

Subrecipient Module of eCivis

Application Submission Process

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Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Government Organization

Re-Entry Youth Program

▼ Apply

Overview

Eligibility

Financial

Contact

Files

ID: N/A

Title: Re-Entry Youth Program

Application Start Date: 10/18/2018

Application End Date: 11/09/2018

CFDA: N/A

Reference URL:

Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process. Click on the title of the file to download the document:

Government Organization

Re-Entry Youth Program

Overview Eligibility Financial Contact **Files**

Files:

NOFA:  NOFA (10.9 Kb)

FAQ:  FAQs (10.9 Kb)

File Notes:

The NOFA file contains general program information. The Guide file contains additional program information. Portions of the code of federal regulations (CFR) pertaining to this program are included as the ProgramRule file. The InternRule file contains updated program information. The SpecialNotice file contains special instructions regarding the submission of consolidated and annual action plans for FY 2018. The Allocations file contains information on allocations through this program. Additional program resources can be found online at www.hudexchange.info/programs/home/

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents:

Government Organization

Re-Entry Youth Program

Overview **Eligibility** Financial Contact Files

ID: N/A

Title: Re-Entry Youth Program

Application Start Date: 10/18/2018

Application End Date: 11/09/2018

CFDA: N/A

Reference URL:

Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.

2. Log in to the Portal.
 - a. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button.
 - b. If you created a Portal account, enter your information and then click on the Portal Login button.

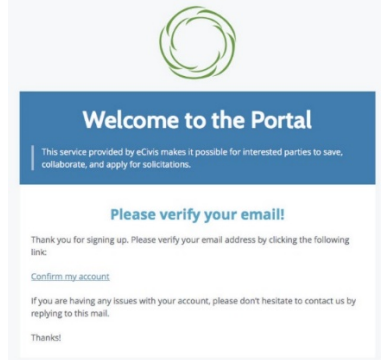
- c. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account:

3. On the *Create an account page*, enter basic information:

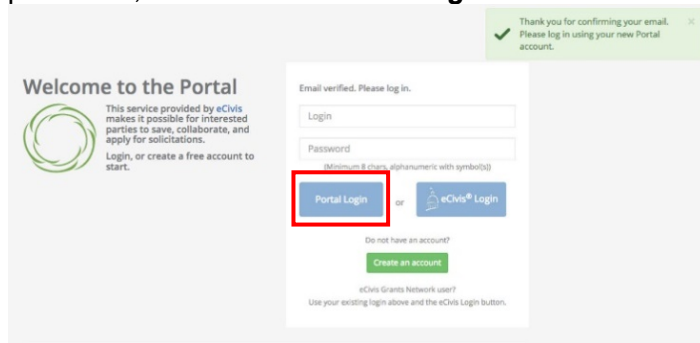
- a. First name
- b. Last name
- c. Email address
- d. Password

- After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

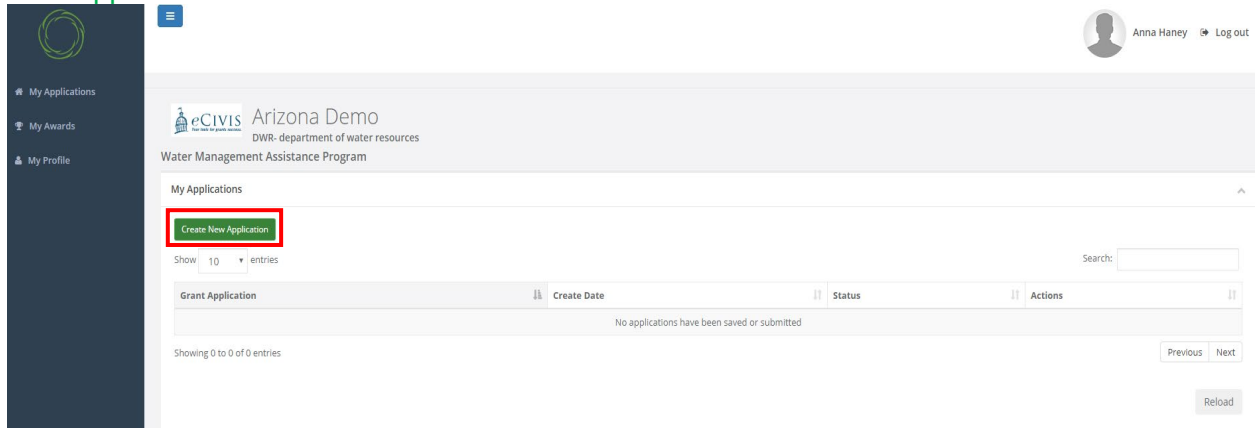
- In the email verification, click on “Please verify your email”:



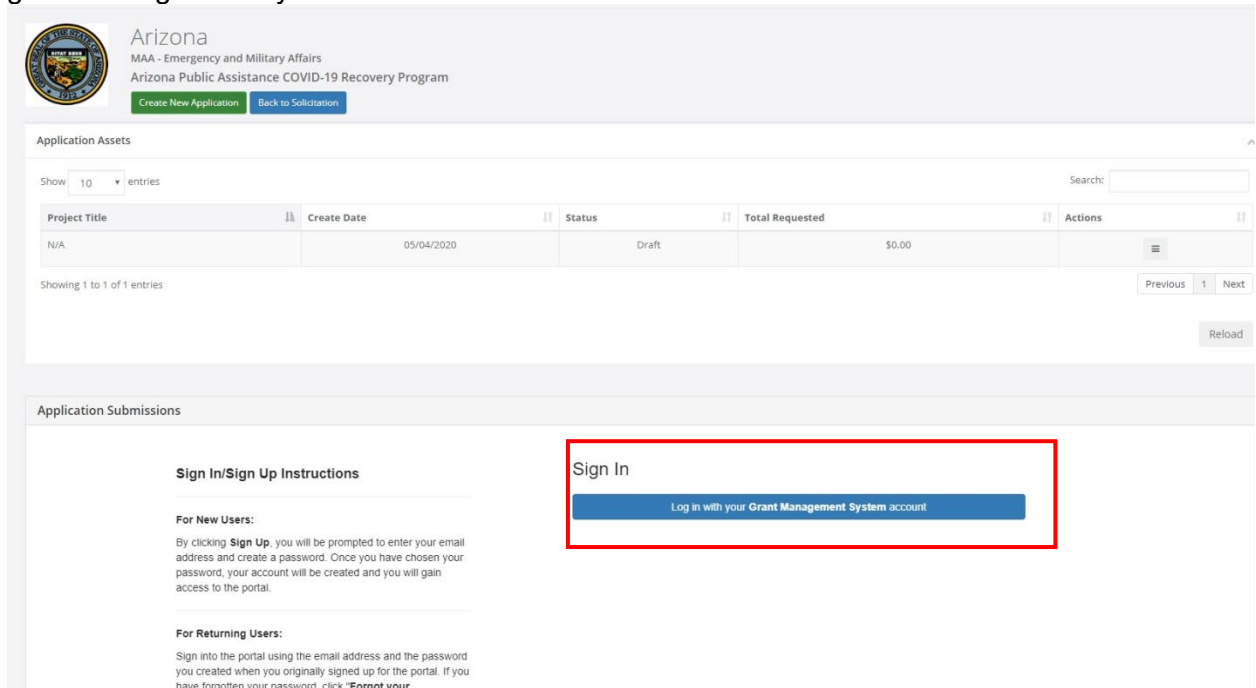
- This will bring you back to the Portal login. Enter your full email address and password, then click on **Portal Login**:



- Once you have logged in and verified your email address, you will be brought back to the landing page of the original application you desired to apply for. Click on “**Create New Application**”.



- Prior to beginning the application, you will need to verify your account and log into the grant management system:



Arizona
MAA - Emergency and Military Affairs
Arizona Public Assistance COVID-19 Recovery Program

[Create New Application](#) [Back to Solicitation](#)

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[Reload](#)

Application Submissions

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **Forgot your**

Sign In

[Log in with your Grant Management System account](#)

Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

There are three primary sections to the application:

- Profile
- Application Submission
- Application Budget

Completing your profile

1. You will need to complete the profile before accessing the application. To begin completing your profile, click the pencil icon "edit":

Arizona
MAA - Emergency and Military Affairs
Arizona Public Assistance COVID-19 Recovery Program

Create New Application Back to Solicitation

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/05/2020	Draft	\$0.00	
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Reload

Application Submissions

Homepage

Please click the "Edit" pencil icon to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "View".
You cannot move forward until you have completed your Profile.

Profile Complete View Edit

2. Complete all the fields. If you plan to complete your profile at a later time, select **Save Draft**. To complete your profile, select **Save**. Your profile will need to be completed prior to starting the application. Once you click "save" you will receive the below message:

Application Submission

Homepage

Profile Complete View Edit

Success!

Your profile is now complete.
Your next step is to start your entry.

OK


Untitled

Created on 01/29/2020

Add Another

Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Submission Section and the Application Budget Section:



Arizona

MAA - Emergency and Military Affairs

Arizona Public Assistance COVID-19 Recovery Program

[Create New Application](#) [Back to Solicitation](#)

Application Assets

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/05/2020	Draft	\$0.00	
N/A	05/04/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Reload

Application Submissions

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled

Testing/ PA program

- From the Application Submission Section, click on “Application Process” button to access your application.

Application Submission

Profile

Complete

View Edit

+

Add Another

Untitled

Created on 01/29/2020

Application Process

Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

1. Click on the pencil icon, “edit”, to begin completing your application:

Application Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	01/29/2020	Draft	\$0.00	

Showing 1 to 1 of 1 entries

Previous 1

Rel

Application Submission

Homepage > Untitled

Application Process

Applications Action Required View Edit

Application Submission There are 282 days remaining to submit this. Submit

2. Complete all required fields. At the bottom right side of the page select **Save Draft** to save your work and complete at a later time.

Save Draft Save

3. To complete your full application select **Save**. You're application will now have a green check mark and say "complete". **Now let's work on the Application Budget Section (Budget) portion of your submission BEFORE clicking on Submit.**

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications	<input checked="" type="checkbox"/> Complete	View Edit
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Application Submission

There are 282 days remaining to submit this.

[Submit](#)

Completing the Application Budget

Return to your Application page by clicking on your *Application Title*. Scroll down to your *Application Budget* section:

Arizona
GVA - Economic Recovery Management Team
AZCares About Schools Program

Create New Application Back to Solicitation

Application Submissions

If you have completed and would like to view or print, please click the "View" button to the right.

Application Submission

Applicants will need to complete the profile, application narrative, risk assessment, and budget.

When every required field is complete for this application, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 31 days remaining to submit this.

Submit

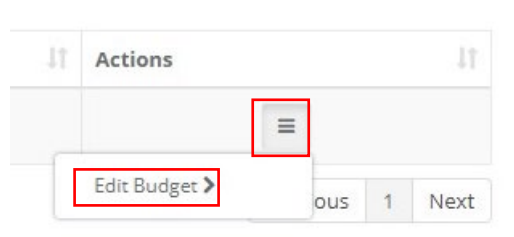
POWERED BY wizehive

Applications Budget

Show 10 entries Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	06/22/2020	Draft	\$0.00	

Then click on the *Actions* icon and click *Edit Budget* to access the budget worksheet:



1. Grant Budget Settings

- a. The Budget Settings allow you to change how your indirect cost rate and cost share is calculated and also view different stages of your budget:

Application Budget for City of Phoenix
Program: Water Management Assistance Program
Project name: City of Phoenix- Water Assistance Program

[Return to Application](#)

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$0.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

- b. From the Indirect Costs drop down menu, there are several different options to calculate your indirect costs:

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

- **De Minimus Rate:** this is the standard indirect cost rate that can be used for a Federal or Pass-through Grant if you do not have a negotiated rate.
- **Negotiated Rate:** this should be used if you have negotiated an indirect cost rate with your Federal or Pass-through agency you are applying to
- **Itemized:** this will change the indirect cost calculation from a percentage to a manual entry amount
- **Not Applicable:** this will remove indirect costs from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

- c. From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

Application Submission Draft

Grant Application Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Budget Stage:

Actions:

- **Percentage:** this will calculate your Match/Cost Share as a percentage of the budget items included
- **Itemized:** this will change the Match/Cost Share calculation from a percentage to a manual entry amount.
- **Total Amount:** this allows you to enter a single total amount for your Match/Cost Share
- **Not Applicable:** this will remove Match/Cost Share from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

De Minimus Rate/Negotiated Rate/Percentage example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$750.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		<input checked="" type="checkbox"/>	Direct Cost
PTes	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		<input checked="" type="checkbox"/>	Direct Cost

[Add Row](#)

Itemized budget example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$750.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Cost Share
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		\$500.00	\$0.00
PTes	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		\$250.00	\$0.00

[Add Row](#)

Not Applicable budget example:

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$5,000.00	\$7,500.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
FTEs	Full Time Employees	1	\$5,000.00	\$5,000.00	\$5,000.00		Direct Cost
PTEs	Part Time Employees	0	\$0.00	\$0.00	\$2,500.00		Direct Cost

[Add Row](#)

Item Type dropdown options: Direct Cost, Direct Cost, Cost Share, Indirect Cost

Grant Budget Summary

- As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income are calculated in the Budget Summary:
 - Total Direct Costs: sum of all Direct Cost across all budget categories
 - Total Indirect Costs: sum of all Indirect Costs across all budget categories
 - Total Proposed: sum of all Direct Costs and Indirect Costs across all budget categories
 - Match/Cost Share: sum of all Match/Cost Share across all budget categories
 - Program Income: sum of program income line items listed in the *Program Income* section

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: 0.00 %

Match / Cost Share: 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$0.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

Budget Items

1. In the Budget Items section you can add and/or adjust your budget item, add sub categories, and enter line item budget entries. Click on the Budget Item *1. Personnel* to begin adding budget entries:

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: %

Match / Cost Share: %

Budget Stage: Pre-Award

Actions:

Budget Summary

\$0.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$0.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

2. Beneath each budget item you can add a table to begin entering specific line items. Using this table you can include specific budget line items:
 - Title: the name of the budgeted item
 - Description: explanation/detail on the budgeted item
 - Unit: if more than one, you can enter multiple units
 - Unit Cost: per unit cost (NOTE: if *Unit* and *Unit Cost* is used, the *Cost* field will automatically be populated with the *Unit* number multiplied by the *Unit Cost*)
 - Extended Cost: this is indented to represent the total item cost, which could differ from the budgeted amount
 - Cost: total amount budgeted for this item
 - Indirect Cost: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as *Itemized*, you can put any amount desired for this item in the *Indirect Costs* field. If included as *Not Applicable*, you can mark this budget item as *Indirect Cost* and the amount in the *Cost* field will be included in your total indirect costs.
 - Cost Share: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total *Cost Share*. If included as *Itemized*, you can put any amount desired for this item in the *Cost Share* field. If included as *Not Applicable*, you can mark this budget item as *Cost Share* and the amount entered in the *Cost* field will be included in your total *Cost Share*.

3. Click on the gear icon and then on *Add Table*:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Personnel

+ Add Table

2. Fringe Benefits

	Ext Cost	Direct Cost	Ind Cost	Cost Share
	\$0.00	\$0.00	\$0.00	\$0.00

4. Add or remove rows by performing a right click on your mouse while in the table and selecting from the available options:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
		0	\$0.00	\$0.00	\$0.00		Direct Cost

Insert row above

Insert row below

Remove row

5. Add Title, Description, Units and Unit Costs or Title, Description and Cost if Units or Unit Cost is not known. Check Indirect Cost, Item Type and add Indirect and Cost Share amounts if not using "Not Applicable" budget settings:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$25,000.00	\$40,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
FTES	Full Time Employees	5	\$5,000.00	\$25,000.00	\$25,000.00		Direct Cost
PTES	Part Time Employees	0	\$0.00	\$0.00	\$15,000.00		Direct Cost

Add Row

6. You can create up to two sub categories to organize your budget as detailed as needed. To edit a sub category name, select the pencil icon next to the title:

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

New Subcategory

Edit Category Name

Remove Subcategory - New Subcategory

Add Subcategory for New Subcategory

Add Table

2. Fringe Benefits

	Ext Cost	Direct Cost	Ind Cost	Cost Share
	\$0.00	\$0.00	\$0.00	\$0.00

Narrative

1. The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget line items. The budget narrative is also fully compatible with Microsoft Word. Already developed narratives can be cut and pasted into this section. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon:

Budget Narrative

Enter your budget narrative below.

8000 characters remaining

Save Narrative

Finalizing Grant Budget

1. Once you have finalized your application budget click on the Save icon. You can also export your budget to Excel by clicking on the Excel icon:

Government Organization

Community Development
Re-Entry Youth Program

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: 0.00 %

Match / Cost Share: 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:



Budget Summary

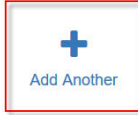
\$40,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$40,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.

1. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application:

Profile Complete  


Add Another

Another program

Created on 04/24/2018

First Stage

Untitled

Created on 04/20/2018

First Stage

Standley Creek
Sediment Reduction
Project

Created on 01/23/2018

First Stage

Submitting your application

- Once you have completed your application and your budget, click the **Submit** button:

Water Management Assistance Program

Application Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
City of Phoenix- Water Assistance Program	01/29/2020	Draft	\$300,000.00	View Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications Complete [View](#) [Edit](#)

Application Submission There are 282 days remaining to submit this. **Submit**

- Your application has been submitted and you will see the follow confirmation:

Application Submission

[Homepage](#) > City of Phoenix- Water Assistance Program

Application Process

Applications [View](#) [Edit](#)

Application Submission **✓ This has been submitted.**

Congratulations! Your application has been successfully submitted.

3. After submitting your application, you can view the status of your application on the “My Applications” page:

My Applications

Recently Viewed Programs

Showing 0 to 0 of 0 entries

My Applications

Program Solicitation	Due Date	Status	Actions
Parent's Commission on Drug Education and Prevention FY2020 Arizona, OIA - Office of Youth, Faith and Family	03/19/2019	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Specialty Crop Block Grant Program - 2019 Arizona, AHA - Agricultural Consultation and Training	03/27/2019	Draft	
Volunteer Fire Assistance (VFA) - FY2019 Arizona Sub Recipient Portal, FOA - Forestry and Fire Management	12/21/2020	Draft	
Water Management Assistance Program Arizona Demo, DWR- department of water resources	02/14/2020	Under Review	

4. Click the 3 lines in the Action column to view your application or the solicitation. Once the application has been reviewed, you will be notified by the Grantor of an award or denial notice.

My Applications

Showing 11 to 17 of 17 entries

Program Solicitation	Due Date	Status	Actions
Parent's Commission on Drug Education and Prevention FY2020 Arizona, OIA - Office of Youth, Faith and Family	03/19/2019	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Regional Trip Reduction Program Arizona Demo, ADA- department of administration	01/31/2020	Draft	
Specialty Crop Block Grant Program - 2019 Arizona, AHA - Agricultural Consultation and Training	03/27/2019	Draft	
Volunteer Fire Assistance (VFA) - FY2019 Arizona Sub Recipient Portal, FOA - Forestry and Fire Management	12/21/2020	Draft	
Water Management Assistance Program Arizona Demo, DWR- department of water resources	02/14/2020	Under Review	View Application Solicitation Link
WIMAP Groundwater Conservation Grant Arizona, WCA - Department of Water Resources	02/14/2020	Draft	