of time and from sources other than State General Revenue Funds.
- If I am employed, the continuation of funding for this position is contingent on the continued availability of funds.
- Any benefits offered, leave accrual or payout will be determined by the grantor or governing authority over the grant, and
- Guidelines for pay, cost of living, or merit increases will be determined by the grantor or governing authority over the grant.

Applicant's Signature

Date

TO BE COMPLETED BY SUPERVISOR

I acknowledge the following:

- I discussed with the applicant that this position is a "temporary" position funded with grant money, and
- Employment may end with little notice due to the lack of funding, program termination, or performance issues.

Signature of Supervisor

Date