## 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:

/ly Applications				~		
ihow 10 • entries		Searc	h:			
Grant Application	11	Due Date 🗍	Status 🗐	Actions 1		
AZ911 FY20 Grant-TEST 2 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources		12/14/2018	Awarded	=		
Adult Day Care County of Jay, Parks and Rec		02/28/2019	Draft	=		
Arizona 9-1-1 Grant Program-FY2020 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources		02/22/2019	Draft	≡		

2. You can view your awards in the My Awards tab:

My Awards	My Awards							
My Profile	Show 10 v entries	Show 10 v entries Search:						
	Grant Title	Status 🔢	Notification Date	Performance Period	.11	Open Tasks	Actions	
	AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified		0	=	

#### Viewing your award and the Award Dashboard

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

🕈 My Awards	My Awards						a
🌡 My Profile	Show 10 v entries				Sear	ch:	
	Grant Title	Status 📳	Notification Date	Performance Period	11	Open Tasks	Actions II
	AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified		0	=
	Showing 1 to 1 of 1 entries					View Awar	d > Jext

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 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	Program: AZ911 FY20 Grant-TEST 2	

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

		>
Funding I	Details	
Fede	eral:	
	No federal funds were included in this award.	
Non	Federal:	
	No non-federal funds were included in this award.	
		Clos

#### 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		View Budget Submit Financial Report
Subrecipient: Kelly Young 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	Program: AZ911 FY20 Grant-TEST 2	

#### 2. You can export the budget form to Excel:

Application Bu Program: AZ911 FY20 Gra	Idget for Kell	уY	oung					
	В	udge	t Settings					Budget Summary
Multi-Term Budget	• No 🔍 Yes		٠				\$0.00	Total Direct Costs
Indirect Costs	Not Applicab	•	0.00				\$0.00	Total Indirect Costs
Match / Cost Share	Not Applicab	•	0.00	96	\$ 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:

udget Items					
1. Personnel					
	<u>Ext Cost</u>	Direct Cost	Ind Cost	<u>Cost Share</u>	
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00	
	<u>Ext Cost</u>	Direct Cost	Ind Cost	<u>Cost Share</u>	
2. Fringe Benefits	\$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.



#### Submitting financial reports

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

Award Dashboard		
Award Detail		View Budget Submit Financial Report
Subrecipient: Kelly Young Project: Test 1	Program: AZ911 FY20 Grant-TEST 2	
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		

2. The Award Detail provides a summary of the award information:

Award Detail	Back to 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	

3. The Award Financial Overview is not editable, but will update itself depending on the amounts that are submitted in the Financial Report Details:

view will update in real	time as you complete your financial	l request. The data	i here r	eflects all submitted spending report	s, even tho	se still	in the approval process.
	Spend			Match			Spend + Match
Award Total Spend	\$ 0.00		\$	0.00		\$	0.00
	0.00	96	0.0	0	%		
Award Remaining	\$ 100.000.00		\$	0.00		\$	100.000.00

4. In the Financial Report Details, provide the dates of the reporting period and the amounts in the appropriate category under the *Spend* and *Match* columns.

orting Period *				
/01/2019 - 01/28	/2019			
Category	Spend	Match	Spend + Match	Award Remaining
Category 1. Personnel	<b>Spend</b> \$ 0.00	Match \$ 0.00	Spend + Match \$ 0.00	Award Remaining \$ 0.00
Category 1. Personnel 2. Fringe Benefits	Spend           \$         0.00           \$         0.00	Match \$ 0.00 \$ 0.00	Spend + Match           \$         0.00           \$         0.00	Award Remaining           \$         0.00           \$         0.00

5. 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:

Report Total		Spend			Match		Spend + Match		
	\$	0.00		\$	0.00		\$	0.00	
	0.0	0	%	0.0	00	%			

6. Define the amount you are requesting for Reimbursement. If this is the final report and the final request for reimbursement, check the box:

7. Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative. When you are finished, click *Submit Report*.

ancial I	Report	Narrativ	e *								
develo	op you	r narrative	below	/ inclu	ding k	ey m	etrics,	spend	ing d	ails, and other pertinent details.	
> н	H1 H	2 H3	В	I	U	IШ	ΪΞ	E	1	96	
) chara	acters	remaining									
) chara	acters	remaining									
0 chara	acters r	remaining									