



## **Roles and Responsibilities**

Grantees, grant officers, and program staff all play important and unique roles throughout the grant project lifecycle. The following list identifies the primary roles and responsibilities of each group.

### **Grantee**

- » Enroll in ASAP and FPRS
- » Ensure the goals and objectives are being achieved by all involved with the project
- » Monitor and provide oversight of the project
- » Meet the terms and conditions of the grant award
- » Ensure that all parties involved follow the grant rules and regulations
- » Ensure all financial and progress reports are submitted as scheduled

### **Grant Officer**

- » Issue grant agreement and maintain grant file through the life of the project
  - Monitor financial progress reports
  - Works with grantees to close-out agreements
- » Approve all budget changes that require pre-approval
  - Any budget revision that involves a shift of funds among line -items in excess of 10% of the total approved grant budget
- » Approve all program changes that require pre-approval
  - Revisions of the scope or objectives of the projects
  - Changes to key personnel (e.g. project director)
  - Maintain direct communication with grantees
- » Work with the program manager on issues that require program approval

### **Regional Lead**

- » Provide support to grantees through onboarding calls and ongoing technical assistance
- » Work with grantees to ensure they are meeting goals and objectives of the project
  - Review program progress reports
- » Attend regional meetings and site visits
  - Time and budget permitting