

**Grants Management and Compliance Responsibility Matrix**  
(Post Award)

	<b>Project Director (PD)/Grant Manager (GM)</b>	<b>Grants Finance &amp; Compliance Department (GFC)/ Financial Manager, Restricted Funds (FMRF)</b>
<b>Startup</b>	Joint project implementation meeting	Joint project implementation meeting
	Implement appropriate startup activities (hiring, budget, etc.)	Set up project budget in MetroSoft.
	Sign off on all initial, amended or revised budgets	Setup accounts and establish appropriate account numbers
	Establish a relationship with the funding agency Program Officer	As needed communicate with funding agency regarding fiscal management
	Follow college policies during project (hiring, accounting, purchasing, travel, record retention, etc.)	Review for allowable costs and sign all purchase requisitions and contracts prior to submission
	Seek answers to budget/program related questions	Respond to PD/GM budget questions
<b>Management</b>	Monitor and review monthly budget reports, contact GFC about discrepancies or needed amendments	Submit financial quarterly and annual reports to funding agency as required
	Track matching funds, leverage, and in-kind contributions	Prepare calculations and maintain records for matching funds, leverage and in-kind contributions
	Forecast budget spending plan on multi-year awards	Assist with annual FY budget preparation and forecasting of budget spending plan
	Secure agency approvals/modifications for budget transfers, change of project scope or no cost extension	Assist with budget preparation for no cost extensions or budget modification requests to funding agency
	Spend down grant funds as close to \$0 as possible according to the original or approved amended budget	Prepare all financial reports, journal entries, and federal draws and communicate to PD/GM as needed
	Certify employee effort related to project. Gather and submit all Quarterly T&E reports to GFC Dept. within 3 days of quarter end	Send out reimbursement or advance funding invoices to funding sources
	Follow funding agency policies, procedures and reporting requirements	Interpret agency and federal Uniform Guidance (UG) policies and procedures
	Ensure equipment is tagged per MCC and funder requirements	Biannual monitoring of federally acquired equipment according to the UG.
	Initiate and obtain approval of subcontracts and/or sub awards per MCC procurement/contractual procedures. Monitor subcontracts/sub awards. Provide copies of executed documents to FMRF	FMRF maintains file copy of subcontracts/sub awards and associated RFPs. GFC Director monitors/ reviews BOT minutes to verify procedure followed for grant purchases/contracted service over \$10,000
	Submit programmatic quarterly reports and/or year-end reports as required by the funding agency, with copies sent to the GFC Department	Maintain file copy of grant and quarterly/annual programmatic and fiscal reports as well as document all time and effort statements
Submit biannual project updates in writing to the GFC Dept., your supervisor, and unit officer unless otherwise required by funding agency	Prepare supporting schedules for single audit	
<b>Closeout</b>	Complete project on time and on budget in accordance with stated outcome measures	Provide final budget updates and submit final fiscal reports as applicable
	Ensure project evaluation is completed and submitted on time to federal agency as applicable	Prepare financial closeout documents as applicable
	Joint coordination of funding agency site visits	Joint coordination of funding agency site visits
	Joint grant closeout meeting	Joint grant closeout meeting
	Close out project	Prepare Government Property Closeout Inventory Certification and submit