

## Section 7.1.2: Administration Requirements

### PURPOSE AND POLICY

Award recipients are required to meet certain programmatic, financial, and administrative requirements in the execution of their projects. Specific programmatic requirements are stated in the grant solicitation or program guidance and may be included in special conditions of the grant award. Administrative and financial requirements are generally stated in the terms and conditions of the award. The recipient agrees to these conditions by submitting a signed award acceptance.

If acceptance has not occurred by the due date, the award offer may be withdrawn at the discretion of grantor.

### PROCEDURE

Award recipients are responsible for project management according to requirements, standards, and guidance contained in the grant terms and conditions, including award special conditions. When a state agency is the primary recipient of a grant, the state is responsible for ensuring proper administration of grant subawards, including responsibility for the following:

- Proper conduct of the financial affairs of any subrecipient or contractor as they relate to programs or projects for which grant funds are used;
- Ensuring that subrecipients comply with the audit requirements in the State of Arizona Accounting Manual (SAAM); and for subrecipients receiving federal funds, with the requirements in [Uniform Guidance \(2 CFR Part 200\) Subpart F Audit Requirements](#).
- Ensuring compliance with all special conditions; and
- Ensuring compliance with applicable federal law and regulations, including but not limited to, appropriate anti-discrimination laws.