Section 5.5: Develop Draft Application Documents

The next sections will provide details to develop the primary documents needed for the grant application. This includes the executive summary, narrative, budget and supplemental documents. The grant program manager will serve as the project lead and will draft the documents or assign team members to develop content, then edit accordingly.

As the grant program manager begins to undertake this process, he/she should have a grant application checklist. Some grant solicitation and guideline documents will include a grant application checklist. If this is not included, the grant program manager should develop such a checklist based on the requirements of the grant solicitation (templates are available online and can be adapted per specific grant application requirements).

State Application Identifier and Intergovernmental Review

Once the grant program manager has received authorization to pursue a grant from his/her agency director, the grant program manager should update the funding opportunity status to "Application Preparation" in eCivis, which will trigger a request for a State Application Identifier (SAI). The SAI is an 8-digit number issued by the office of Grants and Federal Resources (GFR) as required by Executive Order 12372 for federal grants.

Within the eCivis system, the completed OMB SF-424 and Program Narrative from the grant application (or equivalent documents if not federal assistance) should be uploaded when the user marks the funding opportunity as under "Application Preparation" or higher status. This action will generate a new task for GFR titled "Obtain State Application Identifier (SAI) Numbering Letter from the Arizona Office of Grants and Federal Resources." Once the task has been completed by GFR, the SAI numbering letter will be saved to the "Documents" tab associated with the project within the eCivis system and the task will move from the "Pending Tasks" tab to the "Completed Tasks" one.

For those grants, projects, or programs requiring a pre-application, the applicant shall request the SAI prior to submitting the pre-application. The SPOC will assign an SAI to the pre-application. When the grantor agency has approved the pre-application and an application is submitted, the applicant shall keep and use the same SAI assigned to the pre-application. The applicant shall upload it to eCivis for a final review/comment.

If the application process requires a Letter of Intent (LOI) or Notification of Intent (NOI), a copy of that document must be transmitted to the SPOC directly or uploaded to eCivis for informational purposes.
The general purpose of the Intergovernmental Review process is to:

1. avoid duplication of effort in the application for and use of federal funds;
2. ensure compliance with federal and state statutes, and state and local plans; and
3. determine impact on current and future state budgets.