

Section 7.1.1: Assignments and Responsibilities of the Grant Program Manager

PURPOSE AND POLICY

A subaward is made effective when the subaward has been accepted and signed by the subgrantee and returned to grantor agency. A properly accepted subaward must be signed by the person whose name is pre-printed on the subaward document as the authorized representative. Additionally, if an agency is using the eCivis Subrecipient Manager (SRM) tool, the applicant is required to provide its authorized representative upon setting up its account to apply for State of Arizona grant programs. The signature must be legible, with no alterations, on the award document. If the authorized representative official has changed since the submission of the application, the subgrantee should submit a modification request to change the authorized representative. Once the modification is approved, the subgrantee can sign the amended award document with the appropriate signature. The signed award is a legally binding contract between the grantor and the subgrantee. After the award is finalized, the grant program manager should contact each subgrantee to introduce him or herself and discuss the requirements of the grant.

PROCEDURE

1. **Upload copy of signed award document to eCivis.**

The subgrantee accesses the award package in the eCivis Subrecipient Manager (SRM). The subgrantee must print and sign the award documents and upload them to the eCivis SRM. There can be no alterations made to the award document. If the subgrantee does not agree with the terms and conditions of a grant, the problem should be discussed with the grant program manager. A modification or amendment is needed to correct a subaward document. Once the grant program manager receives the subaward documents, he/she enters the acceptance information in eCivis SRM. If acceptance has not occurred within 45 calendar days of the date of the award, the award offer may be withdrawn at the discretion of the grantor.

2. **If a signed award document is not accepted, the grant program manager will notify his/her supervisor.**

The grant program manager will document the specific reasons for denying the award acceptance.

3. **Review grant documentation in eCivis SRM and contact the grantee to provide introductions and orientation.**

The grant program manager has the responsibility to review the grant file in eCivis SRM to become familiar with the grant objectives, terms and conditions, special conditions, requirements, the subgrantee organization, and key project personnel. The award special conditions are required to be signed and returned by the subgrantee and should be part of the official grant file. The grant is not an active grant until the signed award and signed special conditions are returned to grant program manager.

The grant program manager should contact the subgrantee to introduce him or herself and briefly review the requirements of the grant. This initial contact is made by telephone, if possible, or may be made in writing.

Please note: The acceptance date of the award triggers the build out of the progress/financial reporting periods on the award.