

## Section 4.1: Developing and Issuing Program Plans

### PURPOSE AND POLICY

Program plans describe grant programs that will be supported by a grantor. Most government grantors are required to establish an annual program plan to inform applicants (and the public) of program funding priorities and expectations. Certain agencies are required by statute to support specific programs and develop and issue program plans; however, agencies may issue plans that are not statutorily required, at their discretion. Below are steps to develop a program plan:

1. Identify planning participants, which may include some or all of the following: other grant program managers (including for the state as grantee), possibly including those who manage pass-through funding; policy advisors; legal advisors; financial managers; communications staff and stakeholders.
2. Identify programmatic policy priorities for the granting agency.
3. Ensure the granting agency has the capacity to implement the plan. Where applicable, ensure components comply with all federal, state and local laws, rules and regulations.
4. Be sure to consult the grant procurement code (A.R.S. 41-2701 through A.R.S. 41-2706) to ensure all elements are included in the grant program plan.
5. Develop rules that guide the program (program guidelines). Ensure that the program components align with federal application and funding requirements, as applicable.
6. Identify all personnel who must review the plan prior to public release. Allow adequate time to make changes to the plan as recommended by the review team.
7. Once the program plan draft is finalized, allow time for public review. If statutorily required, schedule a public meeting.
8. If statutorily required, ensure the plan is approved by commissions, boards, or other responsible parties.
9. Publish the final program plan. Engage the communications staff to publicize the plan.

The program plan can be created in the eCivis Subrecipient Manager (SRM). More information about developing solicitations in the eCivis SRM is included in the following section.

Only eCivis or an agency's legacy grants management solution may be utilized for soliciting grants applications or posting notices of funding availability (NOFA). Agencies are not allowed to use procurement systems such as the Arizona Procurement Portal (APP) for grants solicitations.