Section 6.2.1: Statewide Requirements

PURPOSE AND POLICY

The grant program manager must establish the grant in eCivis (if it wasn't established during the application process). The grant program manager will need to work with his/her finance representative to establish the grant account in the Arizona Financial Information System (AFIS) per the guidance in the State of Arizona Accounting Manual (SAMM) policy 70.05, eCivis and AFIS. An interface between eCivis and AFIS will transfer certain grant information from eCivis to the Grant Lifecycle Management (GLM) module in AFIS, thereby reducing duplication of effort, diminishing the likelihood of errors and providing agencies using eCivis significant advantages in managing grants.

PROCEDURE

If the grant program manager has not already established the grant in eCivis during the application phase, he/she must establish the grant in eCivis within two business days of receiving the notice of award and grant agreement (supplements and amendments should follow this schedule as well). The grant program manager will designate himself/herself as the project lead, add one other staff as backup and include the agency's financial representative to the project team. This ensures redundancy and consistency when a grant program manager is out of the office or leaves the agency.

The grant agreement terms and conditions will guide the grant program manager in determining which tasks to include in the grant program dashboard in eCivis. The information below should be included in eCivis for all grants:

- All application and award documentation must be uploaded; these are public records and the eCivis project file serves as the repository for these public records.
- Programmatic and financial reports. The grant agreement will include the details about what reports must be filed and the frequency (monthly, quarterly, biannually, or annually). As the grant program manager is creating the tasks in eCivis, these reports should be scheduled as recurring tasks with due dates and reminders.
- Milestones and deliverables. Details regarding the program milestones and associated deliverables are included in the grant application. The grant program manager should include these as tasks, with due dates and reminders. These should be added to the goals and metrics tab (under the project dashboard).

State of Grants report

Used properly and consistently, eCivis is a powerful tool for easily managing the tasks related to successful grant implementation and offering an agency the ability to quickly review the programmatic and financial activity of their grants. Automated email reminders reduce the chances of late reports, missed program activity and delinquent closeouts. It also allows for easier data visualization, a helpful tool for illustrating success when applying for additional funding. GFR staff is rolling out agency-specific eCivis State of Grants reports, which will be issued semi-annually. The reports are essentially an overview of known grant activity over the previous six-month period for an agency. The State of Grants report serves two primary functions: collectively, it provides a "big picture" view of statewide grant

activity; and at the agency level, it provides grant program managers with a compliance report and recommended actions. Items included in the State of Grants report include timeliness of closeout, agency utilization of eCivis, all of the agency's awarded funding in eCivis, agency's use of eCivis as the e-filing system, and a list of recommended actions. The report will provide an overview for the "health" of the agency's grant management requirements and pinpoint areas where grant program managers can focus efforts to ensure compliance with grant management and reporting requirements.