School District of Philadelphia

Grant Management Roles & Responsibilities Matrix

P = Primary Responsibility
S = Supporting Action
R = Review and Support

#	POLICIES		Grant Program Manager/Principal (GPM)	Grant Development Specialist (GDS)	Grants Governance / Development Committee (GGC)	School Reform Commission (SRC)	Grant Budget Analyst (GBA)	Principal Financial Analyst (PFA)	Lead Program Evaluator (ORE)	Grant Accounting Manager (GAM)	Grant Compliance Monitor (GCM)	Limited Contract Committee	Treasury Operations
FINDING FUNDING OPPORTUNITIES													
1	Locates funding opportunities and initiates proposal development	GP0100	S	S	P								
2	Reviews proposed grant opportunities, prepares overview of proposals for Grant Governance Committee, assigns a Grant Development Specialist to oversee proposal development	GP0100		S									
3	Creates and maintains Grants Management Database entries		S	P			S	S	S	S	S		
4	Designate a Grant Program Manager (GPM)	GP0100											
AWARD PROPOSAL AND DEVELOPMENT													
5	Identifies grant guidelines including cost matching, supplement, not supplant provisions, eligibility requirements	GP0100	S	P			S				S		
6	Creates grant proposal with plan to achieve programmatic goals, leads all programmatic and financial decisions, submits award for approval by School Reform Commission (SRC)	GP0100	P	S			S		S		S		
7	Creates grant proposal budget complying with grantor guidelines, aligning with accepted School Action Plans, and reflecting the expected costs (and any income) to implement and achieve program goals, including direct and indirect costs, audit costs, grantor-imposed cost matching requirements, maintenance of effort requirements and cost allocations	GP0100, GP0200, GP0300	P	S			P		S		S		
8	Calculates 12 month budget including carry forward amounts for multi-year awards	GP0200	P				P						
9	Creates grant proposal evaluation plan addressing grant goals and internal District initiatives	GP0100	P	S					P				
10	Coordinates writing and timely submission of proposal, provides technical support and editorial review	GP0100	P	P									
11	Identifies subgrantee relationships in the plan	GP0500, GP0600	P							S	S		

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	AWARD ACCEPTANCE & SETUP												
12	Prepares resolution to accept legal responsibility for award on behalf of the District; unless formula grant or less than $5,000	GP0100	P	S		P							
13	Creates any new required ABC account codes	GP0200					P			S			
14	Establishes and controls the Grant Master record in Advantage	GP0200					P						
15	Ensures accurate loading of approved budgets/budget amendments, maintains 12-month and Award budgets in Budget Formulation Management (BFM) system and Advantage system, ensures timely budget to actual reporting	GP0200					P						
16	Performs risk assessment in order to inform the development of a Program Compliance Monitoring plan and to allocate monitoring resources	GP2400									P		
17	Creates Program Compliance Monitoring Tool addressing all areas of grant compliance including items such as cost matching, maintenance of effort, cost allowability, supplement not supplant provisions, eligible participants, vendors and subgrantees	GP2400	S				S	S		S	P		
	AWARD MANAGEMENT												
18	Prepares, reviews, and submits budget amendments ensuring that cost matching requirements are met and supplantation is avoided	GP0200, GP0300, GP0400	P				S				R		
19	Ensures program activities are allowable and that participants meet all eligibility requirements	GP0500	P								R		
20	Encumbers funds for grant expenditures within the period of availability; cancel or reduces unused encumbrances	GP0900, GP1100	P				S				R		
21	Expends grant funds on allowable, allocable, and reasonable items that align with grant requirements	GP0800	P								R		
22	Codes expenses properly	GP2100	P				S			S			
23	Clearly establishes and applies criteria for any program participant incentives, ensures incentives meet program cost requirements	GP1300	P								R		
24	Identifies and allocates central office and school-based employees to be funded by an award	GP0800	P				S				R		
25	Ensures personnel expenses funded with grant funds are aligned with the grant requirements and any staffing changes made during the award period do not effect compliance	GP0800	P				S				R		

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26	Determines grant-funded employees' cost objectives, instructs employees on filling out proper time certification documentation, verifies accurate completion of time certification forms	GP1200	P								S		
27	Approves allowable supplemental pay events such as professional development and extra-curricular activities	GP1200	P								R		
28	Prepares standard and limited contract proposals in accordance with all grant requirements, ensures service providers/vendors are eligible and have performed agreed upon services before payment is made	GP0800, GP1700, GP1800	P								R	R	
29	Review and approves contracts under $15,000	GP1700	P								R	R	
30	Reviews and approves contracts over $15,000 after District's General Counsel review	GP1700	P			R					R		
31	Communicates grantor approved program procurement needs to Grant Compliance Office for procurements greater than $15,000 and less than $100,000		P								S		
32	Communicates grantor approved program procurement needs to Office of Procurement for assistance with bids and RFPs (requests for proposal) $100,000	GP1600	P								R		
33	Safeguards and disposes of any grant purchased equipment in accordance with grant requirements, performs annual physical inventory and prepares equipment listing	GP2300	P							P	R		
34	Provides inventory tags for equipment over $500, records equipment for fixed asset tracking, collects physical inventory records, prepares equipment reporting for grantor	GP2300	S							P			
35	Initiates, reviews and approves journal vouchers ensuring compliance with award cost principles, period of availability, supplement not supplantation provisions	GP0400, GP1100, GP1500	P				S	R			R		
36	Processes and posts approved journal vouchers	GP1500					P			S			
37	Forecasts program cash flow needs, prepares daily cash balance worksheets, requests award reimbursements and scheduled payments, prepares invoices to grantor	GP1900, GP2000					P			S			
38	Executes program fund draw downs	GP1900					P			P			
39	Deposits and records award funds, program income and refunds into District accounts after receiving ABC account code verification from GBA	GP1900, GP2100, GP2200					S			S			P
40	Compiles daily cash balance worksheets, calculates and documents any interest owed on advanced grant funds and initiates payment	GP2000					P	R					
41	Collects and secures any program generated income, ensures income is deposited into District accounts, uses income according to grantor specifications	GP2100	P							S			S

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42 Allocates District-wide refunds to appropriate accounts, notifies Treasury Department regarding amounts and ABC codes	GP2200					S			P			S
43 Requests award extension when necessary	GP1100	P				S				R		
AWARD DOCUMENTATION												
44 Documents and maintains aspects of award program for which he/she has any level of responsibility in an up-to-date, "Audit-Ready" manner and accordance with District document retention policies	GP1400	P	P	P		P	P	P	P	P		P
AWARD MONITORING												
45 Reviews budget to actual reports to track progress and modifies programmatic and financial decisions based on evaluation results	GP0200	P				S				S		
46 Monitors cost matching data across all grants to ensure no overlap occurs	GP0300	P					S			S		
47 Monitors district wide maintenance of effort levels using PDE methodology	GP0700						S		P			
48 Evaluates award compliance using the Program Compliance Monitoring tool developed at award outset, monitors areas including cost allowability, maintenance of effort, supplantation, subgrantees, contracts, eligibility of service providers, contractors and participants, appropriate documentation, etc.	GP2400	P		R					R	R		
49 Prepare for external monitoring visits		P				S			R	S		

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Post Award Closeout													
50	Reviews and liquidates unused open encumbrances	GP0900	P				S	R					
51	Compiles financial data from program period for grant closeout and year-end reporting	GP2600	P				P	R		S			
52	Compiles and submits programmatic reports		P										
53	Compiles programmatic evaluations for grant closeout reporting	GP2600	P						P				
54	Reviews, approves and submits financial and programmatic reports to grantor	GP2600	P				S						
55	Incorporates District grant data into year-end financial statements making adjusting, closing and reversing accounting entries where necessary	GP2600					S	P		P			
56	Coordinates all outside audits and resolution of any audit findings	GP2500								P			
57	Provides grant related data for any internal or external audits	GP2500	P				S			S			
58	Implement audit finding corrective actions		P		P						R		
59	Address MOE violations	GP0700			P								
Other													
60	Calculates unrestricted and/or restricted indirect cost rates	GP0800					P						

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