

## Section 6.2.1 Programmatic Review of Applications

### PURPOSE AND POLICY

Programmatic reviews of applications are conducted to determine if applications are responsive to the goals and objectives of agencies and their programs; to demonstrate compliance with applicable federal and state cross-cutting statutes, regulations, and executive orders; and to assess merit for funding.

All applications are reviewed for technical merit against the programmatic goals and objectives set forth in the solicitation. Under special circumstances, such as those involving competition impracticals, state program managers may continue to work with the applicant to improve the quality of the application or the concept of the program. This could include, for example, assistance in developing the implementation plan or budget.

Program review is completed prior to submitting an application to the agency accounting staff for financial review. An application forwarded to the agency accounting staff is one that the program staff plans to fund, and for which it requests financial review.

The internal programmatic review of applications for many competitive programs can occur before, during, or after independent peer review. Internal programmatic review can also be conducted in lieu of independent peer review. The peer review process is described in Section 6.2.3.

### PROCEDURE

The grant program manager reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements and agency objectives.

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 review procedures.

This manual provides only the most basic description of the review process. Individual agencies should conduct necessary staff training on the application review process that is appropriate for each program.

Subgrantee performance and risk assessment should also be a determining factor in consideration for future funding under all state administered programs, to the extent practicable. While agency accounting staff will conduct a financial review of the applicant after the proposal is sent for financial review, at this stage, the state program manager reviews either the self-reported past performance as a subgrantee, or searches for previous award performance within an existing state agency.