

## Section 11.1.1: eCivis

### PURPOSE AND POLICY

To streamline and standardize the process for agencies throughout the state, the Office of Grants and Federal resources (GFR) has invested in web-based solutions for state agencies as a grantee (the original eCivis statewide grants management solution) and more recently, for state agencies as grantors (the eCivis Subrecipient Manager or SRM). These solutions are in response to requirements included in [Arizona Executive Order 2013-09](#), which established the Office of Grants and Federal Resources (GFR). Among its responsibilities, GFR is mandated to “capture all grant information electronically in order to provide information to the state accounting system or other business systems.” The State of Arizona Accounting Manual (SAAM) Topic 70 (Grants) Section 05 ([eCivis and AFIS](#)) establishes policy authorized by the executive order, including the provision that “grants shall be established in eCivis.”

### eCivis statewide grants management solution

Through a contract with eCivis, the state of Arizona has implemented a web-based statewide grant management solution that centralizes all grant activities among the state's agencies, departments, boards and commissions. The system's capabilities include:

- Integrate with the State's ERP system AFIS (CGI Advantage)
- Streamline and automate grant policy and improve compliance across the state
- Provide a grant portal for the Arizona grantee community to access state grant information and improve reporting capacity
- Standardize the full grants lifecycle across the all state agencies, departments, boards and commissions
- Support Single Point of Contact (SPOC) efforts
- Reduce administrative burden and improve performance (financial and program).

### eCivis Subrecipient Manager

Many state agencies have a dual role as a grantee as well as a grantor. GFR has contracted with eCivis for its Subrecipient Manager (SRM) tool for agencies as grantors. The SRM manages the process from developing and announcing funding opportunities (solicitations); to managing the application process; and managing the subawards through the process from notification to closeout.

*Solicitation management:* eCivis walks the grant program manager through every step of the grant solicitation process. All necessary information is captured at the original recipient level and is retained to create further efficiencies as funding moves downstream to subrecipients.

*Applicant management:* the applicant portal allows the grant program manager to assign application reviewers, manage applicant profiles and assign other tasks as needed.

*Subrecipient management:* once the applicants have been notified of their awards, the SRM facilitates and tracks the award acceptance approval process; subsequent subrecipient activities, including required reports (program, administrative and financial); and creates an audit trail to ensure compliance.

GFR worked with several agencies to launch the SRM tool during a pilot phase in spring 2018. These agencies provided valuable user experience feedback and helped refine the SRM functionality. GFR expanded the onboarding opportunity to additional agencies in summer 2018.