



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

July/August 2019

## State of Grants status reports sent to 40 state agencies

### *Individualized reports reveal trends and guide grant management improvements*

GFR staff has emailed the State of Grants reports to 40 state agencies. Each agency's individualized State of Grants document lists all open projects and programs in eCivis; this allows state agencies to identify any gaps and capture needed updates. The report is comprised of two files: a detailed spreadsheet and a PDF that provides a narrative overview of the spreadsheet data. The spreadsheet has four tabs of eCivis data: timeliness of closeout, using eCivis, all awarded funding in eCivis, and using eCivis as the eFiling system. The final tab lists all of the agency's eCivis users, allowing the Department Master Account Holder (DMAH) to review the list and remove users in eCivis who no longer require access. The State of Grants document includes a recommended action plan for improving areas of deficiency.

Compliance Manager Veronica Peralta has seen some positive changes since the reports were emailed to grant program managers in May and June. "State of Grants reports were delivered around the same time eCivis training was offered. I believe this was perfect timing, since I have noticed fewer interface issues with AFIS. It also seems like there is an increase of eCivis use by state agencies. For example, we currently are working with an agency to remind them to include all active grants into eCivis while simultaneously working with the GAO federal grants group to ensure they are entered correctly for financial reporting purposes," said Peralta.

In reviewing the data, Peralta learned that timeliness of closeout was an area where most state agencies can improve. As a reminder, grants should be closed out within 90 days of the grant's end date. The [Grants Management Manual](#) (GMM) includes a section that covers award closeout. Likewise, the [State of Arizona Accounting Manual](#) (SAAM) has a policy within its grants section that addresses grant close-outs and record retention laws.

Peralta said she received some constructive feedback, with grant program managers indicating the reports are helpful and they appreciate the "dashboard" formula for reviewing the areas of concern.

The State of Grants report is issued bi-annually; updated reports will be sent out again by the end of the calendar year. GFR will compare the newer report data with June's report and illustrate areas of improvements made by the agencies.

## **eCivis resources, including user guides, are available on the GFR website**

GFR staff continues to update the GFR website to include eCivis resources. Please visit GFR website for eCivis User Guides, by selecting Grants & eCivis Resources tab then selecting eCivis User Guides from the menu. Guides might come in handy for the recommended actions in the State of Grants Report. Likewise, the Grants Management Manual provides policy and procedures for grants management and aligns with functions in eCivis, providing grant program managers the tools for success and compliance.

**GRANTS.AZ.GOV**

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## Statewide subrecipient monitoring plans (FY19 and FY20) are available in eCivis

As mandated under federal and state laws and rules, state agencies as grantors were required to develop and submit their subrecipient monitoring plans to the Office of Grants and Federal Resources (GFR) by May 31. The plan helps ensure state agencies are monitoring at least 10 percent of their open grants. As promised, GFR staff has compiled the individual agency plans into a single, comprehensive statewide plan. To access the plan, log into eCivis and access the Administration tab. From there, click through the button for the Organization Library. Within the Organization Library, there is a section for Organization Documents. There are two files in the documents section: the FY 19 Statewide Monitoring Plan and the FY 20 Statewide Monitoring Plan. Each plan can be downloaded as an Excel spreadsheet.

Grant program managers who have questions about the plans should email staff at [GFR@azdoa.gov](mailto:GFR@azdoa.gov) or call Compliance Manager Veronica Peralta at 602-542-7537.

### Please use eCivis to solicit grants; APP is used for contracts

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. Please note: Grant program managers are not permitted to use procurement systems such as the Arizona Procurement Portal (APP) for grant solicitations. APP is used for contracts.

### GFR News Bulletin now published bi-monthly

The *GFR News Bulletin* has moved to a bi-monthly publishing schedule. The newsletter will continue to provide grant program managers with relevant training information, policy updates and other resources designed to ensure successful management of grant funds.

### SRM enhancements nearly complete; training and demo will be offered in the fall

GFR staff continues to work with eCivis developers to complete the Subrecipient Manager (SRM) enhancements, which add functionality to the system. Once the system enhancements are finalized, user tested and rolled out later this summer, GFR staff will publish a demo. Training is scheduled for October 7 and 8; more details to follow.

### Grant writing tips: credible budget narrative

The Grants.gov community blog has a [helpful post for building credibility in crafting the budget narrative](#). This can be the most challenging piece of the grant application. The post includes sample budgets for specific federal agencies, with allowable costs.

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