Section 5.2: Processing Pre-applications

PURPOSE AND POLICY

Pre-applications assist grant program managers by allowing them to review and narrow the field of potential applicants when a significant number of responses to a solicitation is expected. Pre-applications allow potential applicants to convey project ideas; applicants submit pre-applications or letter of intent in response to a funding opportunity. Below are the steps to process pre-applications:

1. Develop, review and publish the pre-application guidelines with a solicitation or notice of funding availability (NOFA). Follow the processes included in GMM-Grantor Chapter 4 and Chapter 5.1. All related activities must comply with the provisions of Arizona Revised Statutes (A.R.S.) 41-2701 through 41-2706, the state laws governing the solicitation and awarding of grants.

2. Ensure the subrecipient management tool or other such web portal is updated with the pre-application and supporting materials.

3. Assemble a peer review team and/or subject matter experts to review the pre-applications. The methods should adhere to the process proscribed in Arizona Revised Statute (A.R.S.) 41-2702 regarding peer reviews.

4. The review team shall render a decision based upon pre-established criteria for evaluating the pre-applications.

5. Announce the team's decision according to the solicitation timeline and in accordance to any applicable legal requirements.