

Human Services Grant Procedures

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**Department of Human Services
Grant Procedures**

The following are requirements specific to the Department of Human Services for obtaining federal and non-federal grant funds:

[These expectations are for all federal grant applications and renewals, and for all non-federal grant funds that will be at least \$10,000 in any State fiscal year. For this procedure, “grant” includes funding of any type, other than State General Funds, obtained by the Department.]

- I. All applications, renewals, agreements, or other devices that result in the Department of Human Services obtaining grants funds must be processed through Bureau of Finance requirements prior to spending any funding.
- II. Executive Director written approval is required.
- III. Grant compliance is expectation of applicable Department Division (or Office) for grant funds obtained.