

Section 6.1: Application Receipt and Processing

PURPOSE AND POLICY

To ensure fairness and objectivity in the awarding of funds, the grantor must follow set policies and procedures for accepting and processing applications. Statutory guidance or federal flow-down requirements for certain grants may differ from instructions in this manual and should be considered the highest level of authority for application receipt and processing procedures. State laws governing the award process are codified in Arizona Revised Statute (A.R.S.) [Title 41 Chapter 25 Solicitation and Award of Grants](#). Legal requirements for processing awards funded in part or in whole with federal funds are set forth in [Uniform Guidance Subpart C Pre-Federal Award Requirements and Contents of Federal Awards](#). The Office of Grants and Federal Resources (GFR) strongly recommends that grantors use the eCivis Subrecipient Manager (SRM) for managing the grant lifecycle, from the notice of funding availability (NOFA) to subgrantee closeout. SRM automates the application receipt and process based upon criteria the grant program manager used to set up the grant solicitation.

PROCEDURE

Applications and requirements vary among grant awards given the variety of funding sources; the application guidelines should provide all information necessary to successfully complete the application. The grantor should review and process all applications received in a timely manner as to provide awards to subgrantees as quickly as possible and consistent with sound budgeting and accounting practices. The grantor should strive to either make a subgrant award or issue a rejection letter within a predetermined deadline specific to each grant application.

All applicants must follow guidelines specific to the individual application they are completing. As such, if an applicant lacks the necessary technology to fulfill the requirements, then the applicant is responsible for identifying a solution. If technology problems arise, the applicants must follow guidelines detailed in the electronic application process.

The grantor should have a policy in place to allow applicants to request approval to submit an application past the solicitation deadline if the applicants have tried in good faith to meet the deadline but were prevented from doing so by an unforeseen grantor technical issue beyond their control (i.e., the grantor's electronic grant management portal was inaccessible). Exceptions should not be granted because of the applicant's: (1) failure to begin the registration process in sufficient time; (2) failure to follow the grantor's instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Grant program managers have a responsibility for denying registrants at this stage of the process if they do not meet eligibility requirements (a supervisor should approve the denial). A notice may or may not be sent to the applicant regarding their circumstances of their denied application. When denying the application, the grant program manager should include any relevant information regarding appeals (this process is discussed in [Section 6.3](#)).