

Executive Order 2013-09

ESTABLISHING THE ARIZONA OFFICE of GRANTS and FEDERAL RESOURCES

WHEREAS, grants are a key component of the State of Arizona's budget; and

WHEREAS, grants, particularly federal grants, have a significant effect on the Arizona economy and the fiscal interests of the citizens of Arizona; and

WHEREAS, the maximum benefits from grant programs are only achieved by reducing unnecessary administrative costs while simultaneously improving program performance and outcomes, increasing overall results, while ensuring integrity, transparency, and accountability in the process; and

WHEREAS, Arizona should fully explore cost and regulatory burden matters before entering into grant partnerships with organizations; and

WHEREAS, the State of Arizona should be wise, thorough, competitive, consistent and strategic in securing available grants and other federal resources; and

WHEREAS, in 1982, President Reagan issued Executive Order 12372, "Intergovernmental Review of Federal Programs," which provided states with an opportunity to review and coordinate proposed federal resources; and

WHEREAS, Executive Order 12372 enables each state to designate an entity to establish a clearinghouse for seeking federal grants; and

WHEREAS, a state clearinghouse for seeking grants should be created to (1) eliminate duplicative administration and costs; (2) ensure proposals are in accordance with state plans, policies, programs, objectives, and procedures; (3) determine if the proposed project is fiscally and programmatically prudent; (4) provide critical information for state accounting and other business systems; and (5) provide information to state government and businesses concerning proposed activities that may affect them.

NOW, THEREFORE, I, Janice K. Brewer, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of the State of Arizona do hereby establish the "OFFICE of GRANTS and FEDERAL RESOURCES (GFR) and order as follows:

- 1) The Arizona Department of Administration (ADOA) shall house and provide all administrative support to the GFR as needed.
- 2) The GFR shall work to support the Governor's Office of Strategic Planning and Budget (OSPB) with their responsibilities as they relate to A.R.S. § 41-723.
- 3) The GFR shall serve as the single point of contact (SPOC) for grant applications by the State.
 - a. The GFR shall have a complete process to identify, review, and track all proposals for assistance in accordance with applicable federal and state laws.
 - b. The GFR shall capture all grant information electronically in order to provide critical information to the state accounting system or other business systems.
 - c. The GFR shall review the best practices of other States' SPOC that have been designated to participate in the intergovernmental review process with the United States Office of Management and Budget (OMB).
- 4) The GFR shall research, document, and make recommendations concerning legal and statutory authorities, including any obstacles, for grant applications and awards to the State of Arizona.
- 5) The GFR shall establish methods to communicate and collaborate with state agencies involved in grant applications.
- 6) The GFR shall develop, implement, and maintain an Arizona State Grants Management Manual.

- 7) The GFR shall provide training, technical assistance, and professional development to state grant professionals including the implementation of an Arizona Certified Grant Professional designation.
- 8) The GFR shall provide oversight for all federal grant transparency reporting, including but not limited to, American Recovery and Reinvestment Act (ARRA) Section 1512, Federal Funding Accountability and Transparency Act (FFATA), and the recently introduced Digital Accountability and Transparency Act (DATA) or other similar reporting requirements.
- 9) The GFR shall establish and maintain a statewide OMB Circular A-133 Single Audit Clearinghouse.
- 10) The GFR shall research and document concerning trends in findings of Arizona's Annual Single Audit report as they pertain to grants and make recommendations on how to resolve existing findings, prevent new findings, and in general reduce the number of findings per grant dollars expended.
- 11) The GFR shall develop and implement statewide performance measures related to grants and issue a report to OSPB on these measures annually.
- 12) The GFR may establish partnerships and working relationships with private and local government entities to enhance Arizona's ability to procure and manage grants.
- 13) All Executive Branch agencies, boards, and commissions are authorized and directed to cooperate with the GFR in implementing the provisions of this order.
- 14) This Executive Order shall take effect immediately upon signature.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.



Janice K. Brewer
GOVERNOR

DONE at the Capitol in Phoenix on this twenty-ninth day of October in the Year Two Thousand Thirteen and of the Independence of the United States of America the Two Hundred and Thirty-Eighth.

ATTEST:

Ken Blumenthal

Secretary of State