



Program and Fiscal Responsibilities

The expectation for accepting an award from the Attorney General's Office is the subrecipient will have in place a system that is adequate for carrying out the administrative/financial and program aspects of the grant award. This includes good communication between the board of directors (if applicable), administrative/financial staff and the program staff. Management should pay particular attention to the budget and expenditure process of the grant award. Fiscal and program staff are responsible for ensuring that the project is implemented successfully. Therefore, it is important that all staff involved with grants are familiar with both the fiscal and programmatic requirements.

The subrecipient must establish and maintain program records to ensure that the direct and subcontracted project activities are in compliance with the executed contract. Such records must be readily available for review.

1. The subrecipient must establish and maintain fiscal controls and procedures that assure federal and/or state funds available for the grant program are properly disbursed.
2. Funds awarded may be expended only for activities and purposes set forth in the executed contract within the approved grant period. The grant period is the start date and end date of the project. It is provided in the contract.
3. Grant funds must be obligated prior to the end date of the grant period. Obligated funds are those funds for which goods or services have been encumbered prior to the last day of the grant period.

