

<b>SOP NUMBER:</b>	TITLE: Tribal Grants Funded Positions Standards and Procedures	ORIGINATION DATE: 08-28-09 REVISION DATE: 12-02-09 EFFECTIVE DATE: Upon Final Signatures
DIVISION: All Divisions and Non-Divisionals	APPROVED BY: <i>Grants Manager</i> <i>Cheryl Stevens</i>	DATE: 11/16/11
DEPARTMENT: All Departments	APPROVED BY: <i>Compensation and Employment Director</i> <i>Marianne Close</i>	DATE: 11/15/2011
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1 **PURPOSE:** To define the process for tribal employees who apply for and receive grants.

2 **DEFINITIONS:**

- 2.1 Area Manager (AM) - Requesting Supervisor's Supervisor.
- 2.2 Grants Office – The office responsible for assisting all Departments in the researching, development and submittal of all grant applications.
- 2.3 Human Resources Department (HRD) - The Tribal department responsible for the administration of personnel functions.
- 2.4 HR Representative (HRR) - An employee from HRD or those designated by the HR Manager to perform HR functions.
- 2.5 Job Posting - Advertisement of open positions within Tribal departments.
- 2.6 Supervisor – employee responsible for hiring, training, scheduling, evaluation of performance, mentoring, coaching of employees.

3 **WORK STANDARDS:** All grants applied for by Oneida Tribal Departments will be coordinated through the Oneida Tribal Grants Office.

**General**

- 3.1 Those existing Tribal employees, who coordinate, and/or submit any grants, ***must*** supply the Grants Office with all grants applied for, received or denied within their departments.
- 3.2 When there are positions requested within a grant, the program supervisor and staff will work with HRD to develop a job description which will include grading and defining the exempt or non-exempt (EPQ form) status of the position, ***prior to submission***.
  - 3.2.1. HRD will send a copy of the draft job description to the program supervisor and the Grants Development Specialist coordinating the grant application.
- 3.3 All employee increases defined within a grant must be processed in accordance with Tribal wide merit increases or cost of living adjustment or wage/salary adjustments as indicated through the Tribal Budget Approval Process.
  - 3.3.1 If the Tribe does not approve employee merits or salary adjustments through the Tribal Budgeting Approval Process, the merit, cost of living adjustment or wage/salary adjustment within the grant will not be processed. The supervisor may request a grant modification to utilize those funds for other reasons.

## 4 PROCEDURES

### Supervisor

- 4.1 Receive completed Grant Proposal Authorization form; follows chain of command for signatures prior to submitting to the Grants Office.
- 4.2 Forwards all original approved or denied grants documentation to the Grants Office.
- 4.3 For new and continuing grants, work with the Grants Office for review, approval and reporting of the grant(s).
- 4.4 Administer grant contracts and required reports.
- 4.5 Prior to submittal, assess grant requirements/objectives for the following:
  - 4.5.1 100% grant funded.
  - 4.5.2 Are there any match requirements?
  - 4.5.3 Department justification for position. (attach job description)
- 4.6 Contact HRD and let them know there's a grant with a position and follow-up with HRD on position(s) within a grant to insure there is a draft job description.
- 4.7 When a job description is posted, it must be stated that the position is grant funded and will end when the grant ends.
- 4.8 For positions within a grant, work with HRD to develop a job description and grade the position and determine exempt or non-exempt status and provide a work plan that shows the job duties.
- 4.9 Follow the Grants Office SOP
- 4.10 Contact HRD to lay off the employee when the grant funding ends. (Supervisor can notified the Finance Committee or go through the Tribal Budgeting process to obtain Tribal contribution to continue employment.)
- 4.11 Notifies CAP Ex Committee when Capital Expenditures, technology equipment & CIP projects need to be purchased. Follow chain of command for approval to purchase any of these items. Contact MIS when purchasing computer equipment & software to make sure it's compatible with system and building itself.

### Grants Office Staff

- 4.12 Serve as the Tribe's clearinghouse for information about potential funding opportunities.
- 4.13 Assist in the development of an external funding strategy for those areas determined as priority.
- 4.14 Collect and maintain a database of all existing grants; sorted by division.
- 4.15 Report to Internal Services Division Director on all grant activity.
- 4.16 Provide technical assistance in the development of potential Oneida Tribal grant proposals.
- 4.17 Ensure the grant proposals are consistent with all funding opportunity guidelines.
- 4.18 Submission of the final grant proposal will be at the discretion of the Grants Office.
- 4.19 If two or more programs would like to pursue one specific opportunity, the Grants Office Director will review proposals to determine which best fits the criteria.
- 4.20 Collaborate with all Tribal departments to ensure processes are being adhered to.
- 4.21 Place resolution(s) on Business Committee agenda for approval, if required.
- 4.22 Submit required documentation to Business Committee for signatures.
- 4.23 Monitor when the grant is received.
- 4.24 Monitor dates to re-submit on-going grants.
- 4.25 Work with supervisor on reporting requirements of the grant.
- 4.26 Work with Tribal supervisors on all new grants received or denied that are available.

## 5 REFERENCES

- 5.1 Grants Writing Process SOP