
POLICY TRANSMITTAL NO. 09-50	DATE: SEPTEMBER 14, 2009
INFORMATION SERVICES DIVISIONS	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-40, Table of Contents; and 2-40-30 through 2-40-36.

EXPLANATION: OKDHS:2-40-30 is amended to clarify the purpose and scope of grants and grant submissions, including the requirements to apply all state procurement laws, regulations, and rules.

OKDHS:2-40-31, 2-40-33 through 2-40-36 are revoked as the information does not reflect current requirements and practices or the information has been incorporated into OKDHS:2-40-30 or OKDHS:2-40-32.

OKDHS:2-40-32 is amended to specify current requirements and procedures regarding approval of grants, including the use of Form 21AD010E, Grant Review Request.

Original signed on 9-10-09

Connie Schlittler, Chief Information Officer
Information Services Divisions

Sandra Harrison, Coordinator
Office of Legislative Relations and Policy

WF # 09-U (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

INSERT

OKDHS:2-40, Table of Contents

OKDHS:2-40, Table of Contents, 1 page only, revised 9-15-09

OKDHS:2-40-30

OKDHS:2-40-30,pages 1-2, revised 9-15-09

OKDHS:2-40-31

OKDHS:2-40-32

OKDHS:2-40-32, 1 page only, revised 9-15-09

OKDHS:2-40-33

OKDHS:2-40-34

OKDHS:2-40-35

OKDHS:2-40-36

OKDHS SUBCHAPTER 40. EXECUTIVE**PART 2. AUDIT OVERSIGHT**

Section

- OKDHS:2-40-21. The Audit Oversight Committee
- OKDHS:2-40-22. Division responsibilities
- OKDHS:2-40-23. Audit Oversight Committee responsibilities

PART 3. GRANT MANAGEMENT PLAN

- OKDHS:2-40-30. Purpose and scope of grants
- OKDHS:2-40-31. Scope **[REVOKED]**
- OKDHS:2-40-32. Approval of grants
- OKDHS:2-40-33. Proposal cycle **[REVOKED]**
- OKDHS:2-40-34. Management reviews/approvals **[REVOKED]**
- OKDHS:2-40-35. Grant management responsibilities **[REVOKED]**
- OKDHS:2-40-36. Marketing **[REVOKED]**

OKDHS:2-40-30. Purpose and scope of grants

Revised 9-15-09

(a) **Purpose.** Oklahoma Department of Human Services (OKDHS) is committed to increasing the number of grant awards to assist:

(1) in achieving the OKDHS mission; and

(2) program areas in providing an increasing range of needed services within a limited budget by leveraging additional resources.

(b) **Scope.**

(1) Grant submissions refer to:

(A) discretionary competitive grants;

(B) demonstration project grants;

(C) foundation grants; and

(D) other competitive grants.

(2) OKDHS:2-40-30:

(A) guides the general preparation and processing of grant proposals; and

(B) is not intended to limit or constrain any procedures necessary by unique requirements or special circumstances.

(i) OKDHS is required to apply all state procurement laws, regulations, and rules to all contractual obligations associated with awarded grant funds.

(ii) Each grant proposal or supplemental materials must include or address:

(I) request for indirect costs as part of the grant budget at the federally approved rate or other rate provided by the Finance Division Cost Accounting and Revenue Enhancement (CARE) Unit;

(II) results of a consultation with the CARE Unit regarding effects on existing grants and cost allocations;

(III) any matching funding requirement, including actual and in-kind and the source of such funding; and

(IV) requirements that the state continue the grant-funded program after grant funding is exhausted.

OKDHS:2-40-32. Approval of grants

Revised 9-15-09

(a) Before a competitive grant proposal is submitted, authorization is required by the appropriate division director. Upon approval by the division director, Form 21AD010E, Grant Review Request, along with the grant solicitation is submitted to the Grant Committee for review. If a completed grant proposal is not available for review by the Grant Committee, a summary of the proposal may be submitted with information. The summary must include information specified in OKDHS:2-40-30 and any partnership or procurements anticipated by the project. The review will be conducted by the Grant Committee consisting of:

- (1) Support Services Division director or designee;
- (2) Office of Planning, Research, and Statistics director or designee; and
- (3) Finance Division director or designee.

(b) The Grant Committee:

- (1) reviews the grant proposal;
- (2) ensures any commitments of Oklahoma Department of Human Services (OKDHS) resources are consistent with OKDHS policy, mission, and vision;
- (3) makes recommendations to the OKDHS Director or designee and the division director on Form 21AD010E; and
- (4) returns the grant proposal to the division.

(c) The division:

- (1) reviews and makes changes;
- (2) director approves; and
- (3) submits the grant application to the OKDHS Director or designee for signature.