

Grant Program Administrator: Responsibilities

- Conduct day-to-day application processing and grant administration duties, including monitoring
- Communicate regularly with the grantees
- Gain a general understanding the state and its systems
- Provide technical assistance to grantees regarding applying for and administering grants
- Offer assistance in understanding relevant regulations
- Arrange for technical assistance from BJA or from outside providers on substantive criminal justice matters
- Work with the grantees to ensure that we promote local control by helping to remove unnecessary obstacles by seeking a review of rules or new legal opinions when it is in the interest of the grantee
- Work with counterparts in other State(s) and OJP components to coordinate efforts in the state.
- Work to make recommendations and work to streamline grant program requirements and make them as user friendly as possible
- Provide assistance to the Justice Assistance Council making recommendations and support in developing new grant programs and program solicitations
- Administer the payment programs to include Byrne, VAWA, Project Safe Neighborhoods, RSAT, Coverdell and Local Law Enforcement Block grant programs and other types of programs that may from time to time emerge.
- Operate the various payment programs, as assigned
- Provide prompt and pro-active assistance sub-grantees
- Ensure that grant reporting is properly processed and completed in a timely manner to the GMIS
- Oversee the activities and monitoring the GMIS reporting, progress and fiscal
Monitor the contracting process.
- Work closely with the appropriate grant manager from the relevant programs to process requests for reimbursement (CR).
- Coordinate training and technical assistance
- Provide staff convening meetings with training and technical assistance providers as well as other national criminal justice groups to aid in coordination and development of priorities

- Conduct the day-to-day application processing and grant management for training and technical assistance
- Work closely with the programs manager(s) to respond to the technical assistance needs of state and local grantees
- By assignment, specializing in justice-related topic areas such as crime prevention, adjudication, law enforcement, corrections, drug courts, substance abuse, and information technology (Average caseloads may range from 8 to 20, depending on the time requirements for the grants.)
- Communicate with the field, including the grant administering agencies and the LLEBG grantees and passing on information, resources, and materials that will be of assistance to them
- Maintain an awareness of emerging issues in the field and making recommendations regarding publications and program or technical assistance ideas regarding them.
- Coordinate with the Planning and Communications Division and the Programs Division to develop new grant programs and solicitations
- Assisting in developing budget recommendations, in coordination and consultation with the program manager and responding to senior management and legislative requests for information
- Prepare and disseminate messages from BJA and the Commissioner to outside partners
- Maintain and track progress with the principles and goals of BJA and DPS
- Plan for and work with the other divisions on special projects
- Track and analyze information on BJA programs and preparing routine and requested reports
- Work with the other division to prepare, edit, and publish a variety publications, i.e. State Annual Report.
- Develop and maintain a DPS Grant website
- Coordinate with the other DPS divisions to monitor BJA grants
- Work with the other divisions to develop recommendations for program streamlining and developing helpful tools for grantees

The grant manager will be the first point of contact for the state administering agencies and other grantees.