

# Arizona Application Submission User Guide

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## 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](mailto: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:** 10/13/2018

**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.

1. Click on the title of the file to download the document:

Government Organization

Re-Entry Youth Program

Apply

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/](http://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

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

2. Log in to the Portal. 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. If you created a Portal account, enter your information and then click on the Portal Login button. 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))

or

Do not have 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

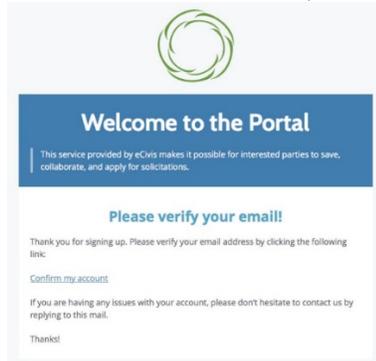
Passphrase

Weak

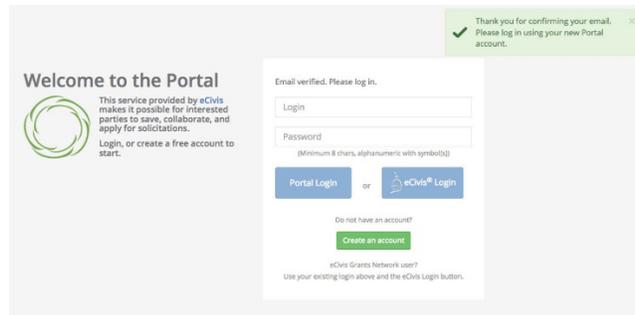
Sign Up

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

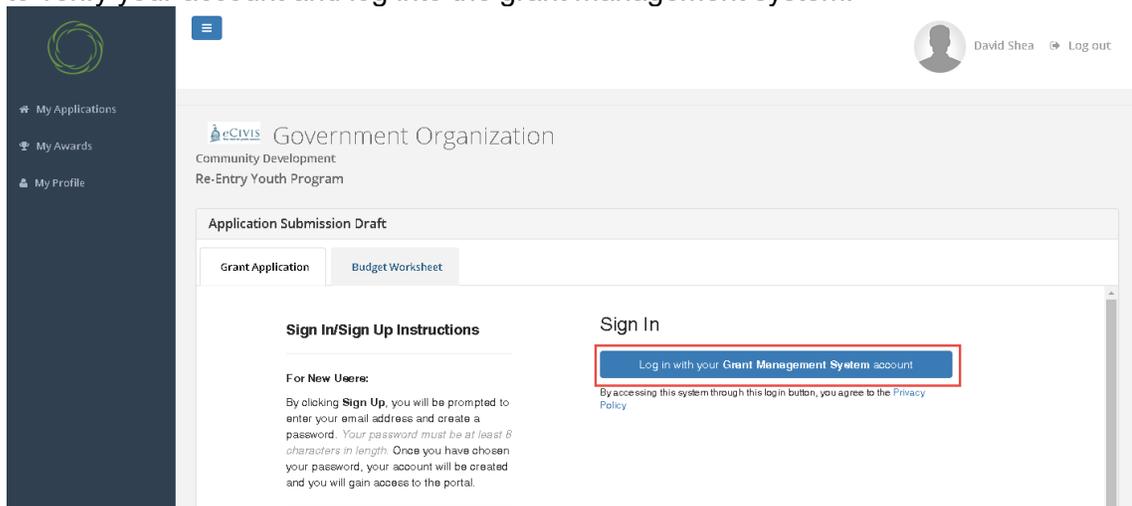
- In the email verification, click on “Please verify your email”:



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



- Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need to verify your account and log into the grant management system:

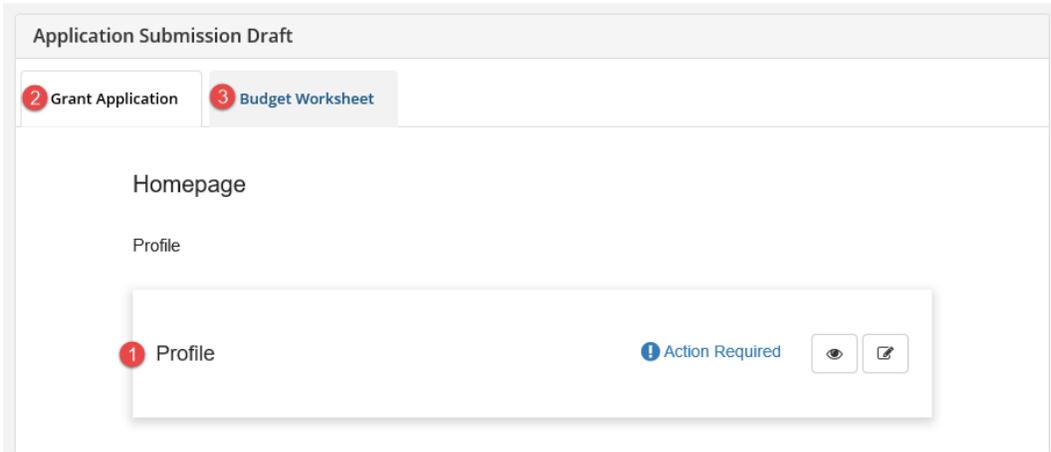


## Application Components

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

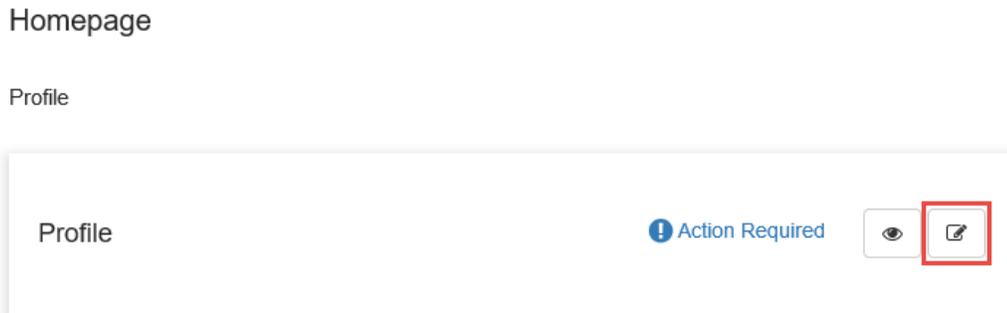
There are three primary sections to the application:

- Profile**
- Application**
- Budget Worksheet**

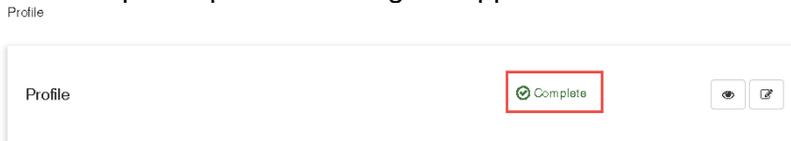


## Completing your profile

1. To begin working on the profile, click on the pencil icon:



2. Complete all required fields, marked with a red asterisk. 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:



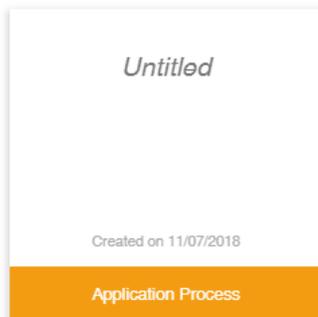
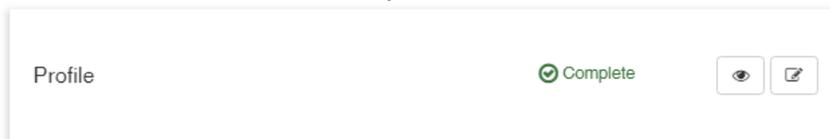
## Starting the Application

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

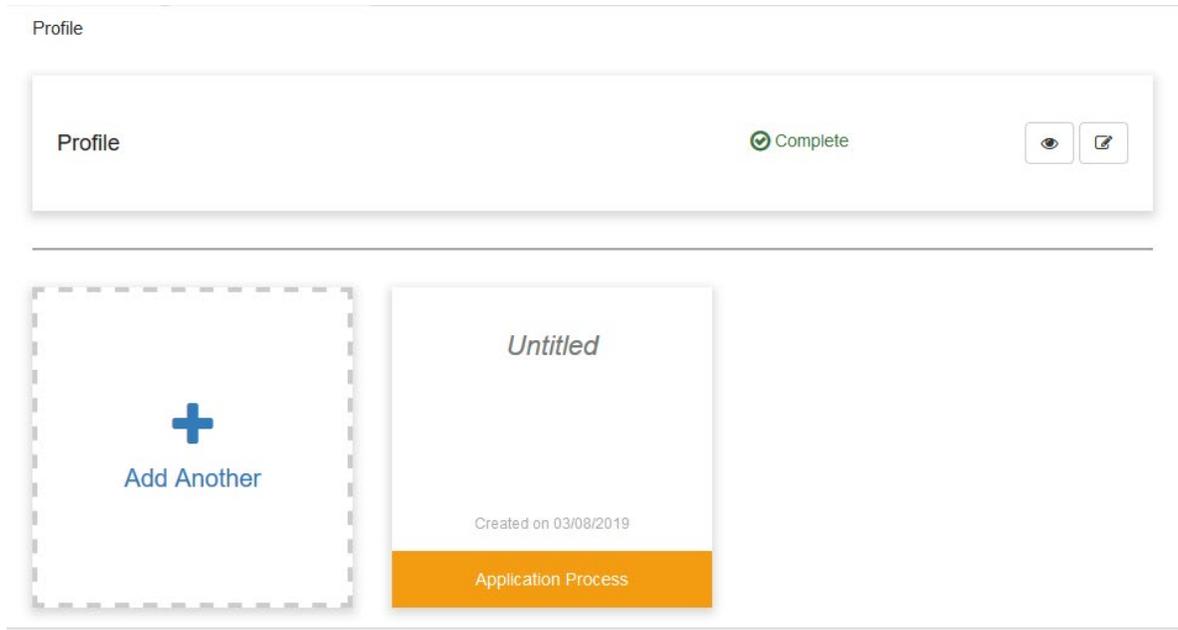
1. From the Grant Application Tab click on *Get Started* to access your application:



2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:



3. Some solicitations will allow you to submit more than one application. To start a new application, click on *Add Another*. To continue work on an application that was already started, click on the yellow box titled *Application Process*:

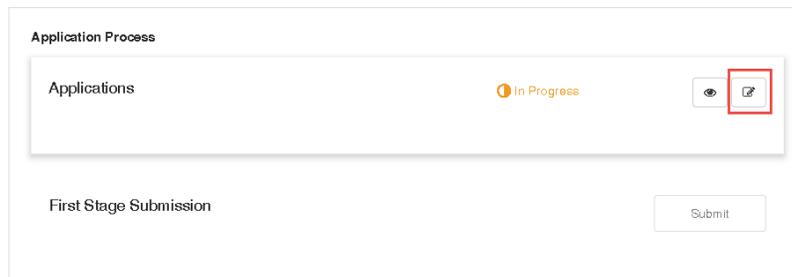


## Completing the Application

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.

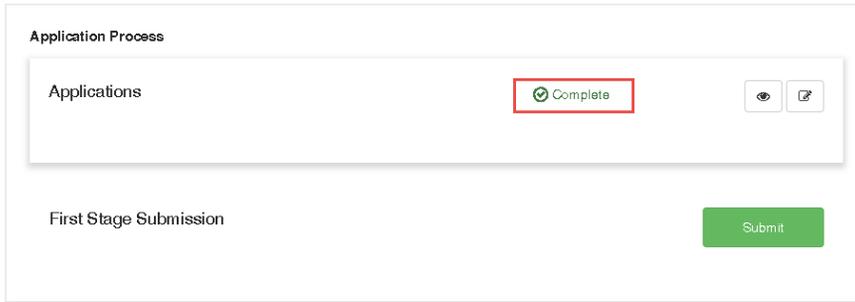
1. Click on the Writing icon to begin completing your application:

[Homepage](#) > *Untitled*



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

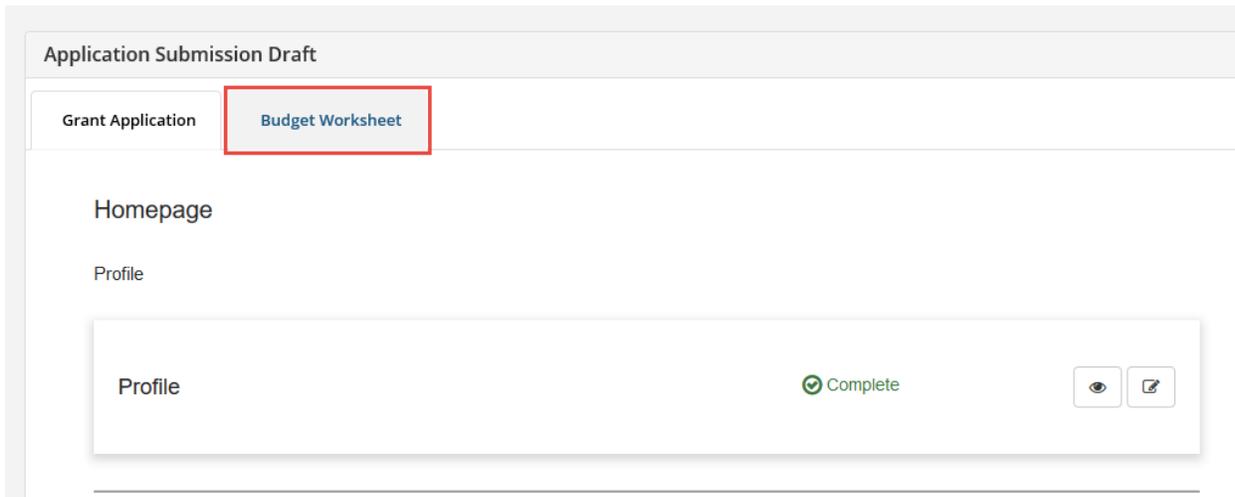
[Homepage](#) > Government Organization Application



3. Now let's work on the Budget portion of your submission **BEFORE** clicking on Submit.

## Completing the Budget

If featured, Click on the Budget Worksheet Tab in the Application Submission Draft Section:



The *Budget* section contains 9 standard categories including an optional narrative justification for each category. Refer to your program specific guidance for additional instructions.

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:

The screenshot shows the 'Budget Settings' page for a 'Government Organization' under the 'Community Development' program. The 'Budget Settings' section is highlighted with a red box and includes the following fields:

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

The 'Budget Summary' table on the right shows the following values:

\$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

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

The screenshot shows the 'Budget Settings' page with the 'Indirect Costs' dropdown menu open. The menu options are:

- Not Applicable (selected)
- De Minimus Rate
- Negotiated Rate
- Itemized
- Not Applicable (highlighted in blue)

- **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:  Percentage  Itemized  Total Amount  Not Applicable

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 ▼
<input type="button" value="Add Row"/>							

## Grant Budget Summary

1. 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

Budget Summary	
\$361,000.00	Total Direct Costs
\$36,100.00	Total Indirect Costs
\$397,100.00	Total Proposed (Direct + Indirect)
\$36,100.00	Match / Cost Share
\$0.00	Program Income

## 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 Budget Summary

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:   

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

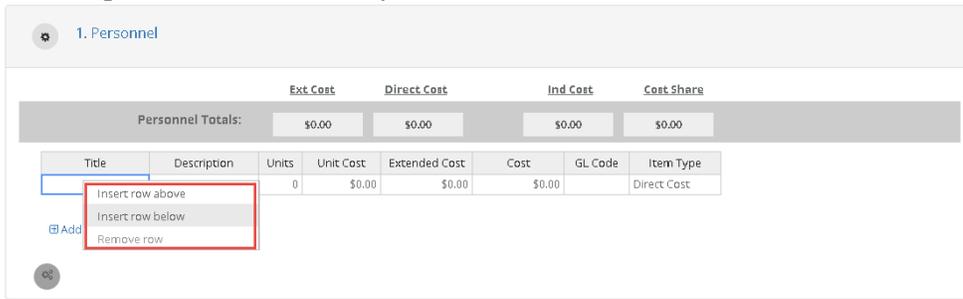


+ Add Subcategory for Personnel

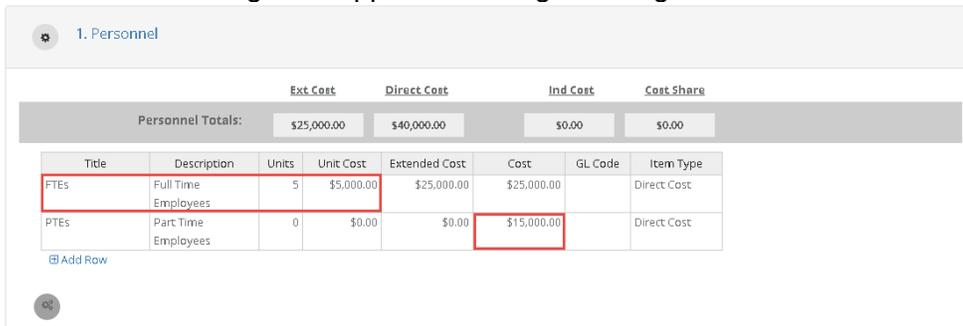
 Add Table

	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

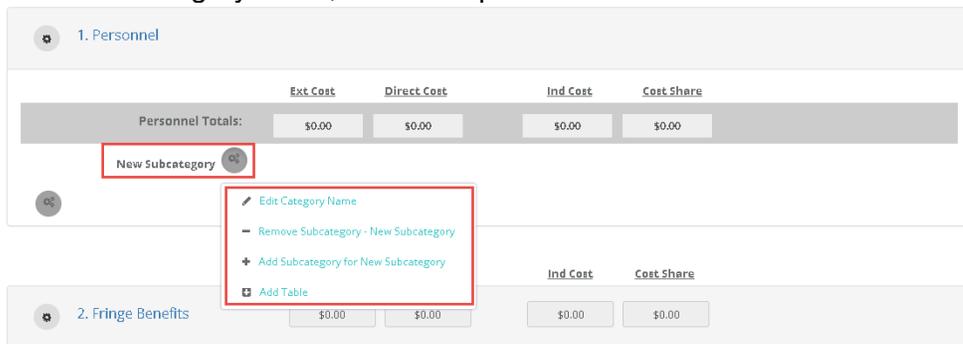
- Add or remove rows by performing a **right click** on your mouse while in the table and selecting from the available options:



- 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:



- 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:



## Narrative

- 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

## Finalizing Grant Budget

- Once you have finalized your *Pre-award* 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:   %

Match / Cost Share:   % \$

Budget Stage: Pre-Award

Actions:

Budget Summary

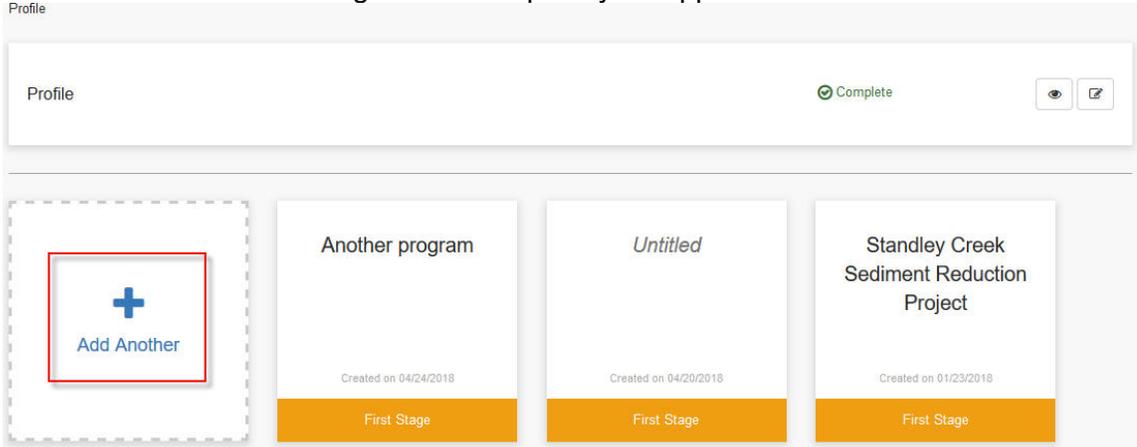
\$40,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$40,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

## Add another Application

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

- Select this option and complete the Application and Budget sections for the 2<sup>nd</sup> 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

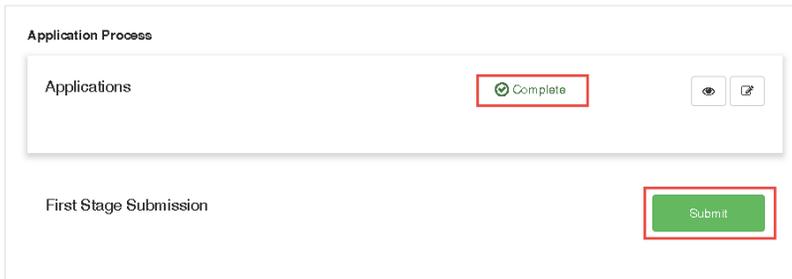
and then click on the Writing icon to complete your application:



## Submitting your application

1. Once you have completed your application and your budget, click on *Submit* to send your application to the funding agency:

[Homepage](#) > Government Organization Application



2. Your application has been submitted and is now Under Review:

[Homepage](#) > Government Organization Application

