

## Section 5.9.3: Pre-Award Preparation

### PURPOSE AND POLICY

Once the grant application is submitted and the program manager has resolved any outstanding issues that the grantor has requested via follow-up communication, the grant program manager can begin the process of preparing for an award. The process will vary according to the funding source, the type of award and the internal policies and procedures for the applicant agency. To facilitate this process, the grant program manager should have an approximate date that the grant awards will be announced.

### PROCEDURE

For those grants that grant program managers have a reasonably high expectation of receiving, such as formulaic grants, he/she can begin administrative processes in anticipation of receiving the funds. Please note: the grant program manager should not expend funds nor begin the project with the expectation that the costs will be reimbursed when the grant is awarded. In rare cases, the grant program manager may have negotiated a [pre-cost agreement](#) with the grantor in anticipation of receiving a grant. It is important to note that the grantee would be liable for costs incurred if the grant is not awarded.

**Scheduling.** In anticipation of receiving the grant agreement, the grant program manager should schedule activities related to accepting and executing a grant agreement. This may include scheduling a review of the grant agreement with key agency personnel (the financial representative, the executive director) and with collaborative partners, if applicable.

**Financial.** Until the grant program manager receives the award agreement, he/she cannot set up an accounting structure in the Arizona Financial Information System (AFIS). However, if this is a new grant, the grant program manager can begin planning for the financial structure, cost allocations and funding streams using the grant budget narrative and worksheet as a map.

**Stakeholder communications.** Where appropriate, the grant program manager may have ongoing communication with stakeholders who stand to benefit directly (or indirectly) from the grant. During a lengthy review period (federal grants can take 4-6 months for review and subsequent award announcement), stakeholder communications regarding the grant status would likely be minimal. However, there would likely be ongoing programmatic conversations.

**Public hearings.** Some agencies may be required to have an elected or appointed board or commission approve the grant agreement before an agency can execute the agreement and receive funding. These types of reviews and approvals would take place during a scheduled board or commission meeting as this process would be subject to open meeting laws. In these cases, the grant program manager should work with the scheduler of the meetings to secure a spot on the agenda in the event that the agency is approved for funding and will receive a grant agreement.