



# POLICY AND PROCEDURES

**NUMBER: 150**

**SUBJECT: Administration of Grants  
Associated with the Department of  
Justice Services and Outside  
Contractors/Payments for Services**

**ACA STANDARDS: NONE**

**INTERIM DIRECTOR: Lt. Col. Troy Doyle**

**EFFECTIVE DATE: 9/19**

**REVISION DATE:**

## I. POLICY

When a grant is awarded to the St. Louis County Department of Justice Services (DJS), DJS will adhere to all standards set forth by the grantor (Federal and State). In addition, DJS will adhere to all standards set forth by St. Louis County Procurement. Staff that is responsible for the administration of the grant(s) will maintain contact with the grant representative and will communicate any major developments and budget concerns to DJS Administration.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Director, Community Corrections Superintendent, Superintendent of Security, Superintendent of Human Resources and Operations, and Program Managers are responsible for the following procedures. Each grant will be assigned a Project Manager who will be responsible for the administration/review of their assigned grant and to a Grant Accounting Manager who will be responsible for fiscal reports. In addition, the Program Manager will be responsible for adherence to grant standards set for each grant by including quarterly reports as set forth by the grantor.

## III. PROCEDURES

### A. General Procedures

1. St. Louis County Grant Administration Manual should be referenced for all procedures and/or questions regarding grant administration.
2. Nothing in this policy should replace or supplant the St. Louis County Grant Administration Manual.

### B. Selection of Outside Contractors

1. When a grant is awarded by the grantor, DJS will determine how the contractor will be selected per standards set forth by the grantor (Federal and State). In addition, DJS will adhere to all standards set forth by St. Louis County Procurement. Contractors may be sole-sourced or a RFP can be utilized, depending upon the standard set forth, as long as all St. Louis County Purchasing Guidelines are followed.
2. After the outside contractor is selected, the following will occur:
  - a. Criminal record checks will be conducted on any person(s) that will be providing services for the grant.
  - b. A signed contract will be prepared for the contracted person(s) that will include:
    1. Resume
    2. A clear and concise description of what services will be rendered
    3. Payroll amount budgeted
    4. The contractor will submit an annual report on services rendered to the Project Manager/Grant Administrator
    5. A detailed explanation of what will be included on invoices/time sheets to include dates worked, description of work task, hours worked, daily rate/hour, signature and date stating attestation that the invoice/time sheet is accurate and information is in accordance to the grant and the signed contract. The invoice should include a unique invoice number, date, remittance address, and a phone or email contact.
    6. All invoices should be turned into the Project Manager/Grant Administrator for review and signature.

- c. A contractor will register with St. Louis County as a vendor for invoice purposes.

### **C. Review of Invoices/Timesheets**

1. When an invoice/timesheet is submitted by the contractor to the Project Manager/Grant Administrator, the Project Manager/Grant Administrator will review the invoice/timesheet for accuracy and to determine whether the reported invoice is supportable by the work accomplished during the reported period. This includes verification that payment is authorized, allowable, and reasonable to both the grant and the contract.
2. If determined to be permissible, the Project Manager/Grant Administrator will sign and date the invoice/timesheet and submit to fiscal staff for payment.
3. Fiscal staff will review the signed invoice for document accuracy, including correct summations and signatures by the contractor(s) and Project Manager/Grant Administrator.
4. After the invoice is entered into MUNIS, it will be released into the workflow. The invoices identified by the grant number in the G/L account, will be routed through the normal invoice Munis workflow for accounting approval.