

## Section 6.5.1: Award Document Creation

### PURPOSE AND POLICY

All applications received by a grantor agency should be reviewed and processed in a timely manner, in order to provide subgrant awards as quickly as possible, consistent with sound budgeting and accounting practices. Each grantor agency should establish a timeframe within a policy for processing grant applications. The timeline should include a due date for the return of a signed subgrant agreement from a subgrantee and any penalties, including withdrawal of an offer of a subgrant award, if the subgrantee does not return the signed subgrant agreement within the proscribed timeline.

### PROCEDURE

1. **Set up and maintain a working grant file**

The grant program manager sets up and maintains a working file for all grant-related information, preferably in an automated system such as the eCivis SRM (e-file).

2. **Create a template for notice**

The grantor agency should develop a template that allows users to create award packages. Templates should be reviewed including by the grantor's legal counsel internally for both programmatic elements and general format, structure and grammar including compliance with and all applicable Arizona Revised Statutes. Awards notices/contracts should include, but are not limited to, the following: project summary, funding source, award amount, project performance period, terms and conditions including any reporting elements, and any special conditions like a National Environmental Policy Act (NEPA) review. Templates must be customized for the specific grant program. 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 award document creation.

3. **Generate award packages**

The grant program manager generates an electronic award document based on the application that has been approved. [Uniform Guidance §200.331](#) specifies that award packages funded with federal monies (in part or in whole) must contain the Federal Award Identification elements below:

- Subrecipient name (which must match the name associated with its unique entity identifier);
- Subrecipient's unique entity identifier;
- Federal Award Identification Number (FAIN);
- Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;

- Subaward Period of Performance Start and End Date;
- Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
- Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;
- Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
- Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
- Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
- CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
- Identification of whether the award is R&D; and
- Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

Refer to [Uniform Guidance §200.331](#) for additional federal award package requirements, including additional requirements imposed on the subrecipient; an approved federal indirect cost rate; assurances regarding access to records and financial statements as necessary to comply with Uniform Guidance regulations; and the terms and conditions for the closeout of the award.

4. **Generate and attach special conditions for individual applications (if applicable)**

Special requirements for the proposed award are stated as special conditions to ensure subgrantee compliance with the reasoning behind the special conditions. All special conditions previously approved will be documented in the applicant file. In some instances, a special condition may be required that restricts the subgrantee's access to funds until a specific requirement is met (such as a high-risk determination made during the review of the subgrantee during the application process). The grant program manager should notify its finance representative regarding this matter so that no subgrantee payments are processed.

5. **Complete the Project Description Parts**

The grant program manager prepares the project description parts, which includes the following sections:

- Project summary or scope of work;
- Deliverables;
- Coordination;
- Budget/Financial.

6. **Set the Project Period**

Set the project period for the duration outlined in the project solicitation. When developing financials, grant program managers should be sure that the project periods are realistic to ensure that subgrantees have the full project period to complete activities and expend/drawdown funds. If the award contains federal funds, the project period must comply with federal requirements regarding funding period.