

## **ROLES OF THE SUBGRANTEE'S KEY PROJECT PERSONNEL**

### **Role of the Project Coordinator**

The Project Coordinator is the person authorized to represent the subgrant recipient/project sponsor in the administration of the project. The Project Coordinator is responsible for ensuring the progress and timely completion of all work on the project, and also for submitting all required paperwork to the DHPA. The Project Coordinator is also the DHPA's day-to-day contact for all correspondence relating to the project. While the Project Coordinator must be a capable, reliable, and conscientious person, there are no academic or professional requirements for this position. The Project Coordinator's specific duties include:

- Submitting the grant acceptance letter and signed forms;
- Attending the project start-up meeting;
- Assisting with preparation and review of the protective covenant (for Development projects only);
- Initiating the procurement process and preparing contracts;
- Preparing and submitting quarterly progress reports;
- Preparing and submitting reimbursement requests;
- Submitting draft and final versions of grant-assisted products or scheduling the close-out inspection;
- Keeping the project on schedule and bringing it to a timely and successful conclusion.

### **Role of the Principal Investigator**

Almost all projects require a Principal Investigator who conducts or supervises the professional aspects of the grant project, is responsible for the quality of the final product, and is expected to perform or oversee any remedial work required by the State. The Principal Investigator may be a member of the subgrantee organization, a volunteer donating their professional services, or a hired contractor. With few exceptions, the Principal Investigator must meet the federal requirements listed in 36 CFR 61 for the appropriate discipline. The Principal Investigator's specific duties include:

- Developing plans and specifications for contractors (mainly on Development projects);
- Assisting with procurement and contractor selection (mainly on Development projects);
- Completing or overseeing completion of work on the project;
- Insuring that grant-assisted work meets quality standards and federal requirements.

It is possible for one person to serve as both Project Coordinator and Principal Investigator, assuming that he or she has the necessary qualifications, experience, and ability. In certain instances, the project may not include professional activities, thus eliminating the need for a Principal Investigator (for example, some public information projects fall into this category).

### **Building Owners Who Are Not Subgrantees**

In the case of Development projects, the subgrantee is normally the owner of the building to be assisted with federal funds. In rare instances, however, the subgrantee may be undertaking a rehabilitation project in partnership with the building owner. Under these circumstances, when the building owner is not the direct recipient of the grant funds, the building owner shall still be considered to be a party to the grant agreement. The building owner's specific duties include:

- Signing the General Grant Conditions and Construction Assurances forms;
- Attending the grant project start-up meeting with the Project Coordinator;
- Signing the protective covenant and assisting with the document's execution;
- Providing access to the property necessary for the completion of the project;
- Providing responsive and timely assistance to the Project Coordinator and Principal Investigator as needed;
- Abiding by the terms and conditions of the grant agreement and this *HPF Grants Manual*; and
- Abiding by the terms of the protective covenant for the duration of the covenant period.

Failure of the building owner to adhere to the terms of the grant agreement, despite full cooperation from the subgrantee and its key project personnel, may result in cancellation of the grant award.