



Arizona Department of Administration Office of Grants and Federal Resources News Bulletin

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eCivis Subrecipient Manager (SRM) system enhancements on the way

New functionality and enhancements scheduled to roll out monthly through April 2019

As the Office of Grants and Federal Resources (GFR) continues to work with the developers at eCivis to refine the design of the state's software solution for state agencies as grantors, eCivis Subrecipient Manager (SRM), the GFR team partners with grant program managers at state agencies to learn what enhancements they would like to include in system improvements. The GFR team and eCivis have completed a phased roll-out schedule of system upgrades to eCivis SRM. eCivis utilizes Agile project management, which groups tasks associated with deployments into "sprints." The sprints began in mid-October and will deploy monthly upgrades until April 2019. Below are the upgrades that will be introduced during this period:

- **Roll-out #1: Single eCivis portal.** This upgrade will combine regular eCivis with eCivis SRM into a single system and allow multiple funding sources (federal or state funding opportunities).
- **Roll-out #2: Financial.** This enhancement will create the Financial Reporting, Reimbursement Requests, Financial Dashboards and Project Closeout functions.
- **Roll-out #3: Approval.** This improvement will provide the expanded Award Recommendation/Approval workflows.
- **Roll-out #4: Acceptance.** This enhancement will allow for subrecipient Award Acceptance workflows and a majority of the Program Dashboards (roll-up reporting and visuals).
- **Rollout #5: Modification and Closeout.** This upgrade provides the Grant Amendment/Modification and Grant Closeout (de-obligation and revertments).
- **Roll-out #6: SRM and Dashboard.** These improvements provide Subrecipient Monitoring and finalize the Program/Grant Dashboards.

“The important takeaway from this project is that GFR staff and our partners at eCivis understand we are designing this system for the end users—our colleagues in the Arizona state grants community,” said Dean Johnson, GFR’s IT Project Manager. “We are here to listen to the grant program managers, hear their concerns and translate those observations into solutions.”

Anna Haney, GFR’s Deputy Statewide Grants Administrator, concurs. “We want to deliver a system that will make the jobs of grant program managers easier: easier to manage grants, easier to ensure compliance with rules and regulations and easier to demonstrate transparency. Our goal is to increase grants management capacity in Arizona through outreach and supporting our grant program managers at state agencies. The SRM is a tool to reach that goal.”

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Deadline for state grant program managers to submit their grant monitoring plans has passed

Agencies that have not sent their monitoring plans should contact GFR for assistance

As noted in previous issues of the GFR News Bulletin, the Office of Grants and Federal Resources (GFR) has implemented an annual statewide monitoring plan to ensure state agencies are monitoring at least 10 percent of their open grants. The policy, included in the Grant Management Manual (GMM) Grantor ([Section 8.2.1](#)), applies to all state agencies that grant funding to subrecipients. Agencies were required to submit their initial monitoring plans by Oct. 31, 2018. Hereafter, the plans will be due to GFR by May 31 each year (the next plan is due May 31, 2019).

GFR appreciates the timely response from agencies that have met the deadline. Agencies that have not submitted their monitoring plans are encouraged to do so in the near future. Compliance with this requirement will be noted in the next set of agency report cards that will go out to agency leadership. GFR staff is available to assist agencies with developing their monitoring plan if they do not have the capacity or subject matter expertise to do so. Please contact GFR@azdoa.gov with any questions regarding this policy.

Meet Anna Haney, GFR's new Deputy Statewide Grants Administrator

Anna Haney joined the Office of Grants and Federal Resources (GFR) over the summer as a program manager; she recently transitioned into a new role as Deputy Statewide Grants Administrator. With a background in grants management that includes roles as a grantee and a grantor, she brings a wealth of experience that will benefit the Arizona grants community at large. Most importantly, she has first-hand experience with the issues facing GFR's constituents each day.

Anna began collaborating with GFR during the development of the eCivis Subrecipient Manager (SRM). She was a grants program coordinator at the Arizona Criminal Justice Commission for several years, where she managed millions of dollars in subrecipient funding to agencies across Arizona. She estimates she administered roughly 75 grants during her tenure at ACJC. When GFR put out the call for agencies to pilot the SRM, ACJC was among the first to step up; Anna was an active participant for the pilot and helped design and refine the initial SRM processes. She quickly discovered she was well-suited for (and enjoyed) this type of project and joined the GFR team, where she continues to work in tandem with GFR's IT Project Manager Dean Johnson and the developers at eCivis to upgrade the product.

"I am passionate about bringing technology and public service together for process improvement projects. I am thoroughly excited about the software solution we have been working on for the last few months (eCivis SRM) and working with state agencies to demonstrate how to use the SRM to improve their daily grants management interactions with subrecipients," said Anna. "Whether it's a software solution, professional development opportunity or a policy issue, we'll connect our colleagues to the resources that will make their jobs easier."

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