

MANAGING YOUR GRANT

GRANT OFFICIALS

Who are grant officials and what are they required to do?

Texas Administrative Code, Title 1, Part 1, Chapter 3 (1 TAC) §3.2501

- ♦ All grants are required to have three different grant officials.
- ♦ CJD conducts its business primarily through eGrants (<https://egrants.governor.state.tx.us>). It is critical that all three officials have and maintain a current email address.

Additional information on the officials and their duties:

Authorized Official (AO)	♦ Appointed/authorized by the governing body of the organization.
	♦ Authorized to apply for, accept, reject, alter, or terminate the grant.
	♦ Authorized individuals are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, etc.
	♦ Responsible for certifying changes made to applications or grants.
Project Director (PD)	♦ Responsible for the day-to-day operations of the project.
	♦ Must be an employee of the grantee agency.
	♦ Responsible for required programmatic reporting.
Financial Officer (FO)	♦ Required to be the chief financial officer (or designee) for the grantee agency.
	♦ Responsible for maintaining financial records to account for all grant funds.
	♦ Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by CJD) in eGrants.

These officials may perform the following actions in eGrants:

Authority in eGrants	Authorized Official	Financial Officer	Project Director	Grant Writer
♦ Create, modify, and submit an initial application.	x	x	x	x
♦ Certify an official application.	x			
♦ Create and submit responses to application Preliminary Review Reports (PRR).	x	x	x	
♦ Certify a PRR.	x			
♦ Create and submit budget and programmatic adjustments.	x	x	x	
♦ Certify budget and programmatic adjustments.	x			
♦ Create and submit financial reports/payment requests.	x	x		
♦ Designate a new individual to serve as the Financial Officer (FO), Project Director (PD) or grant writer (after the new individual has registered in eGrants).	x			
♦ Designate a new or interim AO if the position becomes vacant (after the new AO has registered in eGrants).		x		