



# Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

April 2019

## **GFR staff providing eCivis training to increase use of platform**

*Three training dates scheduled in April May and June; webinars to be posted online*

eCivis is the enterprise grants management solution for the State of Arizona and its administering agencies. To assist state agencies with increasing utilization of the eCivis system, GFR will host three training sessions. These trainings will be available for in-person or virtual attendance. Topics include research and pursuance, application preparation, application submission, grant awarded, grant implementation and grant closeout. [eCivis user guides](#) for these topics are available on the GFR website. All training will be hosted at the ADOA building at 100 N. 15th Ave. The date and time information below includes the conference room information for the corresponding training session:

- April 30, 2019, 9:30 a.m. – 11:00 a.m.; GAO Conference Rooms A & B (third floor)\*
- May 22, 2019, 9:30 a.m. – 11:00 a.m.; ADOA Conference Room 300
- June 19, 2019, 9:30 a.m. – 11:00 a.m.; ADOA Conference Room 300

\*RSVP for this date to [GFR@azdoa.gov](mailto:GFR@azdoa.gov).

### **WebEx information:**

Join remotely via WebEx: <https://azgov.webex.com/join/anna.haney>

Phone Number: 1-240-454-0879; Passcode: 800 139 019

For additional information, please contact Anna Haney, Deputy Statewide Grants Administrator, via email [Anna.Haney@azdoa.gov](mailto:Anna.Haney@azdoa.gov) or Veronica Peralta, Compliance Manager, [Veronica.Peralta@azdoa.gov](mailto:Veronica.Peralta@azdoa.gov).

## **Agency FY 20 subrecipient monitoring plans due to GFR by May 31**

State agencies as grantors must submit their subrecipient monitoring plans to the Office of Grants and Federal Resources (GFR) by May 31. The agencies' plans are required under GFR's annual statewide monitoring plan, based on requirements under Uniform Guidance [§200.331](#) and authorization under Arizona Executive Order [\(EO\) 2013-09](#). The plan helps ensure state agencies are monitoring at least 10 percent of their open grants. The policy, included in the Grant Management Manual (GMM) Grantor [\(Section 8.2.1\)](#), applies to all state agencies that grant funding to subrecipients. GFR is providing training and technical assistance for grant program managers who need help developing and implementing a subrecipient monitoring plan for their respective agency. A [downloadable template is available on the GFR website](#). Grant program managers in need of assistance (or who just want to run their plan by GFR staff before submitting) may email staff at [GFR@azdoa.gov](mailto:GFR@azdoa.gov) or call Compliance Manager Veronica Peralta at 602-542-7537. The FY2019 statewide subrecipient monitoring plan has been uploaded to eCivis organizational documents area. The plan can be found in eCivis by hovering over the Administration tab, click on Organization Library, and then select Organization Documents (the document can be downloaded).

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## Annual Grants Management Survey results are available

In October 2018, the George Washington University, the National Grants Management Association, and REI Systems sent a survey to more than 5,000 federal, state and local government professionals and non-government organizations to gauge the state of grants in the United States. A summary of the 2018 Annual Grants Management Survey [findings are available online](#). Notable items include:

- Grant managers spend more time on compliance than any other grant-related activity.
- Nearly half of survey respondents indicated that they can't measure performance or don't know if performance improved in 2018.
- The top priority for grant managers is data sharing and automation of federal-state interactions.
- Grant managers identified access to technology and costs of software needed to report to the federal government as a challenge.
- Grants directives are well-received, though not all are well-understood, and they may not solve the problems that concern grant managers.

## Please use eCivis to solicit grants; APP is used for contracts

State policy ([SAAM 70.05](#)) mandates that "grants shall be established in eCivis." Only eCivis or an agency's legacy grants management solution may be utilized for soliciting grant applications. Please note: Grant program managers are not permitted to use procurement systems such as the Arizona Procurement Portal (APP) for grant solicitations.

## GFR issuing State of Grants document to agencies

GFR will issue a State of Grants document that will list all open projects and programs in eCivis; this will allow state agencies to identify any gaps and capture needed updates. This also ensures there is a complete statewide representation of grant activities in eCivis. This action is in response to requirements included in Arizona Executive Order 2013-09, which mandates that GFR "capture all grant information electronically in order to provide information to the state accounting system or other business systems." The State of Grants document will include a recommended action plan. GFR will send out the State of Grants documents between May 7 and June 30, 2019 to CFOs and Department Master Account Holders.

## Free online grants academy available from the U.S. Department of Education

The U.S. Department of Education offers a series of [free online grants management modules](#). The courses primarily cover fiscal issues related to federal grants. Topics include cash management, grants administration (discretionary and formula), indirect costs, internal controls, procurement, property management, travel, subrecipient monitoring, and allowable costs and activities. The modules are stand-alone, so the user can select which modules to view.

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