

eCivis Grants Network

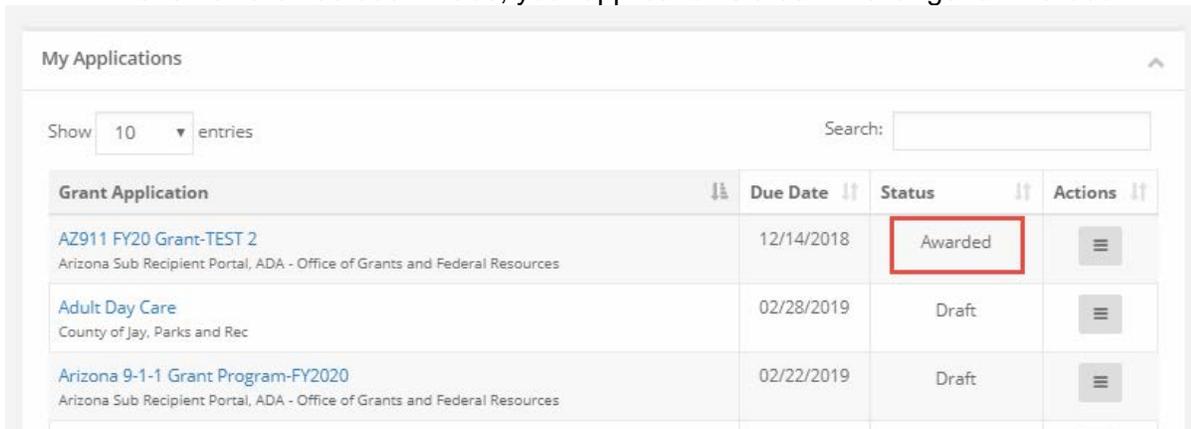
Subrecipient Manual

Contents

<u>Locating your award</u>	<u>2</u>
<u>Viewing your award and the Award Dashboard</u>	<u>2</u>
<u>View your budget.....</u>	<u>3</u>
<u>Submitting financial reports</u>	<u>5</u>

Locating your award

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

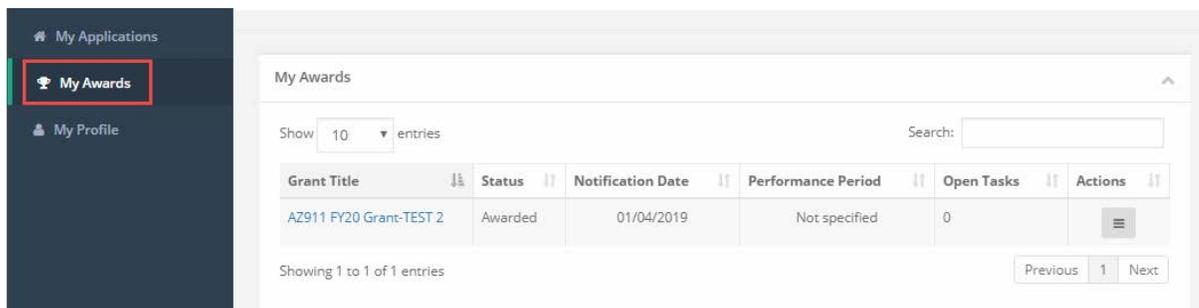


My Applications

Show 10 entries Search:

Grant Application	Due Date	Status	Actions
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 Applications

My Awards

My Profile

My Awards

Show 10 entries Search:

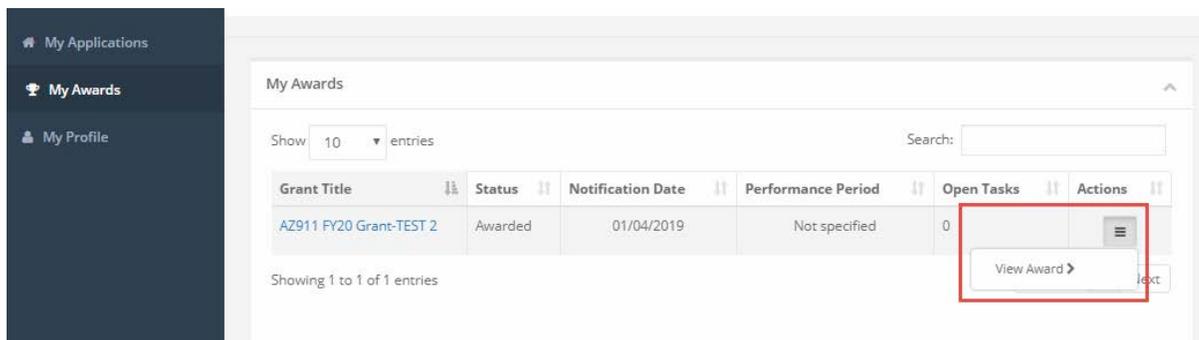
Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	

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 under the Actions column. Select *View Award*.



My Applications

My Awards

My Profile

My Awards

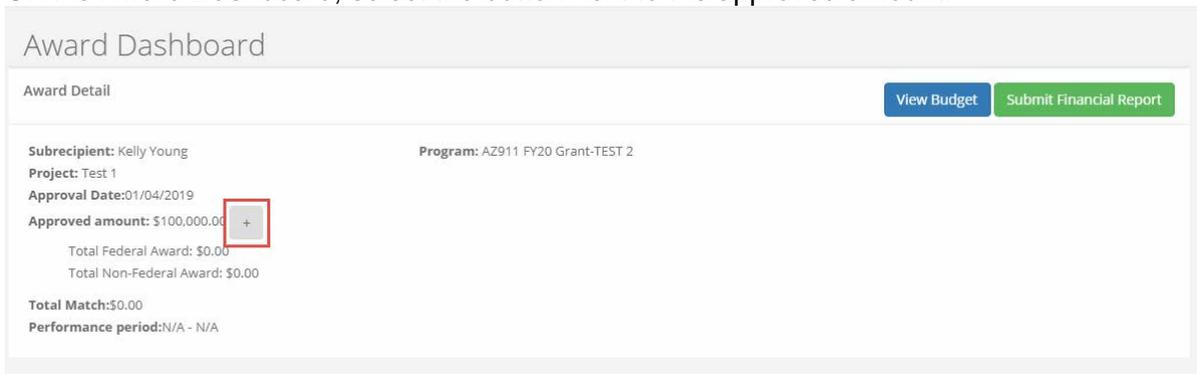
Show 10 entries Search:

Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	 View Award

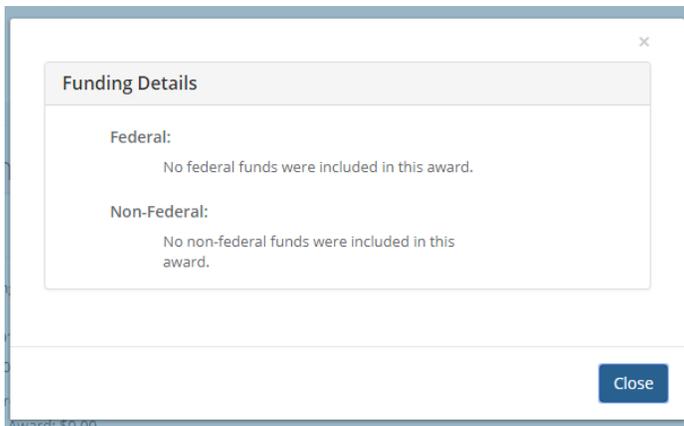
Showing 1 to 1 of 1 entries

Next

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

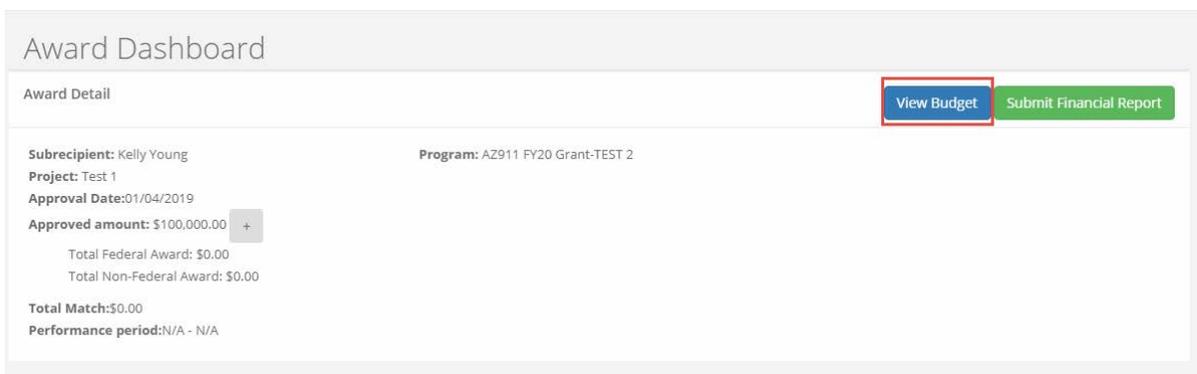


3. You can view information such as funding sources and how your project is being funded:



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.



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 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

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:

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

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.

Financial Report Details ^

Reporting Period *

01/01/2019 - 01/28/2019

	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

- 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
	0.00 %	0.00 %	

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

Reimbursement Request *

\$ 2,700.00

This is my final report

- 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*.

Financial Report Narrative *

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

<> H1 H2 H3 B I U

8000 characters remaining

Submit Report Cancel