

OFFICE OF THE CHIEF OF STAFF

Grants Development

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Policy

The Commissioner of the Department of Children and Families, through the Office of the Chief of Staff (OCOS), shall review and approve all third party grant applications prior to submission to the third party grantor. OCOS shall also review and approve all Letters of Support or Letters of Commitment requested by external parties for grant applications they are submitting to a federal agency or philanthropic organization for grant funding.

Approval Process

When a third party grant opportunity that may be of interest to DCF is identified, including local and regional grants, the DCF Program Development Oversight Coordinator (PDOC) or Regional Office sponsor shall submit the DCF-3125, "Grant Development Approval Protocol," and a draft project abstract that provides a basic summary of the project to the DCF Chief of Staff or designee for review.

The Chief of Staff or designee shall review the DCF-3125 and abstract to identify any concerns or recommend approval for the application to move forward. Once a grant concept has been approved, the Chief of Staff or designee shall also provide support to the PDOC or sponsor and oversight of the grant process throughout the development of the application.

The Chief of Staff shall review the final application with the Commissioner's Office and help to facilitate submission of the grant application once it has been approved by the Commissioner.

Pending approval by the Commissioner, a draft of the grant application shall be submitted to the Chief of Staff no later than two weeks before the due date of the grant application, unless a shorter time frame has been pre-approved by the Commissioner's Office. No grant application shall be submitted to a third party until this process is complete and the Commissioner has given final approval.

Internal DCF Review of Grant Applications

As part of the approval process, the PDOC or Regional sponsor shall contact the following DCF units or divisions, when relevant, to determine the impact the project will have on DCF operations and record that information on the DCF-3125:

- Regional and Area Office administration;
- Fiscal Services Division;
- Information Systems;
- Office of Legal Affairs;
- Office for Research and Evaluation;
- Human Resource Management; and
- Academy for Workforce Development.

The PDOC or Regional sponsor shall also describe the impact on other required external partners.
