

FISCAL

Policy The Commissioner of the Department of Children and Families shall approve all third party grant applications prior to submission to the third party grantor.

Process When a third party grant opportunity that may be of interest to DCF is identified, including local and regional grants, a 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. The Chief of Staff shall review the DCF-3125 and abstract and provide oversight to the PDOC or sponsor throughout the development of the application to ensure the viability of the project. The Chief of Staff shall submit the grant request to the Commissioner for final approval.

NOTE: No grant application shall be submitted to a third party until this process is complete and the Commissioner has given final approval.

Time Frame The DCF-3125 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.

Other Approvals The PDOC or Regional Office sponsor shall contact the following DCF units or divisions, where relevant, to determine the impact the project will have on agency operations and record that information on the DCF-3125:

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

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