

Section 6.5: Award Process

This section covers the award process, from generating the pre-award documents through issuing the award to the subgrantee. [Section 6.5.1](#) describes the policies and procedures for creating the award document. Internal approvals are covered in [Section 6.5.2](#). Policies and procedures for notifying the successful applicant of award and issuing the award to the subgrantee are covered in [Section 6.5.3](#) and [Section 6.5.4](#), respectively.

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 process 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 managing awards funded in part or in whole with federal funds are set forth in [Uniform Guidance Subpart D Post Federal Award Requirements](#).

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 grant closeout.