GFR offering training and technical assistance for agencies' subrecipient monitoring plan development, implementation

Webinar is scheduled for March 5th; additional resources will be posted online

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, based on requirements under Uniform Guidance §200.331 and authorization under Arizona Executive Order (EO) 2013-09, 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. Agency plans are due to GFR by May 31 each year.

GFR is offering training and technical assistance for grant program managers who need help developing and implementing a subrecipient monitoring plan for their respective agency. GFR has scheduled a webinar covering this topic and sent invitations to each agency's Department Master Account Holder (DMAH) as listed in eCivis. The training will be available for in-person attendance or via WebEx. Please see the information below:

Date and Time: March 5, 2019; 1:30 – 2:30 p.m.

Location: Arizona Department of Administration, 100 N. 15th Ave., Suite 301B in Phoenix

WebEx: https://azgov.webex.com/join/anna.haney
Phone: 1-240-454-0879; Code: 800 139 019

GFR staff is inviting grant program managers to email their questions ahead of the webinar so GFR can address them in the Q&A session. Questions should be sent to GFR@azdoa.gov prior to 10:00 a.m. on March 5. The webinar will be recorded and uploaded, along with the PowerPoint presentation and supporting documents, to the GFR website.

Additional resources:

- GFR has developed a subrecipient monitoring plan template and posted it to the GFR website. Agencies may download the template to develop their individual subrecipient monitoring plans.

- GFR hosted an informational webinar announcing and explaining the subrecipient monitoring plan policy on August 22, 2018; the subrecipient monitoring plan policy webinar is posted on the GFR website. The slide deck from the August 22 webinar is also posted online.

GRANTS.AZ.GOV   GFR@AZDOA.GOV

GFR offering webinars to review end-to-end eCivis use

Since adopting eCivis as the state's enterprise grants management system, the Office of Grants and Federal Resources (GFR) has assisted the state of Arizona's grants community make the transition to eCivis. For grant program managers at state agencies, this migration is mandated by policy under the State of Arizona Accounting Manual 70.05: Grants; eCivis and AFIS, which states "grants shall be established in eCivis." GFR has provided online resources, periodic training and hosted office hours.

Beginning in April, GFR will host training webinars to review how to use eCivis end-to-end. A complete set of user guides will be provided on the website along with the webinar trainings. Webinars will include how to search for grant opportunities; how to enter your grant project; eCivis and AFIS interface; and how to use eCivis as a project management tool. These webinars will complement the eCivis KnowledgeBase web-based training tools offered by the vendor. GFR's webinars will feature Arizona-specific policies and procedures.

eCivis must be used to solicit grants; do not use APP

State policy (SAAM 70.05) mandates that "grants shall be established in eCivis." Only eCivis or an agency's legacy grants management solution may be utilized for soliciting grant applications. Agencies are not allowed to use procurement systems such as the Arizona Procurement Portal (APP) for grants solicitations.

Fourth eCivis SRM enhancement coming

GFR staff continues to work with eCivis to bring enhanced functionality to the Subrecipient Manager (SRM)

Following the successful implementation of the Financial and Approval functionalities in eCivis SRM earlier this month, roll-out #4, Acceptance, is on schedule for release mid-March. This functionality will allow for a more robust award acceptance process that includes template award letters that comply with Uniform Guidance requirements. This roll-out also will include newly created program dashboards for roll-up reporting and visuals.

The eCivis Subrecipient Manager (SRM) deployment schedule is currently underway and on track. The detailed scheduled was described as a series of roll-outs in the November issue of the GFR News Bulletin. The six scheduled eCivis SRM enhancements will conclude in May. GFR staff has scheduled another site visit with eCivis developers to work on further eCivis SRM enhancements in April.

Please reach out to the GFR team if there are any questions regarding the new features: Anna Haney, Anna.Haney@azdoa.gov or Dean Johnson, Dean.Johnson@azdoa.gov.

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