

## Section 2.1.1: The Governor's Office and Executive Departments

As the highest elected official in the state, the Governor sets the state's policy priorities. Currently, those priorities are mapped out to include supporting education; spurring economic growth; promoting health and natural resources; strengthening public safety; and ensuring efficient government. Executive agencies implement subgrant programs to meet the Governor's priorities while minimizing the impact of programs and regulations that accelerate the growth of government spending.

To accomplish this, agencies look for policy direction from the Governor's senior staff, including the Chief of Staff, Chief Operating Officer and Deputy Chief(s) of Staff. Additionally, agency grants program managers may work closely with the Governor's policy advisors to carefully craft programs that align with the larger policy initiatives of the Governor.

The Governor appoints directors for various agencies, including cabinet-level departments. These appointed leaders are responsible for implementing the Governor's strategic vision with regard to their respective agency missions. One key strategy deployed by agency leadership in support of the Governor's strategic vision is the pursuance of grants and the administration of subaward programs.

### **Governor's Office of Strategic Planning and Budgeting (OSPB)**

The Governor's Office of Strategic Planning and Budget (OSPB) provides budgeting and appropriations support to all agencies. One of OSPB's main support functions is to monitor the federal maintenance of effort levels, which are a requirement of receiving many types of grant funding. Additionally, OSPB provides assistance in developing the various funding formulas used to allocate federal pass-through dollars. OSPB also generates the annual Statement of Federal Funds, which is required by Arizona Revised Statute (A.R.S.) 41-723 to be published by OSPB every year.

### **Arizona Department of Administration**

As the administrative and business operations hub of state government, the Arizona Department of Administration (ADOA) also provides support services to grant program managers through several business offices:

#### **Director's Office**

The ADOA Director's Office is the executive division within ADOA. The director and the executive staff set the mission, vision and strategic direction for the state's administrative and business hub. As the leader of the state's administrative and business office, the director is authorized by state statute to make determinations regarding waivers of solicitation and award procedures (A.R.S. 41-2703) and authorizes the director to resolve appeals regarding a protest of an award or proposed award of a grant (A.R.S. 41-2704).

Units within the Director's Office have a direct impact on grants administration:

#### **Office of Grants and Federal Resources (GFR)**

The Office of Grants and Federal Resources (GFR) is a coordinating agency of the ADOA. GFR was authorized through Arizona Executive Order 2013-09, "Establishing the Arizona Office of Grants and Federal Resources." GFR's mission is to maximize current and future grant opportunities to

improve the quality of life in Arizona. GFR helps state agencies, local governments, and non-profit organizations find, win and manage grants. The GFR strives to be the premier resource of training and technical assistance for the Arizona grants community. GFR seeks to simplify the grant pursuance process for grant opportunities offered by state agencies by allowing local governments and nonprofits to search all current state opportunities through the contracted services of eCivis, a grants management software solution. GFR also offers an end-to-end grant management solution via the eCivis Subrecipient Manager (SRM) tool that allows agencies to manage subawards granted to subrecipients. GFR also [coordinates compliance with federal Executive Order 12372](#).

#### **Governor's Regulatory Review Council (GRRC)**

For most agencies, GRRC is the final step in the rulemaking process for Arizona rules and Arizona regulations. GRRC reviews Arizona rules to ensure that they are necessary and to avoid duplication and adverse impact on the public. GRRC also assesses whether Arizona rules are beneficial, clear, consistent with legislative intent, legal, and within the agency's statutory authority. Grant program managers should be aware of any potential rules changes that would impact their agencies or programs.

#### **General Accounting Office (GAO)**

The General Accounting Office (GAO) within ADOA is responsible for establishing statewide accounting policies and procedures, managing the Arizona Financial Information System (AFIS), administering the statewide payroll through the Human Resources Information Solution (HRIS), preparing the Statewide Financial Reports, and providing technical assistance and other management advisory services. GAO publishes the statewide accounting manual (State of Arizona Accounting Manual or [SAAM](#)) that is utilized for the financial management of grants. As such, GAO resources and services aid grant program managers in their day-to-day management of their portfolios.

#### **State Procurement Office (SPO)**

The State Procurement Office (SPO), located within ADOA, serves as the State's central procurement authority and is responsible for the authorization, oversight and management of the contracting and purchasing activities of the State. Grant program managers work with SPO to procure goods and services according to and in alignment with state procurement rules.

The SPO website hosts a repository for [procurement regulations administrative code and regulation statutes](#). Other website resources includes [SPO forms and documents](#), [standard procedures](#) and a [resource library](#).

#### **Arizona Strategic Enterprise Technology (ASET)**

In alignment with the strategic missions of state agencies, ASET develops and executes the statewide information technology strategy, as well as provides capabilities, services and infrastructure to ensure the continuity of mission critical and essential systems for the State of Arizona. State agencies are clients of ASET. ASET sets the technology, security, privacy, and communication strategies, policies, and procedures for the State of Arizona.

In addition, ASET manages critical operations and state services including the state telecommunications and data network, the state data center and disaster recovery. Other services offered by ASET include application design, architecture and integration, process automation and business intelligence..