

1.1.1 Scope, Applicability, and Use

This manual is for use by all State of Arizona personnel involved in the grants management lifecycle.

The term “grant program manager” is used in this manual to refer to any State of Arizona personnel that are involved in the direct or indirect management of any grant awards or grant programs. A grant program manager may delegate certain tasks outlined in this manual; however, the grant program manager is still the individual ultimately responsible for the task. Policies and procedures set forth in this manual are generally applicable to most grants managed by the State of Arizona regardless of the origin of funding. Exceptions to the policies and procedures are identified throughout the manual, where applicable.

The term “subaward” is used when discussing an award of financial assistance in the form of money, or property in lieu of money, made to an eligible direct recipient or subrecipient of federal passthrough funding.