

## SOP for grant submissions that are subject to intergovernmental review under Executive Order 12372

1. The solicitation will explicitly state if the program is subject to intergovernmental review under Executive Order 12372. To find it easily in the solicitation you can search for it by doing a control F in the solicitation for "12372".
2. If it does NOT require intergovernmental review, no further action is needed.
3. If it DOES require intergovernmental review, proceed as follows:
  - a. Plan to have a near-final draft of both the proposal narrative and budget ready a week before your scheduled OSP review.
  - b. ASAP: Contact Anna Naruta-Moya, NM Department of Finance and Administration, [anna.naruta-moya@dfa.nm.gov](mailto:anna.naruta-moya@dfa.nm.gov) (with a copy to [federalgrant.bureau@dfa.nm.gov](mailto:federalgrant.bureau@dfa.nm.gov)) to schedule your review (ideally) a week in advance of your scheduled OSP review.
  - c. Send your near-final project narrative and budget to Anna on the determined date.
  - d. Anna will review your documents and email her final review to you.
  - e. Follow the instructions in the NOFO. Some programs want a copy of the review submitted with the proposal; some programs require you to mail a hard copy to be postmarked by a specified date; some programs simply want the review on file and don't require a copy of the review.

Helpful links:

[New Mexico Department of Finance and Administration, Federal Grants Bureau](#) oversees these reviews for the state

What is E.O. 12372?

[Executive Order \(EO\) 12372](#), "Intergovernmental Review of Federal Programs," issued July 14, 1982 (amended April 8, 1983) is intended to foster an intergovernmental partnership by relying on State processes and on State, areawide, regional and local coordination for review of proposed Federal financial assistance.