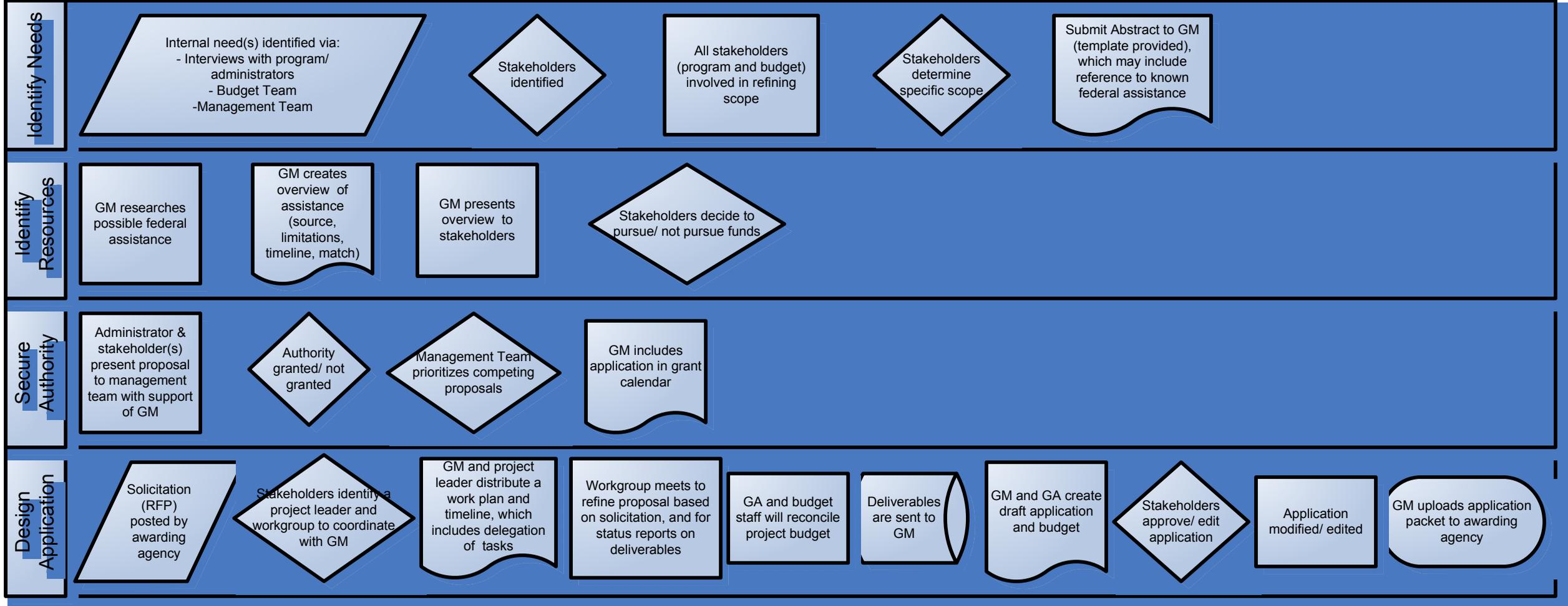


Grants and Assistance (Pre-award Process)



Roles and Responsibilities:

GM (Grants Manager): Facilitates the process and provides technical assistance relating to private, state, and federal assistance (grants, TA, coop agreements). Locates appropriate funding resources and advises program. Advises program and management team regarding feasibility of proposal and grant-related policies. Participates as a workgroup member. Refines and submits the application per requirements..

Stakeholders: program, budget, and accounting staff who would be directly impacted by proposed project.

Depending upon the proposal scope, external stakeholders may also be involved.

GA (Grants Accountant): Provides technical assistance on grant-related budget and fiscal matters. Refines and submits the application budget.

Project Leader: Works with administrator to develop a proposal. Identifies key stakeholders. Facilitates the workgroup meeting. Is the expert on program-specific matters. Primary contact between grant staff and the program. The project leader will likely manage the project when and if funds are received.

Division Administrator: Has overall responsibility for project development and implementation. Presents proposal and seeks approval from management team.

Budget Analyst: Works with program staff to develop feasible budget for proposal. Ensures that the proposal does not supplant existing state funds and that there is a valid fiscal need.

Other workgroup members/ Stakeholders: Provide valuable input regarding the scope of the proposal. May be subject-matter experts, whose programs would be impacted by the proposal.