Using eCivis' Organization Funding Capability:

State of Arizona Guidance

State of Arizona
Department of Administration (DOA)
Office of Grants and Federal Resources (GFR)

May 6, 2015

PREFACE

This document is issued to further assist State employees who are using eCivis for federal and non-federal grant assistance, regarding procedures that must be followed to comply with Presidential Executive Order (E. O.) 12372 signed by President Reagan on July 24, 1982 and State Executive Order 2013-09 signed by Governor Brewer on October 28, 2013.

If you have questions, please call Matthew Hanson, Statewide Grant Administrator, at GFR, within DOA, at (602) 542-7567 or e-mail him at Matthew.Hanson@azdoa.gov.

I. Background

eCivis lists many federal and non-federal funding opportunities, including those available from State of Arizona agencies. However, funding opportunities that do not have a Catalog of Federal Domestic Assistance (CFDA) number and do not require a formal application may not be listed. In order to provide flexibility in adding funding opportunities not listed in eCivis, the system includes an **Organization Funding** function. Additionally, State agencies may use that functionality to add non-traditional or state specific funding opportunities to enhance the agency's project management capabilities within eCivis.

Since the State is implementing eCivis and BREAZ to improve its grants and fiscal management capabilities, State agencies will find that using eCivis' **Organization Funding** functionality will significantly improve efficiency and their ability to comply with other requirements, like those established by the E.O. 12372, while avoiding duplication of efforts.

As required by the *User Manual for State Single Point of Contact (SPOC) Procedures in Arizona*, the Intergovernmental Review should be completed before an application or a request for funds is submitted to the federal agency. However, our office realizes that this cannot always be done; therefore, we will accept simultaneous submissions.

The procedures for State agencies are as follows:

> All state agencies must go through the Intergovernmental Review process regardless of whether the federal program is covered under the Presidential E.O.
>
> **The E. O. shall be interpreted as including all types of federal assistance (grants, cooperative agreements, contracts, reimbursable agreements, etc.), whether formulaic or competitive and whether a formal application is required or not, and whether there is a mandatory or optional state match (in-kind or cash).**

II. Regular eCivis Usage

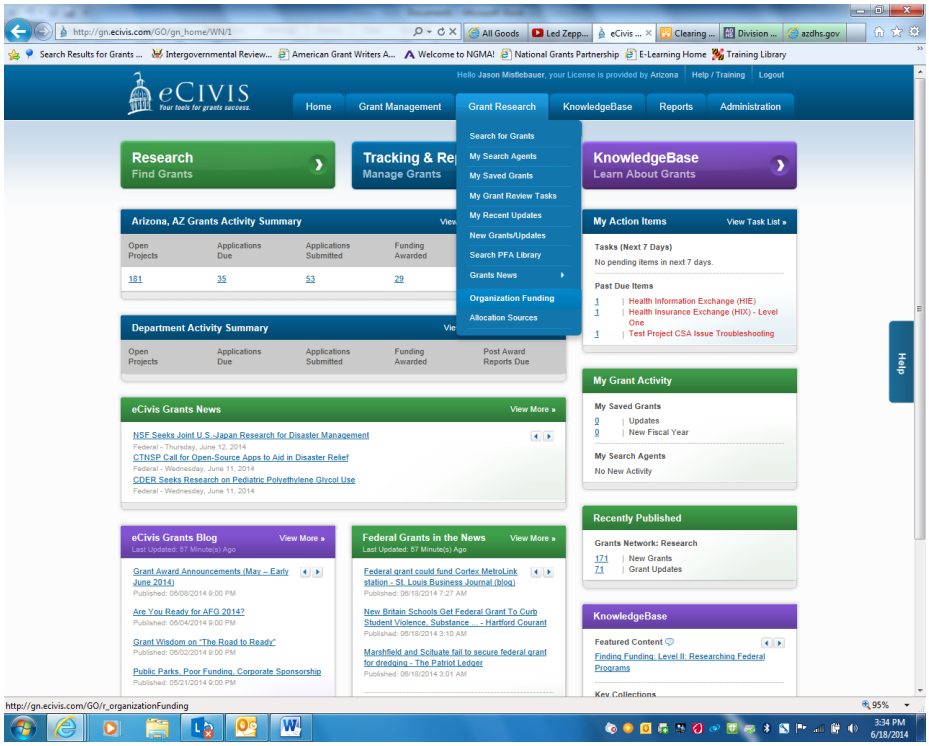
Any funding opportunity that has a CFDA number and/or requires a formal application process should be listed within eCivis' **Search for Grants** functionality regardless of the funder (i.e. Federal, State, or local governments, and foundations) and funding process (i.e. competitive or non-competitive). If the funding opportunity is not listed, please contact GFR at (602) 542-7567 or by e-mail at Matthew.Hanson@azdoa.gov. Upon GFR's acknowledgement of your notification, GFR will work with eCivis to add it to the system as soon as possible (typically within one business day).

If the funding opportunity already exists within eCivis, then the user should simply assign the desired funding opportunity to either a previously or newly created project.

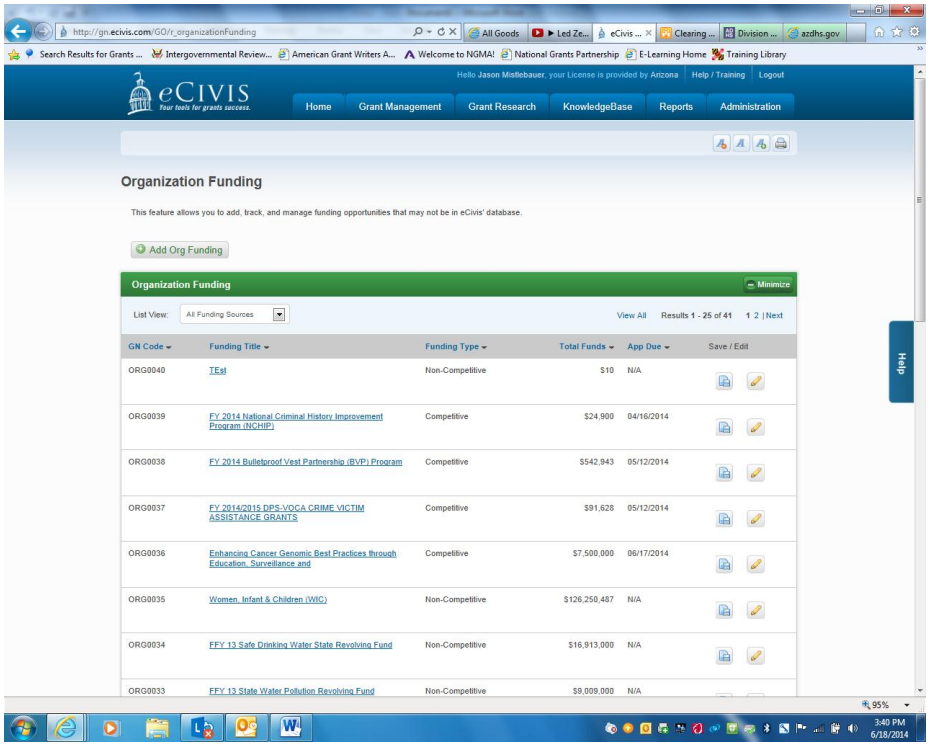
III. eCivis' Organization Funding Usage

The **Organization Funding** functionality should be used for federal and non-federal funding sources that do **not** have a CFDA number and do **not** require a formal application process. Additionally, non-traditional or state specific funding sources (e.g. Interagency Services Agreement or ISA, Intergovernmental Agreement or IGA, contract, technical assistance, donation, etc.) may be added using this functionality. Note that a funding opportunity publicly announced by a State agency requiring an application should be listed in eCivis. In those instances, the **Organization Funding** functionality should not be used; if the funding opportunity is not listed in eCivis, it should be added following the **Regular eCivis Usage** instructions.

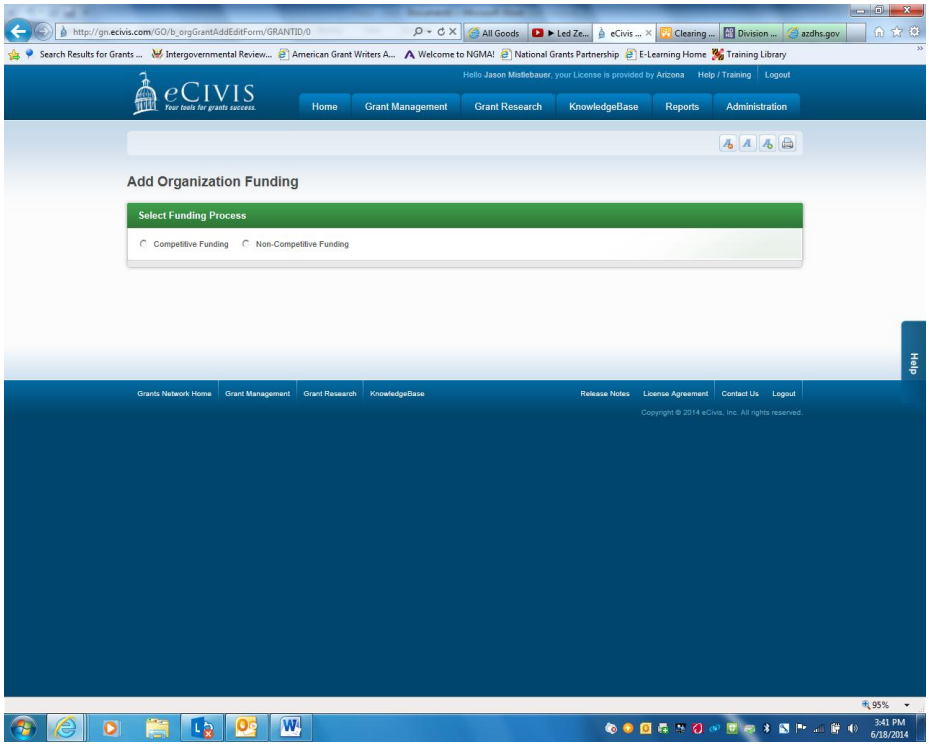
Once a user is logged onto eCivis, under the **Grant Research** tab menu at the top of the user's homepage, s/he can click on **Organization Funding** to begin the process.



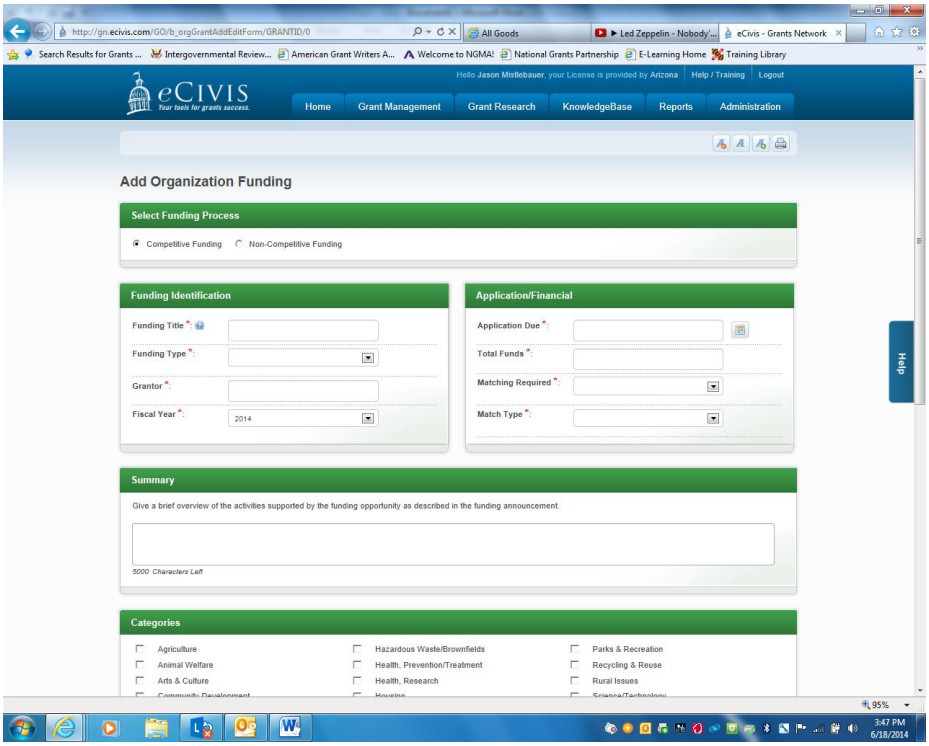
The user will be taken to the **Organization Funding** page where s/he will click on the "**Add Org Funding**" box at the top of the page.



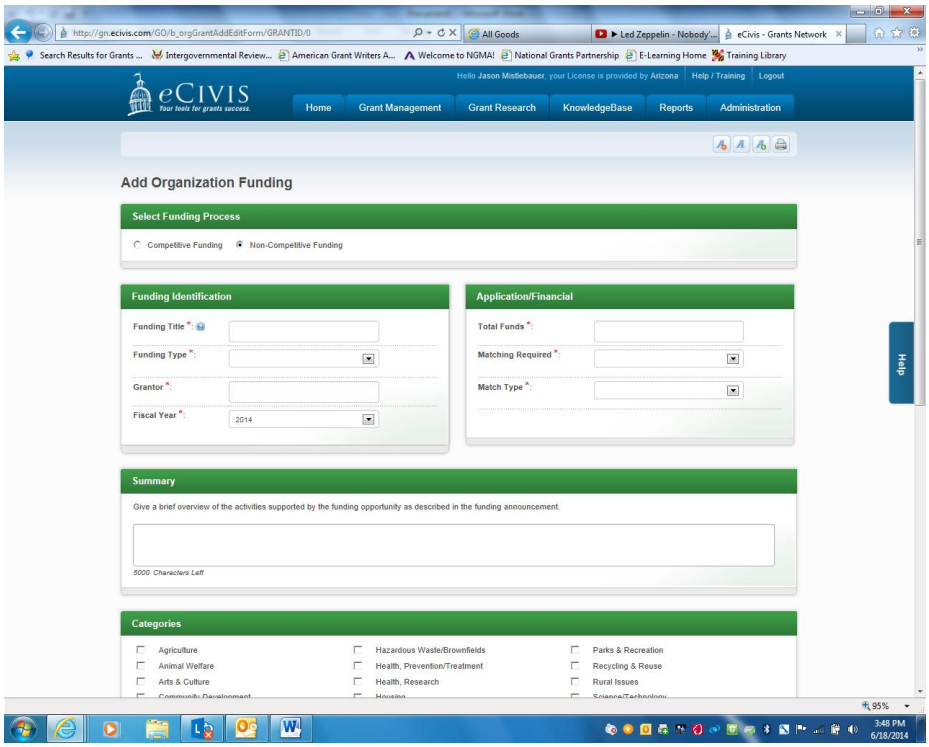
At this point, a user will need to decide whether the funding opportunity is "**Competitive**" or "**Non-Competitive**" with the only difference within eCivis being that by choosing "**Competitive**", a user will be asked for an "**Application Due**" date.



Competitive Funding:



Non-Competitive Funding:



The **Funding Title** name selected should include the type of funding instrument used (i.e. Interagency Services Agreement or ISA, Intergovernmental Agreement or IGA, contract, etc.). For example, a title could be *Health Insurance Exchange ISA with Governor's Office*.

Fiscal Year is a drop down menu with 2000 through 2025 listed currently, but that will be updated periodically by eCivis.

Funding Type is a drop down menu with the following options:

- County/Regional
- Federal
- Foundation
- Other
- State

A user should select the immediate source from which the user's agency received the funding. From the example above (*Health Insurance Exchange ISA with Governor's Office*), the *Governor's Office* is the prime recipient of the federal funding and via this *ISA* is the immediate source; therefore, it would be a "State" **Funding Type** for the agency creating the **Organization Funding** in eCivis. Once the **Funding Type** has been selected, a user will have subcategories to select from if desired or known e.g. "Earmark", "Formula", or "Pass-through." Again, it is not required to select one of these.

The **Grantor** text box should be used to identify the funder. Again, in the example above, it would be the *AZ Governor's Office*. **PLEASE SEE PAGES 9 -12 OF THIS DOCUMENT AS THESE FEDERAL AND STATE AGENCY NAMES WILL BE THE REQUIRED NAMING CONVENTIONS TO USE FOR THIS TEXT BOX. UPDATES WILL BE MAINTAINED ON OUR WEBSITE AT:**

- **FEDERAL AGENCIES:** https://grants.az.gov/sites/default/files/eCivis%20Organization%20Funding%20-%20Federal%20Agency%20Naming%20Convention_0.pdf
- **STATE AGENCIES:** https://grants.az.gov/sites/default/files/eCivis%20Organization%20Funding%20-%20State%20Agency%20Naming%20Convention_0.pdf

IF A FEDERAL OR STATE GRANTOR IS NOT LISTED, PLEASE CONTACT OUR OFFICE AT (602) 542-6435 OR (602) 542-7567.

FAIN (Federal Award Identification Number) text box can be left blank as this would only apply to the prime recipient of the federal award (if applicable).

Depending on the **Funding Type** chosen, the appropriate US Postal Service state abbreviation should be entered in the **State ID** text box (this option is only present when "State" **Funding Type** is selected).

If federally funded, the **CFDA Number** should be listed within the funding instrument (ISA, IGA, etc.) and entered in the text box.

The appropriate three (3) letter AFIS Agency Code of the funder should be entered in the **Organization ID** text box. Again, from the example above, it would be *GVA*. **PLEASE SEE PAGES 9 -12 OF THIS DOCUMENT THAT LISTS ALL STATE AGENCIES AND USE THE APPROPRIATE CODE FROM THE "STATE AGENCY'S 3-LETTER AFIS CODE" COLUMN. AGAIN, UPDATES TO THIS LIST WILL BE MAINTAINED ON OUR WEBSITE.**

The **Total Funds** text box should list the total amount of funding provided to the user's agency. From the example above, it should be stated within the *ISA* and that should be the amount entered into the **Total Funds** box.

Matching Required is a drop down menu with the following options:

- Yes
- No
- Recommended

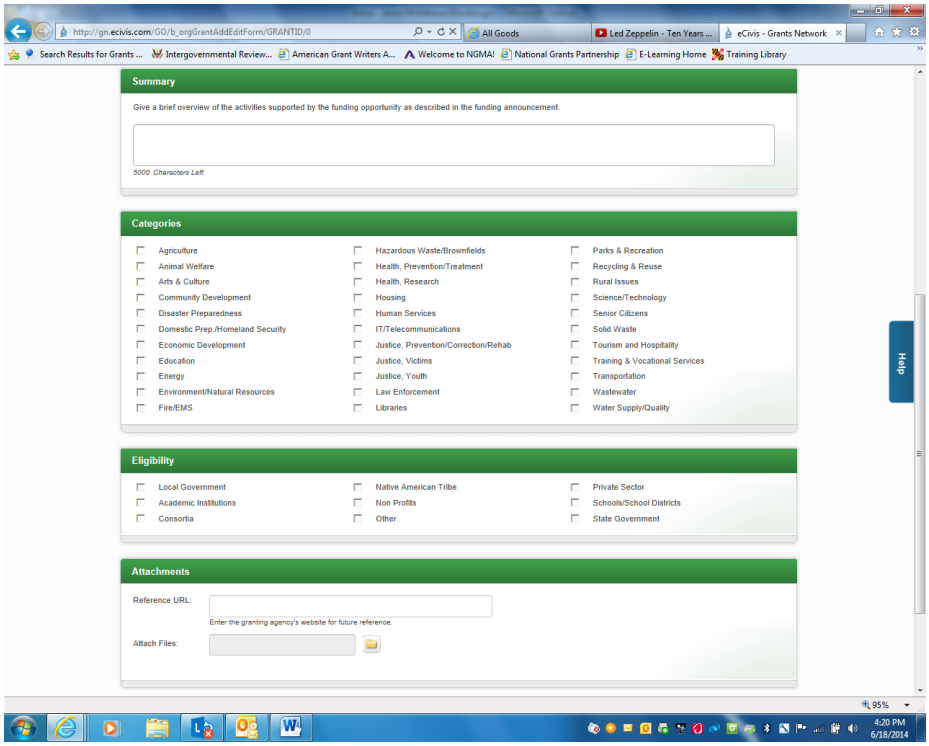
Again, the user's funding instrument should state whether match is required or not and how much.

Match Type is a drop down menu with the following options:

- Cash
- In-Kind
- Cash/In-Kind

Much like **Matching Required**, the funding instrument should state acceptable **Match Type**.

A user will also need to input the **Summary**, **Categories**, and **Eligibility** information.



Summary is a text box to be used to summarize the overall project description and the user's agency work related to it. Please note if necessary, "N/A" or "TBD" can be used to satisfy this mandatory data field.

Categories are click boxes where only one category needs to be chosen (if desired, a user can click all categories that apply). The project type should be the determining factor for the category(ies) chosen. From the previously used *ISA* example (*Health Insurance Exchange ISA with Governor's Office*), one of the *Health* or *Human Services* boxes would be the appropriate choice.

State Government should be the only selection chosen within the **Eligibility** click box function.

The **Attachments** functionality is not mandatory either by eCivis or GFR, but a user should consult his or her own agency's policies and procedures. In the absence of any specific requirement, a user may want to upload the ISA, IGA, contract, etc. by using the **Attach Files** function. Additionally, a user could link this **Organization Funding** to the original funder by adding the funder's link to the **Reference URL** text box. By clicking the **Save** button; a user has now successfully created an **Organization Funding.** It will appear as the first listing on the **Organization Funding** page after clicking **Save**. From this point forward, a user would select that **Organization Funding** and follow the **Regular eCivis Usage** instructions of assigning that **Organization Funding** to either a previously or newly created project.

Please note that this is the first step in establishing a funding opportunity within eCivis. A user will have multiple opportunities to add additional information and make any necessary changes or edits.

FEDERAL AGENCY'S NAME
U.S. DEPARTMENT OF AGRICULTURE
U.S. DEPARTMENT OF COMMERCE
U.S. DEPARTMENT OF ENERGY
U.S. ENVIRONMENTAL PROTECTION AGENCY
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
U.S. DEPARTMENT OF INTERIOR
U.S. DEPARTMENT OF JUSTICE
U.S. DEPARTMENT OF LABOR
U.S. DEPARTMENT OF STATE
U.S. DEPARTMENT OF TRANSPORTATION
U.S. DEPARTMENT OF VETERANS AFFAIRS
U.S. DEPARTMENT OF THE TREASURY
U.S. DEPARTMENT OF EDUCATION
U.S. DEPARTMENT OF DEFENSE
U.S. NATIONAL SCIENCE FOUNDATION
U.S. SMALL BUSINESS ADMINISTRATION
U.S. NATIONAL ENDOWNMENT FOR THE ARTS
U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. NATIONAL ENDOWNMENT FOR THE HUMANITIES

STATE AGENCY 3-LETTER AFIS CODE	STATE AGENCY NAME
AAA	AZ GENERAL ACCOUNTING OFFICE
ABA	AZ ACCOUNTANCY BOARD
ADA	AZ DEPARTMENT OF ADMINISTRATION
ADR	AZ DOA - RISK MANAGEMENT
AEA	AZ RADIATION REGULATORY

STATE AGENCY 3-LETTER AFIS CODE	STATE AGENCY NAME
AGA	AZ ATTORNEY GENERAL
AHA	AZ DEPARTMENT OF AGRICULTURE
AMA	AZ COMMISSION OF AFRICAN-AMERICAN AFFAIRS
ANA	AZ ACUPUNCTURE BOARD OF EXAMINERS
APA	AZ APPRAISAL BOARD
ASA	AZ STATE UNIVERSITY
ATA	AZ AUTOMOBILE THEFT AUTHORITY
BAA	AZ BOARD OF ATHLETIC TRAINING
BBA	AZ BARBER EXAMINERS BOARD
BDA	AZ DEPARTMENT OF FINANCIAL INSTITUTIONS
BFA	AZ BOARD OF FINGERPRINTING
BHA	AZ BOARD OF BEHAVIORAL HEALTH EXAMINERS
BNA	AZ BOARD OF NURSING
BRA	AZ BOARD OF REGENTS
CAA	AZ COMMERCE AUTHORITY
CBA	AZ COSMETOLOGY BOARD
CCA	AZ CORPORATION COMMISSION
CDA	AZ EARLY CHILDHOOD DEVELOP AND HEALTH BOARD
CEA	AZ CHIROPRACTIC EXAMINERS BOARD
CHA	AZ DEPARTMENT OF CHILD SAFETY
CLA	AZ EXPOSITION AND STATE FAIR BOARD
CMA	AZ COMMUNITY COLLEGE BOARD
CNA	AZ CONSTABLE ETHICS STANDARDS AND TRAINING BOARD
COA	AZ COURT OF APPEALS
CRA	AZ COTTON RESEARCH COUNCIL
CSA	AZ STATE BOARD FOR CHARTER SCHOOLS
CTA	AZ COURT OF APPEALS DIV II
DCA	AZ DEPARTMENT OF CORRECTIONS
DEA	AZ DEPARTMENT OF ECONOMIC SECURITY
DFA	AZ COMMISSION FOR DEAF & HARD OF HEARING
DJA	AZ DEPARTMENT OF JUVENILE CORRECTIONS
DOA	AZ DISPENSING OPTICIANS BOARD
DXA	AZ BOARD OF DENTAL EXAMINERS
ECA	AZ CITIZEN CLEAN ELECTION COMMISION
EDA	AZ DEPARTMENT OF EDUCATION
EQA	AZ STATE BOARD OF EQUALIZATION
EVA	AZ DEPARTMENT OF ENVIRONMENTAL QUALITY
FDA	AZ FUNERAL DIRECTORS & EMBALMERS
FOA	AZ OFFICE OF THE STATE FORESTER

STATE AGENCY 3-LETTER AFIS CODE	STATE AGENCY NAME
GVA	AZ GOVERNOR'S OFFICE
HCA	AZ HEALTH CARE COST CONTAINMENT SYSTEM
HDA	AZ DEPARTMENT OF HOUSING
HEA	AZ HOMEOPATHIC MEDICAL EXAMINERS
HIA	AZ HISTORICAL SOCIETY
HLA	AZ DEPARTMENT OF HOMELAND SECURITY
HOA	AZ HOUSE OF REPRESENTATIVES
HSA	AZ DEPARTMENT OF HEALTH SERVICES
HUA	AZ COMMISSION ON THE ARTS
IAA	AZ INDIAN AFFAIRS COMMISSION
IBA	AZ OCCUPATIONAL SAFETY & HEALTH
ICA	AZ INDUSTRIAL COMMISSION
IDA	AZ INSURANCE DEPARTMENT
JCA	AZ CRIMINAL JUSTICE COMMISSION
JLA	AZ JOINT LEGISLATIVE BUDGET COMMITTEE
LCA	AZ LEGISLATIVE COUNCIL
LDA	AZ LAND DEPARTMENT
LLA	AZ DEPARTMENT OF LIQUOR LICENSES AND CONTROL
LOA	AZ LOTTERY COMMISSION
LWA	AZ LAW ENFORCEMENT MERIT SYSTEM
MAA	AZ EMERGENCY MANAGEMENT & MILITARY AFFAIRS
MEA	AZ MEDICAL EXAMINERS BOARD
MIA	AZ MINE INSPECTOR
MMA	AZ DEPARTMENT OF FIRE, BUILDING & LIFE SAFETY
MSA	AZ MEDICAL STUDENT LOANS BOARD
MTA	AZ BOARD OF MASSAGE THERAPY
NAA	NORTHERN AZ UNIVERSITY
NBA	AZ NATUROPATHIC BOARD
NCA	AZ BOARD OF EXAM NURSING CARE
NSA	AZ NAVIGABLE STREAMS ADJUDICATION
OSA	AZ OSTEOPATHIC EXAMINERS BOARD
OTA	AZ OCCUPATIONAL THERAPY EXAMINERS BOARD
PCA	AZ PARENTS COMMISSION DRUG EDUCATION
PEA	AZ COMMISSION FOR POSTSECONDARY EDUCATION
PHA	AZ PRESCOTT HISTORICAL SOCIETY
PIA	AZ PIONEER'S HOME
POA	AZ PODIATRY EXAMINERS BOARD
PPA	AZ BOARD OF EXECUTIVE CLEMENCY
PSA	AZ DEPARTMENT OF PUBLIC SAFETY

STATE AGENCY 3-LETTER AFIS CODE	STATE AGENCY NAME
PVA	AZ PRIVATE POST-SECONDARY EDUCATION
RCA	AZ RACING DEPARTMENT
RDA	AZ INDEPENDENT REDISTRICTING COMMISSION
REA	AZ REAL ESTATE DEPARTMENT
RGA	AZ REGISTRAR OF CONTRACTORS
RSA	AZ PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM
RTA	AZ RETIREMENT SYSTEM
RVA	AZ DEPARTMENT OF REVENUE
SBA	AZ STRUCTURAL PEST CONTROL BOARD
SCA	AZ AEROSPACE AND DEFENSE COMMISSION
SDA	AZ SCHOOL FOR THE DEAF & BLIND
SFA	AZ SCHOOL FACILITIES BOARD
SNA	AZ SENATE
SPA	AZ SUPREME COURT
STA	AZ SECRETARY OF STATE
SYA	AZ PSYCHOLOGIST EXAMINERS BOARD
TEA	AZ TECHNICAL REGISTRATION BOARD
TOA	AZ OFFICE OF TOURISM
TRA	AZ STATE TREASURER
TXA	AZ TAX APPEALS BOARD
UAA	UNIVERSITY OF AZ
ULA	AZ COMMISSION ON UNIFORM STATE LAWS
UOA	AZ RESIDENTIAL UTILITIES CONSUMER'S OFFICE
VSA	AZ VETERAN'S SERVICES
VTA	AZ VETERINARY MEDICAL EXAMINERS BOARD
WCA	AZ WATER RESOURCES
WFA	AZ WATER INFRASTRUCTURE FINANCE AUTHORITY
WMA	AZ WEIGHTS & MEASURES