

Attachment I

Agency Roles and Responsibilities

Role	Responsibility
Agency Head	Typically, the Superintendent, President, or Director is the person authorized by the governing board or corporate body to legally bind the agency to contracts, grants, and similar agreements. This is the correct individual to sign responses (i.e., applications and proposals) to Requests for Applications (RFAs), Requests for Proposals (RFPs), and any required documents or assurances. (See Section A of the Green Book.) If someone other than the superintendent or agency head signs the application/proposal, a signed authorization letter from that official must be included.
Finance Officer	Finance Officers will continue to participate in budget development and will remain responsible for submitting required financial reports to the department. They may also be delegated tasks related to initiating requests for federal and state funds, as appropriate within agency procedures.
Program Owner/Contact (Submitter)	This designation is established to strengthen controls and accountability within the automated grant development and submission process. Additionally, this individual serves as the program contact for the department and typically receives program-specific guidance, technical assistance, and training (e.g., Title I, Part A; IDEA, Part B; Perkins). Florida Department of Education (FDOE) program offices maintain the official lists of program contacts, and applicant agencies are responsible for notifying the department of any updates.
Agency Grants Technical Assistance Contact	This is a newly formalized designation, although many organizations have carried out similar functions in the past. The individual designated as the Agency Grants Technical Assistance Contact will receive specific invitations for RFA applications, general grants-related communications, including GrantED system updates, grant activity timelines, and notices of available technical assistance or training opportunities.
Collaborator	This designation is an established function in GrantED and it is intended to strengthen internal controls and accountability within the automated grant development and submission process. The agency staff may collaborate with each other to develop applications for RFAs and RFPs within the agency, such as staff for Title I, Part A; IDEA, Part B; or Perkins programs. The Agency Grants Technical Assistance Contact will receive the application invitation from the FDOE and collaborate with the appropriate program coordinator to complete the application for the RFA or RFP. It should be noted that following submission, collaborators will have view-only access to the application. If revisions are required, the individual who submitted the application will be notified and may initiate further collaboration with the other agency staff, as necessary, to respond to FDOE inquiries and successfully submit a revised application or amendment.