

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	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.
Title:	Re-Entry Youth Program	
Application Start Date:	10/18/2018	
Application End Date:	11/09/2018	
CFDA:	N/A	
Reference URL:		

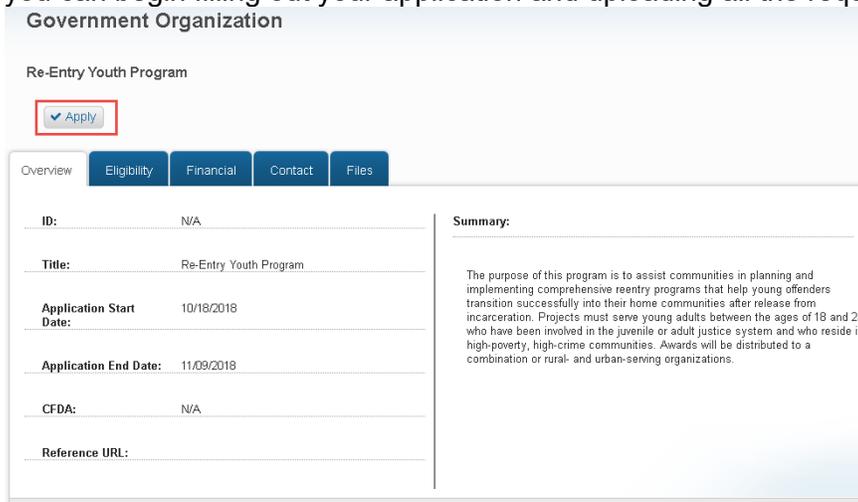
Downloading the required documents

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:



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:



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:

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

Do not have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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

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

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

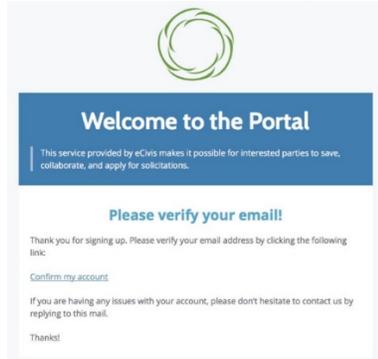
Passphrase

Weak

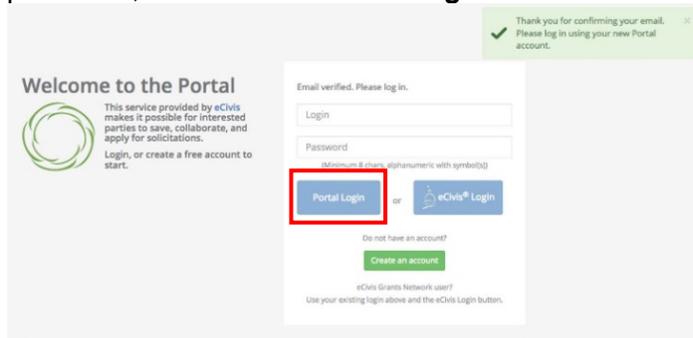
Sign Up

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

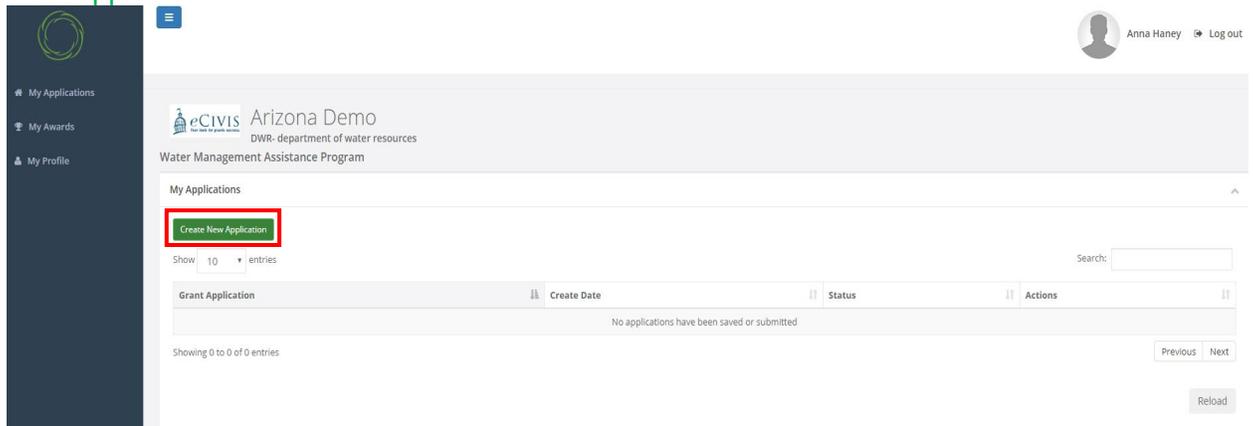
- In the email verification, click on “Please verify your email”:



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



5. 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**”.



6. 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 Search:

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:

1. Profile
2. Application Submission
3. 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	[Menu]
N/A	05/04/2020	Draft	\$0.00	[Menu]

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

+ Add Another

Untitled

Created on 01/29/2020

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:

The screenshot shows the 'Arizona' application interface for the 'Arizona Public Assistance COVID-19 Recovery Program'. The 'Application Assets' section contains a table with two entries:

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

The 'Application Submissions' section includes instructions on how to interpret status bars (gray for review, blue for action required, red for error) and displays two submission cards: 'Untitled' and 'Testing/ PA program'.

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

The screenshot shows the 'Application Submission' section. At the top, there is a 'Profile' card with a green 'Complete' status and 'View' and 'Edit' buttons. Below it, there is a dashed box with a plus sign and 'Add Another' text. To the right, there is an 'Untitled' submission card with a blue 'Application Process' button at the bottom, which is highlighted with a red box. The card also shows 'Created on 01/29/2020'.

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:

Arizona Demo
DWR- department of water resources
Water Management Assistance Program

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

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

- 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	<input type="button" value="View"/>	<input type="button" value="Edit"/>
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Application Submission There are 282 days remaining to submit this.

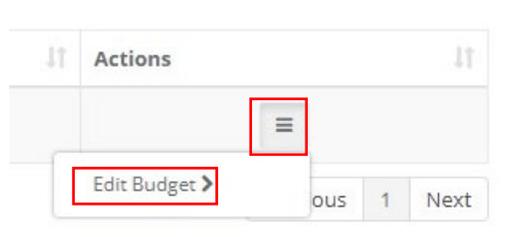
Completing the Application Budget

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

The screenshot shows the Arizona Grants portal interface. At the top left is the Arizona state seal. The header includes "Arizona", "GVA - Economic Recovery Management Team", and "AZCares About Schools Program". There are two buttons: "Create New Application" (green) and "Back to Solicitation" (blue). Below this is the "Application Submissions" section, which contains a message about completing the application and a "Submit" button. A "wizehive" logo is visible at the bottom of this section. Below the main content is a red-bordered box containing the "Applications Budget" section. This section has a "Show 10 entries" dropdown and a search field. It contains a table with the following data:

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

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 (dropdown) 0.00 %

Match / Cost Share: Not Applicable (dropdown) 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions: [Print] [Refresh] [Save]

\$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

	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 (dropdown) 0.00 %

Match / Cost Share: 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions: [Print] [Refresh] [Save]

- **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:

- **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:

		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](#)

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:

The screenshot displays the 'Application Submission Draft' interface. At the top, there are tabs for 'Grant Application' and 'Budget Worksheet'. Below this, the 'Budget Settings' section includes:

- Multi-Term Budget: Radio buttons for 'No' (selected) and 'Yes'.
- Indirect Costs: A dropdown menu set to 'Not Applicable', a text input field with '0.00', and a percentage sign.
- Match / Cost Share: A dropdown menu set to 'Not Applicable', a text input field with '0.00', a percentage sign, a dollar sign, and another text input field with '0.00'.
- Budget Stage: A dropdown menu set to 'Pre-Award'.
- Actions: Three icons for document, delete, and refresh.

 The 'Budget Summary' section on the right shows:

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

 Below these sections is a 'Budget Items' table with the following structure:

	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*:

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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. Fringe Benefits	\$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:

	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

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:

	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

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:

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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. Fringe Benefits	\$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:

Finalizing Grant Budget

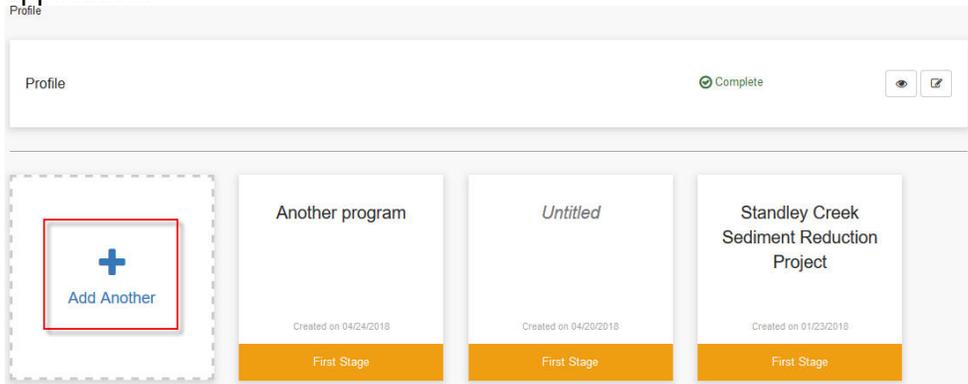
1. Once you have finalized your application budget click on the Save icon. You can also export your budget to Excel by clicking on the Excel icon:

Budget Settings		Budget Summary	
Multi-Term Budget	<input checked="" type="radio"/> No <input type="radio"/> Yes	\$40,000.00	Total Direct Costs
Indirect Costs	Not Applicable 0.00 %	\$0.00	Total Indirect Costs
Match / Cost Share	Not Applicable 0.00 % \$ 0.00	\$40,000.00	Total Amount (Direct + Indirect)
Budget Stage:	Pre-Award	\$0.00	Match / Cost Share
Actions	[Save] [Cancel] [Excel]	\$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:



Submitting your application

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

Water Management Assistance Program

Application Budget

Show 10 entries

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

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**

2. 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.**
Congratulationst Your application has been successfully submitted.

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

The screenshot shows the user interface for the 'My Applications' page. On the left sidebar, the 'My Applications' link is highlighted with a red box. The main content area is split into two sections. The top section, 'Recently Viewed Programs', is currently empty, showing 'Showing 0 to 0 of 0 entries'. The bottom section, 'My Applications', displays a table of applications. The table has columns for 'Program Solicitation', 'Due Date', 'Status', and 'Actions'. One application is highlighted with a red box, showing a status of 'Under Review'.

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

- 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.

This screenshot shows a closer view of the 'My Applications' table. The 'Under Review' application row is selected, and a dropdown menu is open in the 'Actions' column. The dropdown menu is highlighted with a red box and contains two options: 'View Application' and 'Solicitation Link'.

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