



Illinois Department of Corrections

Administrative Directive

Number: 02.50.101	Title: Request for Grants	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	02.50.101 effective 5/1/2015	

Authority: 730 ILCS 5/3-2-2 and 3-2-8 28 CFR 22.1 et seq. 42 U.S.C. 3701 et seq. 20 IAC 106	Related ACA Standards: 5-ACI-1B-7 – 8
Referenced Policies: 02.28.120	Referenced Forms: DOC 0281 – Grant Proposal Request

I. POLICY

The Department shall encourage, support and pursue funds through the grant submission process for a wide range of projects that meet the overall mission.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions for staff submission of grant proposals to secure funds for Department programs, services or goods.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Grant projects – projects or activities for which funds, services or goods are sought or obtained from, but not limited to, State, federal, not-for-profit or private organizations.

Grant submission process – procedure for obtaining funds, services or goods from, but not limited to, State, federal, not-for-profit or private organizations by a grant application.

F. General Provisions

1. All grant projects conducted within the Department shall be authorized by the Director and coordinated by Fiscal Services.
2. The Fiscal Services, Fiscal Accounting Compliance Section - Grants Unit shall provide technical

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assistance, to whatever extent feasible, in locating funding sources and preparing concept papers, proposal requests and grant applications.

3. Any request to secure funds from an outside funding source that involves Department staff, programs or facilities, whether originating inside or outside the Department, shall be referred to the respective Deputy Director, the Deputy Director of Fiscal Services and the Director for review and authorization prior to applying for grant funding. Demands on staff time, operating budget, inadequate state funds to meet cost sharing requirements and failure to meet the goals and objectives of the Department conflicts with other programming or security issues, among other matters, may result in denial.
4. Results of services and Departmental programming provided through grant funding shall be used in the planning and decision-making for agency administration, programs and operations, where appropriate.
5. In compliance with professional and grant submission standards, the dissemination and publication of information from approved projects shall be encouraged so that the field of corrections can fully benefit from the information.
6. Persons administering or managing the program or project, including, but not limited to, the Grant Coordinator and grant program staff, shall be subject to the Department Rules and applicable State and federal statutes and rules.
7. When a grant has been awarded, the Grants Unit (GU), Grant Accounting (GA) or the Office of Adult Education and Vocational Services (OAEVS) shall, in accordance with Administrative Directive 02.28.120:
 - a. Maintain grant budgetary ledgers (GA);
 - b. File required grant fiscal reports timely (GA and/or OAEVS);
 - c. Review and approve the request for proposal prior to submission to the Procurement Section for issuance (GU);
 - d. Review and approve all purchases of goods and services prior to final execution of any contracts or purchase requests (GU or GA); and
 - e. Review, approve and process all requests for payment of grant related expenditures (GA).

G. Requirements

1. Requests to seek or obtain grants shall be documented by the individual responsible for the grant project proposal on a Grant Proposal Request, DOC 0281, as applicable.
2. The DOC 0281 shall be reviewed by the Chief Administrator and forwarded through the respective Deputy Director to the Manager of the Grants Unit at least 30 days prior to the grant submission due date, where possible. The request may be forwarded electronically through email or through regular mail or fax.
3. The Manager of the Grants Unit shall:
 - a. Review the DOC 0281 and make a recommendation before forwarding the request to the Deputy Director of Fiscal Services who shall approve or deny the request before forwarding to the Director for approval.

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- b. Upon approval or denial of the Director, maintain a copy of the DOC 0281 and forward the signed original to the respective Deputy Director.
 4. If approved by the Director, the appropriate application shall be:
 - a. Prepared by the individual responsible for the grant project with the technical assistance of the Grants Unit, where necessary.
 - b. Approved by the Chief Administrator in the grant seekers chain of command and the respective Deputy Director.
 - c. Submitted to the Grants Unit (non-education grants) or Grant Accounting (education grants) for review and approval prior to submission. The Grants Unit or Grant Accounting shall:
 - (1) Review the application to ensure the budget is mathematically correct; and
 - (2) Ensure the budget does not include unallowable expenses.
 - d. Submitted to the appropriate grant source by the submission due date.
 5. Upon receipt of a notice of award, a copy of the notice shall be provided to the Deputy Director of Fiscal Services, the respective Deputy Director, the Grants Unit and to the designated program manager of the grant proposal.
 6. The program manager shall ensure all State and federal requirements of the grant are met including the review and approval of authorized expenditures, the review of the performance of vendors, timely preparation and submission of program reports, and the management of the overall performance of programming.
 7. The facility or program site where the grant project will be conducted shall maintain file copies of all documentation regarding the request, application, approvals and awards. Records shall be retained in accordance with approved records retention schedules.
 8. The Grants Unit and Grant Accounting will follow the reporting requirements, closeout requirements, and refund requirements in the grant agreement.
 9. Grants Accounting will monitor grant receipts to ensure the grantor reimburses the grant expenditures.
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