

eCivis Grants Network

Subrecipient Manual

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Locating your award

1. After an award has been made, your application status will change to *Awarded* on your Portal homepage:

Grant Application	Due Date	Status	Actions
Adult Day Care County of Jay, Parks and Rec	02/28/2019	Awarded	⋮
AZ911 FY20 Grant-TEST 2 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	12/14/2018	Awarded	⋮
Arizona 9-1-1 Grant Program-FY2020 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	02/22/2019	Draft	⋮
Arizona Citrus Research Council - FY19 Arizona Sub Recipient Portal, AHA - Agricultural Consultation and Training	11/19/2018	Draft	⋮

2. Your awards can also be viewed in the *My Awards* tab:

Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	⋮
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	⋮

Award Notifications

1. If you have been selected to receive an award, you will be notified by email. The email will also have a PDF version of the award notification for your records:

Award Notification Letter

Dear Ulysses Grant,

Congratulations! This is to inform you that your application is now awarded.

Project: HIV Testing Project
Program: HOPWA FY2019
Approval Date: 06/13/2019
Approved Amount: \$800,000.00
Federal Awards: • ORG0012 HOPWA FY19: \$782,000.00

- Click on the link to Portal at the bottom of the email notification:

Please find your award notification attached. To see full award details and accept your award, please click [here](#).

- Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

My Awards

Show 10 entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	0	
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	0	
Workforce Development Program (WDP) Grant - FY 2019	Pending Acceptance		7/3/19 - 7/3/21	0	

Showing 1 to 3 of 3 entries

Accept/Decline Award >

- From the following page, download any files from the Actions column. Then, click *Continue*:

Award Files

Show 10 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

Previous Next

Continue Decline Award Back

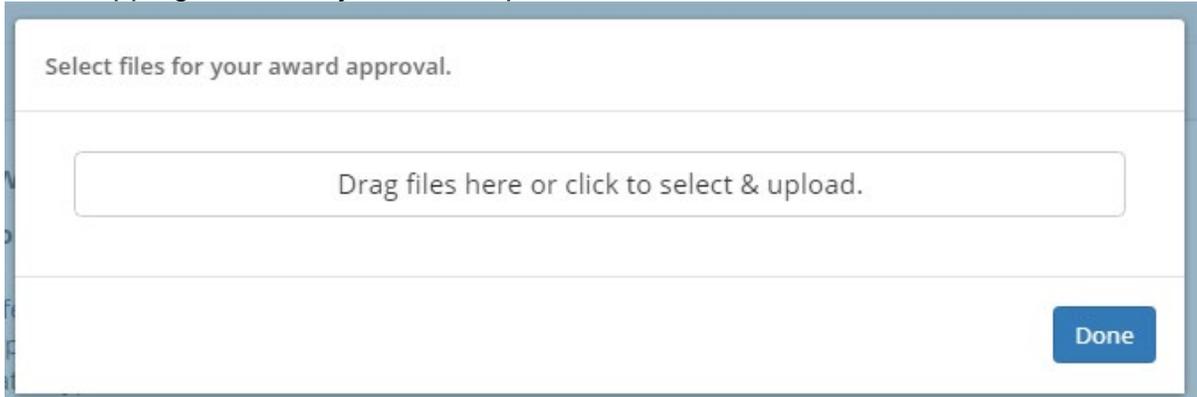
- If you need to attach files to accept the award, select Upload Files on the following page:

Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.

[Upload File](#)

Award Files

6. Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:



7. Any uploaded file can be downloaded again, or deleted using the trash icon:

Show entries Search:

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	 

Showing 1 to 1 of 1 entries Previous 1 Next

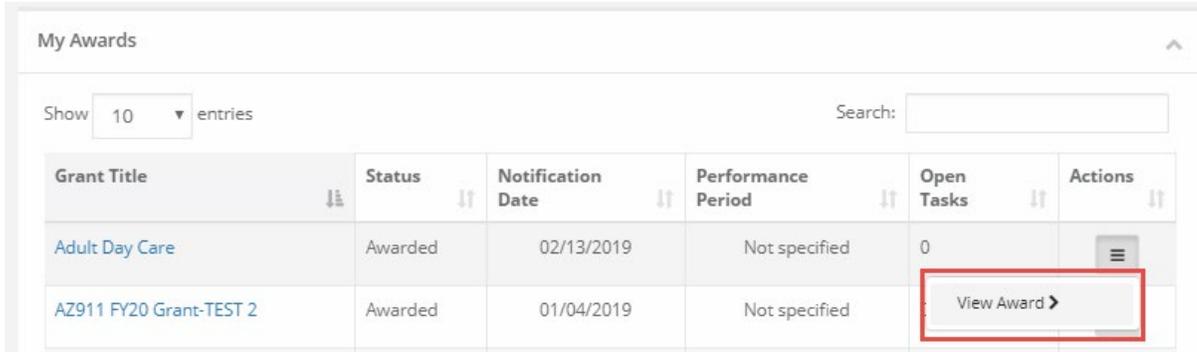
8. Select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award. You can also leave an optional note to the grantor and Program Administrator:

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	 

Showing 1 to 1 of 1 entries Previous 1 Next

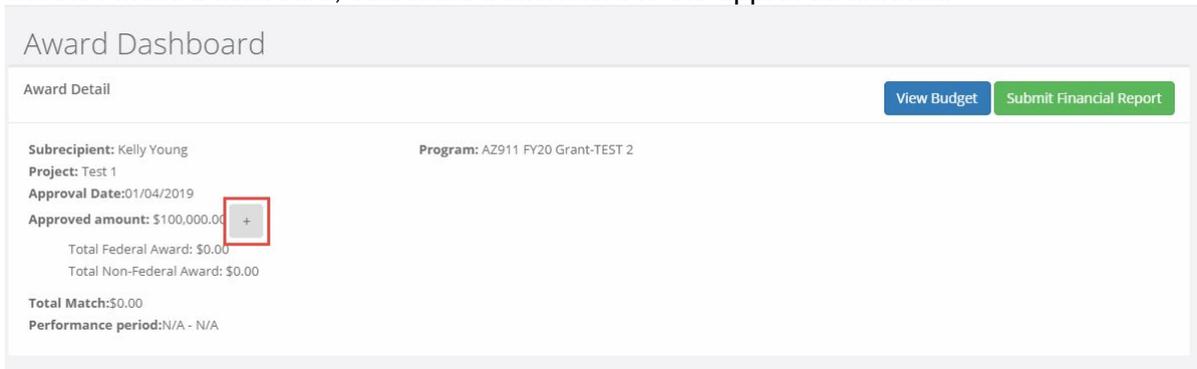
Viewing your award and the Award Dashboard

1. To view the award details, go to the My Awards tab and click on the button underneath the Actions column. Select *View Award*:



Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	[Menu Icon]
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified		View Award →

2. On the Award Dashboard, select the button next to the approved amount:



Award Dashboard

Award Detail View Budget Submit Financial Report

Subrecipient: Kelly Young Program: AZ911 FY20 Grant-TEST 2

Project: Test 1

Approval Date: 01/04/2019

Approved amount: \$100,000.00 +

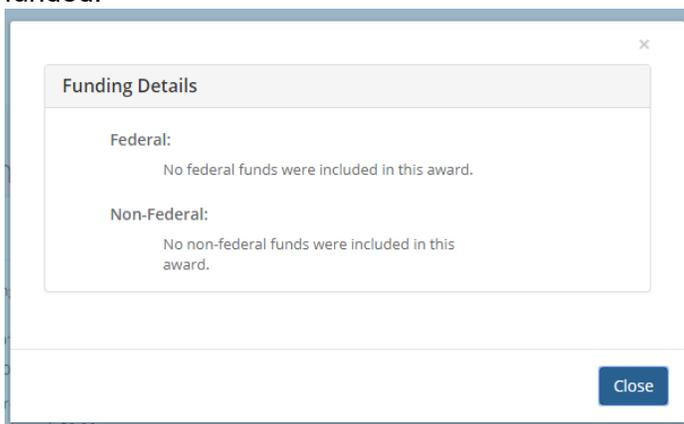
Total Federal Award: \$0.00

Total Non-Federal Award: \$0.00

Total Match: \$0.00

Performance period: N/A - N/A

3. You can view information such as funding sources and how your project is being funded:



Funding Details

Federal:
No federal funds were included in this award.

Non-Federal:
No non-federal funds were included in this award.

Close

View your budget

1. If you submitted a budget with your application, it will be attached to the award. Click on *View Button* to view your submitted budget:

Award Dashboard

Award Detail

Subrecipient: Kelly Young Program: AZ911 FY20 Grant-TEST 2

Project: Test 1

Approval Date: 01/04/2019

Approved amount: \$100,000.00 +

Total Federal Award: \$0.00

Total Non-Federal Award: \$0.00

Total Match: \$0.00

Performance period: N/A - N/A

View Budget

Submit Financial Report

2. You can export the budget form to Excel:

Application Budget for Kelly Young

Program: AZ911 FY20 Grant-TEST 2

Budget Settings			Budget Summary
Multi-Term Budget <input checked="" type="radio"/> No <input type="radio"/> Yes ▼		\$0.00	Total Direct Costs
Indirect Costs Not Applicab ▼ 0.00 %		\$0.00	Total Indirect Costs
Match / Cost Share Not Applicab ▼ 0.00 % \$ 0.00		\$0.00	Total Amount (Direct + Indirect)
Budget Stage: Awarded		\$0.00	Match / Cost Share
Actions 		\$0.00	Program Income

3. Click on the Budget Items to view a more detailed budget and the total cost per category:

Budget Items

1. Personnel

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

2. Fringe Benefits

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

4. You can enter budget information and details at the bottom of the page, under Budget Narrative. Click **Save** when you have completed this information.

Budget Narrative

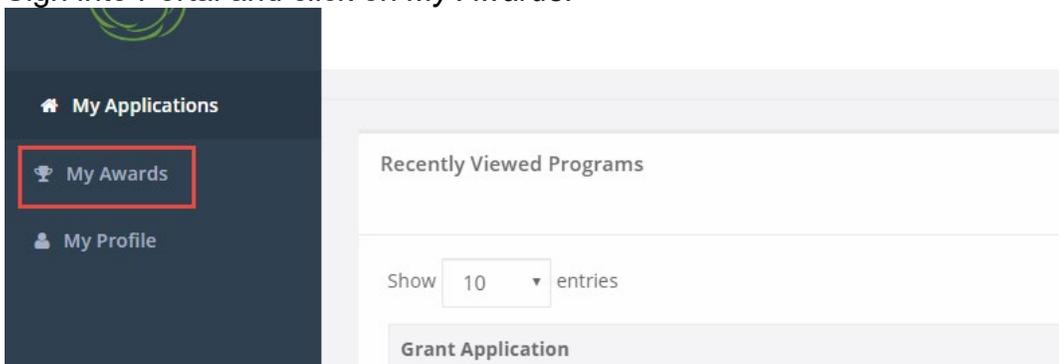
Enter your budget narrative below.

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8000 characters remain

Adding a team member to your grant award

1. The project official (the individual who submitted the grant) may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.
2. Sign into Portal and click on *My Awards*:



3. Click on the grant project you'd like to add a team member to:

My Awards

Show 10 entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	Owner	
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	Owner	
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	

Showing 1 to 3 of 3 entries

Previous 1 Next

4. Select *Manage Project Team*:

Award Dashboard

Award Detail View Budget Submit Financial Report Manage Project Team

Subrecipient: Ulysses Grant Program: Workforce Development Program (WDP) Grant - FY 2019
 Award ID: HXI-082019-001

Project: Job Incubator
 Approval Date: 07/09/2019

Approved amount: \$40,000.00 +
 Total Federal Award: \$0.00
 Total Non-Federal Award: \$40,000.00

5. Click on *Add Team Member*:

Project Team

Add Team Member

Show 10 entries

Invitation Email	Accepted By	Status
No project team members to display		

6. Enter the team member's email address, then click *Add Member*. One team member can be added at a time:

7. Once the email is sent, the individual will appear under the “pending” status:

Invitation Email	Accepted By	Status	Actions
kyoung@ecivis.com		Pending	[Menu Icon]

Showing 1 to 1 of 1 entries

Previous 1 Next

8. You can resend the invitation, or remove their access to the award from the Actions column:

Invitation Email	Accepted By	Status	Actions
kyoung@ecivis.com		Pending	[Menu Icon]

Showing 1 to 1 of 1 entries

Resend Invitation
Delete Invitation

Previous 1 Next

9. Once the individual accepts the invitation, the team members will display as below:

Project Team

Award Detail

Arizona Project Safe Neighborhoods **Awarded**

Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 -06/30/2020

Project Team

[Add Team Member](#)

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov	dean.johnson@azdoa.gov(Dean Johnson)	Accepted	

Showing 1 to 1 of 1 entries

Joining a grant award as a team member

1. If you have been invited to a grant project team to manage an award, you will receive an email. Click on the link in the email:



Ulysses Grant has invited you to join their grant project team on the eCivis Portal

Project Name: Job Incubator

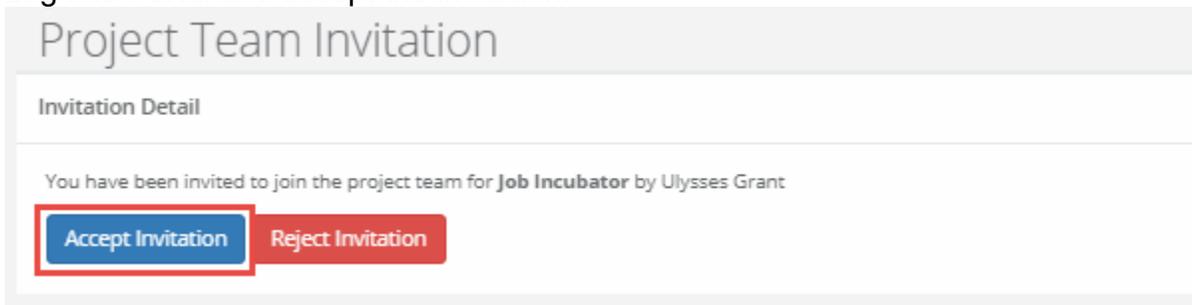
Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal:

[Review Invitation on the eCivis Portal](#)

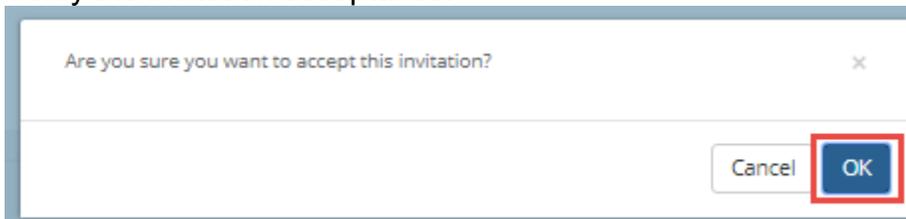
Sincerely,

2. If you did not receive the email, notify the person overseeing the award. They can resend an invitation and check that the email was spelled correctly.

- Log into Portal and accept the invitation:



- Verify the invitation acceptance:



- You will be taken back to the My Awards page. Note in the Role column, you are listed as a team member:

Award Status	Notification Date	Performance Period	Role	Actions
Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member	[Menu Icon]

Search: work

Previous 1 Next

- Select *Manage Award* from the Actions column to get started:

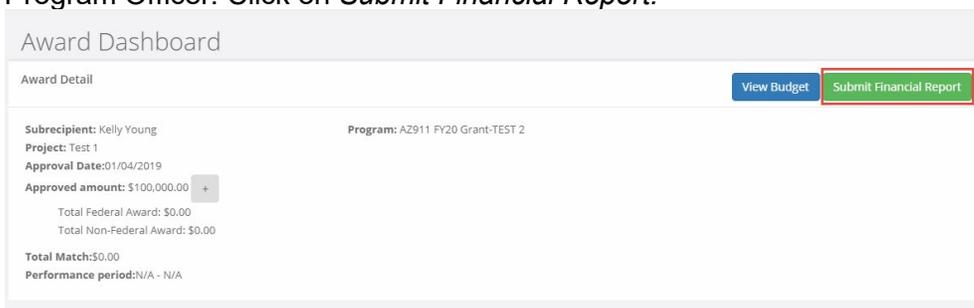
Notification Date	Performance Period	Role	Actions
07/09/2019	7/3/19 - 7/3/21	Team Member	[Menu Icon]

Manage Award >

Next

Submitting financial reports

- From the Award Dashboard, you can submit a Financial Report directly to the Program Officer. Click on *Submit Financial Report*:



- The Award Detail provides a summary of the award information:

[Back to Award Detail](#)

Award Detail

AZ911 FY20 Grant-TEST 2 Awarded

Awarded by: Arizona Sub Recipient Portal

Approved amount: \$100,000.00

Match type:

Cash match: \$0.00

In-Kind match: \$0.00

Performance period: N/A

- The Award Financial Overview is not editable, but will update itself depending on the amounts that are submitted in the Financial Report Details. This area is a summary of the total award spent and the total award amount remaining.

Award Financial Overview

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 100,000.00	\$ 0.00	\$ 100,000.00

- In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click apply:

Financial Report Details

Reporting Period: *

07/01/2019 - 08/24/2019

07/01/2019

08/24/2019

Apply

Cancel

<
Jul 2019
Aug 2019
>

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

- Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Subrecipients can only report in categories they are awarded in. If a category is grayed out, and you would like to request

reimbursement in that category, a budget modification is needed:

Financial Report Details

Reporting Period: *
07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

6. The *Spend+Match* and *Award Remaining* columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

Reporting Period: *
07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

7. Once complete, check *Reimbursement Requests*. The box will autopopulate with the amount from the spend column. If different, define the amount you are requesting for reimbursement.

Category	Spend	Match	Spend + Match	Award Remaining									
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00									
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00									
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00									
Program Income	<table border="0"> <tr> <td>Received</td> <td>Expended</td> </tr> <tr> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> </table>		Received	Expended	\$ 0.00	\$ 0.00							
Received	Expended												
\$ 0.00	\$ 0.00												
Report Total	<table border="0"> <tr> <td>Spend</td> <td>Match</td> <td>Spend + Match</td> </tr> <tr> <td>\$ 55,000.00</td> <td>\$ 0.00</td> <td>\$ 55,000.00</td> </tr> <tr> <td>100.00 %</td> <td>0.00 %</td> <td></td> </tr> </table>		Spend	Match	Spend + Match	\$ 55,000.00	\$ 0.00	\$ 55,000.00	100.00 %	0.00 %			
Spend	Match	Spend + Match											
\$ 55,000.00	\$ 0.00	\$ 55,000.00											
100.00 %	0.00 %												

Reimbursement Request*
 \$ 55,000.00

This is my final report

8. When this is the final report and the final request for reimbursement, check the box *This is my final report*. The grant closeout process will automatically begin once this box is checked and submitted.
9. Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative:

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

</>
H1
H2
H3
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10. You can also upload any documents, including PDFs and scanned images, to the Financial Report. Click on *Upload Files* to attach a document:

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

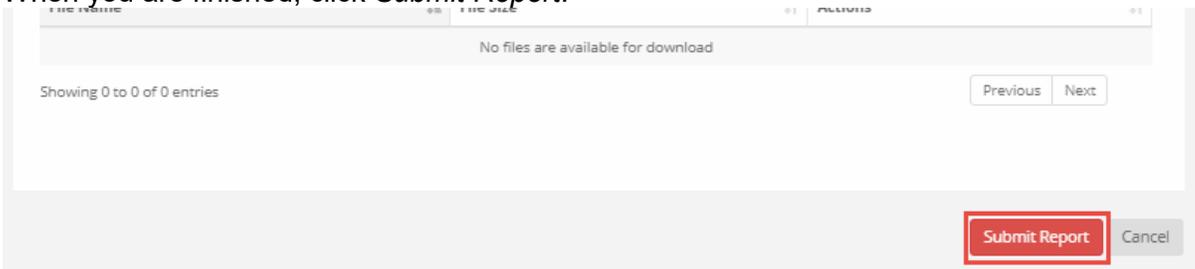
Upload File 📎

Show 10 entries Search:

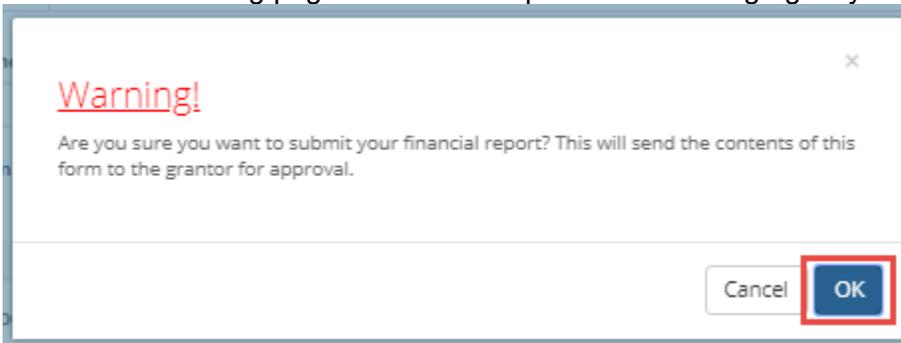
File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

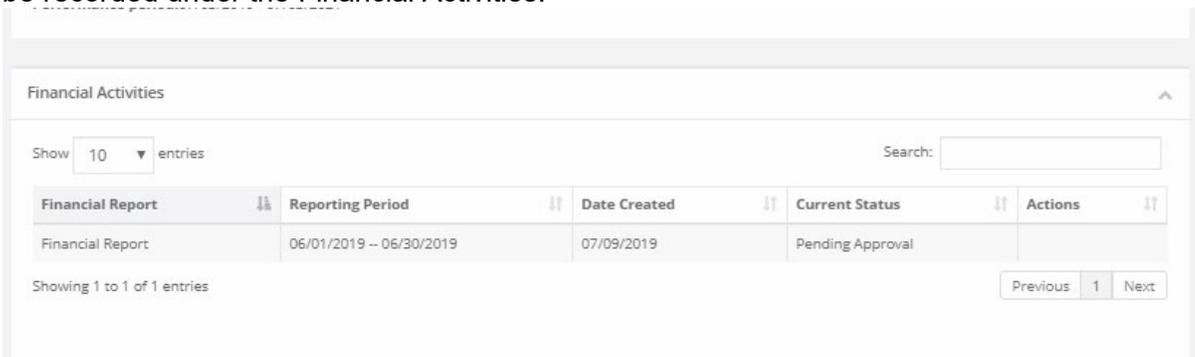
11. When you are finished, click *Submit Report*:



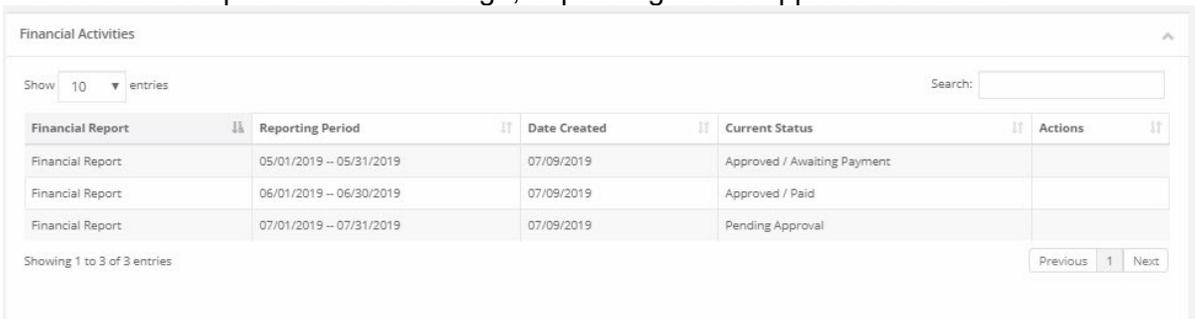
12. Click on the warning page to send the report to the funding agency:



13. You will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Financial Activities:



14. The Financial Report status will change, depending on the approver's actions:



- Pending Approval: The Financial Report has not been reviewed
- Approved/Awaiting Payment: The Financial Report has been reviewed and is waiting for payment
- Approved/Paid: The reimbursement is complete.