New AFIS/eCivis Interface Follow-up
Arizona Office of Grants and Federal Resources (GFR)
12/22/14

State of Arizona Project Migration Spreadsheet – Minimum Data Points
- With using the spreadsheet/batch entry process for eCivis, how do we deal with grant amendments/modifications that have previously occurred? We have grants that have been amended one or more times since the original award – and include modified award amount s and grant term dates. Are we to enter only the original award in the spreadsheet and then address the modifications in eCivis on a one-at-a-time basis?
  - The latest and greatest information should be on the spreadsheet i.e. most recent award amount, term dates, etc. However, ideally you would input the original Grant Award Number or FAIN when prompted in eCivis.
- What is the expectation by February 28, 2015?
  - That all historical grants needing to be interfaced with new AFIS are in eCivis and are in the Grant Awarded Stage. Those historical grants are ones that have been awarded prior to February 28, 2015 and will be open and active after June 30, 2015.
- After February 28, 2015 what happens?
  - Unless otherwise notified by the Office of Grants and Federal Resources, all departments, agencies, boards, and commissions should be using eCivis normally to enter their grant information to obtain a State Application Identifier (SAI) along with the expected go-live date of July 1, 2015 where these "new" grants and correlating information will interface with new AFIS.
- What amendments or revisions will be coming from eCivis to new AFIS?
  - Per BREAZ, changes to Funding Period From/To dates (in eCivis, these are Contract Start/Close Dates) and Awarded Amount (in eCivis, this is Awarded $).

Requirements Document
- Point of clarification, the first data field listed is the new AFIS e nomenclature e.g. Appeal Date, Appeal Outcome, Application Due Date, CFDA Number, Comments, etc.
- Point of clarification to the 5. Comments – State user @ TBD Stages, it has been decided that this new AFIS data field will interface with all four (4) Notes data fields in eCivis (specifically at Grant Statuses of Under Consideration, Application Preparation, and Application Submitted along with award notification.
- Point of clarification to the 3. FAIN under Creation of New AFIS' Grant Award or GTAW, it should read the same way as No. 6 Grant Award Number with "State user @ Contracts & Accounts tab, click Edit button and input initial Grant Award Number, Grant Number, FAIN, Document Number, or other funder/grantor authorized unique identifier within the Grantor Contract Number" and not "State user @ Awarded Stage (notification) within AWARDED $ field."
- Point of clarification, a user will input either the Federal Award Identification Number (FAIN) or Grant Award Number once into the eCivis data field of Grant Contract Number on the Contracts & Accounts tab. This data field will remain static with the original FAIN or Grant Award Number. Also, when inputting this number, remove the dashes, spaces, etc.

<u>eCivis Users/Usage</u>

- It has always been GFR's intention that eCivis users would include financial staff (i.e. not limited to programmatic staff) at least at a minimum to inform them that a grant is being pursued (budget and finance information needed) and/or has been awarded (account set-up is needed). This information and any updates are automatically transmitted via Outlook emails through the eCivis system. Additionally, tasks and reports can be assigned to financial staff as appropriate with all of this information providing a complete record of the project and grant. Also, please note, that eCivis has been given a blanket imaging approval which means users may scan the record and dispose of the source documents i.e. e-file or paperless grant file.