Section 6.2.2: Agency-Specific Requirements

PURPOSE AND POLICY

Grants must be established in eCivis per State of Arizona Accounting Manual (SAMM) 70.05 policy; this is the repository for the grantee's official grant file and related documents. However, the grant program manager also will need to be cognizant of any internal policies at his/her agency with respect to administering the grant and comply accordingly.

PROCEDURE

Each agency will have its own policies and procedures in place regarding grants management. While not an exhaustive list, these are some examples of internal procedures:

Board or commission review. If the grant program manager's agency is governed by an elected or an appointed board or commission, it likely will be necessary to include the grant agreement (a contract) on an agenda for a public hearing and official approval before the agency's director can sign and execute the agreement. The grant program manager must build this step into the timeline for executing the grant agreement.

Financial considerations. The grant program manager will work closely with the agency's financial representative to ensure proper financial controls are set up for the transfer, expenditure and tracking of grant funds. While the agency has some latitude in how to manage these processes internally, all processes and procedures must adhere to generally accepted accounting principles and the fiscal policies set forth in the State of Arizona Accounting Manual (SAAM). The state's General Accounting Office (GAO) can provide guidance if needed.

If the grant is funded with federal dollars, federal funding agencies will have their individual protocols and electronic systems for managing grant funds. The grant program manager will work with the grantor agency to follow applicable laws governing the management of federal grants, which are codified in Uniform Guidance (2 CFR 200).

Report templates. Most grant agreements will require periodic reporting (monthly, quarterly, biannually or annually). This includes financial reports and program progress reports. If the grant is funding a recurring program, it's likely that report templates already have been developed. If the grant and/or the program is new, the grant program manager may need to develop reporting templates that track the milestones and deliverables outlined in the grant application for reports required under the grant agreement. Reporting requirements for federal grants are codified in Uniform Guidance (2 CFR 200) under Subpart D.

Time and effort reporting. For agencies with staff working on multiple grant-funded projects, the staff will be responsible for tracking time and effort (T&E) and reporting this for payroll and grant progress reports (SAAM 55.15 sets forth the state's time and effort reporting policy). The grant program manager must be familiar with how this is managed internally and coordinate with the responsible parties to ensure this is properly tracked when the grant agreement is executed. The agency may have a template in place or the grant program manager may need to develop a template for this process.

OSPB notification. Each state agency has an assigned analyst at the Office of Strategic Planning and Budgeting (OSPB), an executive agency within the governor's office. Grant program managers should notify their analyst when they receive a grant. Although not a requirement, the Office of Grants and Federal Resources (GFR) regards notifying the OSPB analyst an industry best practice. OSPB receives the Federal Funds report and will know when state agencies receive federal funding.