

SFB BRG eCivis User Guide

POST-AWARD MANUAL

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1. Award Notification and Acceptance

1.1 Locating your Award

a. After an award has been made, your application status will change to Awarded on your Portal homepage:

now 10 v entries	Searc	h:	
Grant Application	Due Date 💷	Status 🗐	Actions
Adult Day Care County of Jay, Parks and Rec	02/28/2019	Awarded	=
KZ911 FY20 Grant-TEST 2 vrizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	12/14/2018	Awarded	≡
Arizona 9-1-1 Grant Program-FY2020 Arizona Sub Recipient Portal, ADA - Office of Grants and Federal Resources	02/22/2019	Draft	=
Arizona Citrus Research Council - FY19 Arizona Sub Recipient Portal, AHA - Agricultural Consultation and Training	11/19/2018	Draft	≡

b. Your awards can also be viewed in the *My Awards* tab:

# My Applications						
🝷 My Awards	My Awards					2
🏝 My Profile	Show 10 v entries			Search:		
	Grant Title	Status	Notification Date	Performance Period	Open Tasks 👫	Actions
	Adult Day Care	Awarded	02/13/2019	Not specified	0	=
	AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	≡

1.2 Award Notification and Accepting Your Award

a. If you have been selected to receive an award, you will be notified by email. The email will also have a PDF version of the award notification for your records:

Award Notification	Award Notification Letter					
Dear Ulysses Grant,	Dear Ulysses Grant,					
Congratulations! This is	to inform you that your application is now awarded.					
Project:	HIV Testing Project					
Program:	HOPWA FY2019					
Approval Date:	06/13/2019					
Approved Amount:	\$800,000.00					
Federal Awarda	OP C0012 HOPWA EV10: \$782,000.00					

b. To accept the award, click on the link at the bottom of the email notification, which will take you to the Portal:



C. Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

now 10 🔻 entries			Search:		
Grant Title 🎄	Award Status 🕼	Notification Date	Performance Period	Open Tasks 🕼	Actions
lectric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	0	=
OPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	0	=
Vorkforce Development Program (WDP) Grant FY 2019	Pending Acceptance		7/3/19 - 7/3/21	0	=

d. From the following page, download any files from the Actions column. Then click *Continue:*

now 10 🔻 entries				Search:	
File Name	11	File Size	41	Actions	41
		No files are available for	download		
nowing 0 to 0 of 0 entries					Previous Next

e. The *SFB BRG Terms and Conditions* must be downloaded, signed, and uploaded in order to accept the award; select *Upload File* on the following page:

Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.

f. Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:

Select files for y	our award approval.	
	Drag files here or click to select & upload.	
		Done

g. Any uploaded file can be downloaded again, or deleted using the trash icon:

Show 10 • entries	Search	h:			
File Name	File Size	Lî A	Actions		11
Award Notice Place Holder.docx	11.0 KB		0 1	Ì	
Showing 1 to 1 of 1 entries			Previous	1	Next

h. Select *Finalize and Submit* to notify the grantor that you have accepted the award. You can also leave an optional note to the grantor:

File Name	Ť	File Size	11	Actions		11
Award Notice Place Holder.docx		11.0 KB		0 1	Ì	
Showing 1 to 1 of 1 entries				Previous	1	Next
						1 CAL

The award is finalized when the grantor approves your signed Terms and Conditions.

1.3 Viewing Your Award and the Award Dashboard

a. To view the award details, go to the My Awards tab and click on the button underneath the Actions column. Select View Award:

/ly Awards					
5how 10 v entries			Search:		
Grant Title	Status	Notification Date	Performance Period	Open Tasks ↓1	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	=
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	View Award 3	

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



c. You can view information such as funding sources:

5
Clos

1.4 Viewing Your Budget

a. If you submitted a budget with your application, it will be attached to the award. Click on *View Budget* to view your submitted budget:

Award Dashboard		
Award Detail		View Budget Submit Financial Report
Subrecipient: Kelly Young 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	Program: AZ911 FY20 Grant-TEST 2	

b. You can export the budget form to Excel:

Application Bu Program: AZ911 FY20 Gr	udget for Kelly ` ant-test 2	/oung				
	Budg	et Settings	5			Budget Summary
Multi-Term Budget	• No 🔍 Yes	¥			\$0.00	Total Direct Costs
Indirect Costs	Not Applicab	0.00		96	\$0.00	Total Indirect Costs
Match / Cost Share	Not Applicab 🔻	0.00	%	\$ 0.00	\$0.00	Total Amount (Direct + Indirect)
Budget Stage: Actions	Awarded				\$0.00	Match / Cost Share
					\$0.00	Program Income

c. Click on the Budget Items to view a more detailed budget and the total cost per category:

0					
I. Personnel					
	Ext Cost	Direct Cost	Ind Cost	<u>Cost Share</u>	
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00	
	Ext Cost	Direct Cost	Ind Cost	Cost Share	
2. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	

d. You can enter budget information and details at the bottom of the page, under Budget Narrative. Click *Save* when you have completed this information.

2. Project Team Members

2.1 Adding a Team Member to Your Grant Award

- a. The project official (the individual who submitted the grant) may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.
- b. Sign into Portal and click on *My Awards*:

# My Applications	
🕈 My Awards	Recently Viewed Programs
🛓 My Profile	Show 10 • entries
	Grant Application

c. Click on the project:

how 10 • entries			Search:		
Grant Title	Award Status 🕼	Notification Date 🕼	Performance Period	Role 🕼	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	Owner	≡
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	Owner	≡
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	≡

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d. Select Manage Project Team:

Award Dashboard	
Award Detail	View Budget Submit Financial Report Manage Project Tear
Subrecipient: Ulysses Grant	Program: Workforce Development Program (WDP) Grant - FV 2019
Project: Job Incubator	Award ID: HXI-082019-001
Approval Date:07/09/2019	
Approved amount: \$40,000.00 +	
Total Federal Award: \$0.00	
Total Non-Federal Award: \$40,000.00	

e. Click on Add Team Member:

Project Team		
Add Team Member		
Show 10 • entries		
Invitation Email	Accepted By	↓† Status
	No project team m	embers to display

f. Enter the team member's email address, then click *Add Member*. One team member can be added at a time:

Add Project Team	Member		
The following person will be invite	d to your project to h	nelp collaborate.	
Email address:			
kyoung@ecivis.com			

g. Once the email is sent, the individual's status will display as "Pending":

Project Team									~
Add Team Member					Searc	h:			
Invitation Email	14	Accepted By	11	Status	11	Actions			l†
kyoung@ecivis.com				Pending		≡			
Showing 1 to 1 of 1 entries							Previous	1	Next

h. You can resend the invitation, or remove their access to the award from the Actions column:

Add Team Member Show 10 rentries				Searcl	h:			
Invitation Email	Accepted By	11	Status	11	Actions			41
kyoung@ecivis.com			Pending		=			
Showing 1 to 1 of 1 entries				Resend Invitation	1	Previous	1	Next

i. Once the individual accepts the invitation, the team member's status will display as "Accepted":

Project Team			
Award Detail			
Arizona Project Safe Neighborhoods Awarded Awarded by: Arizona Demio Approved amount: \$300,000.00 Math type: Cash Cash match: \$0.00 Performance period: 06/13/2019-06/30/2020			
Project Team			
Add Team Member Show 10 • entries			Search:
Invitation Email	Accepted By If	Status 11	Actions
dean.Johnson@azdoa.gov	dean.johnson@azdoa.gov(Dean Johnson)	Accepted	=
Showing 1 to 1 of 1 entries			

2.2 Joining a Grant Award as a Team Member

a. If you have been invited to a grant project team to manage an award, you will receive an email. Click on the link in the email:



Sincerely

b. If you did not receive the email, notify the person overseeing the award. They can resend an invitation and verify that the email was spelled correctly.

***NOTE:** If you *HAVE NOT* previously set up an eCivis Portal account, you *MUST* click on the link, create an account, verify your account, and then go back to this link within the email. Otherwise, you will not be able to join as a team member.

c. Log into Portal and click "Accept Invitation":



d. Click "OK":



e. You will be taken back to the My Awards page. In the Role column, you should be listed as a team member:

				Search:	work	
11	Award Status	Notification Date	1 Performance Period	Role	11	Actions
	Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member		100

f. Select *Manage Award* from the Actions column to get started:

tion Date 🥼	Performance Period	Role	11	Actions	11
07/09/2019	7/3/19 - 7/3/21	Team Membe	r	=	
			Manage	Award >	Next

3. Financial Reports

3.1 When to submit a Financial Report

- a. A Financial Report is a request for reimbursement. They are due at least quarterly, but can be submitted more frequently. If you are ready to submit a *FINAL* Financial Report, please see <u>page 21 (section 6. Award Closeout Process)</u>, for instructions on how to begin the grant closeout process.
- b. If the invoice being submitted for reimbursement requires the use of Contingency Funds, a <u>SFB Change Order</u> form <u>and</u> a Grant Amendment (see Section 4) will need to be completed and approved **prior** to the submission of a Financial Report.
- c. If the invoice exceeds the total Award amount, a <u>SFB Change Order</u> form and a Grant Amendment (see Section 4) will need to be completed and approved **prior** to the submission of a Financial Report.

3.2 How to submit a Financial Report

a. Prepare **updated** SFB Budget Worksheet. This worksheet will calculate the SFB portion (Direct Cost) and District portion (Cost Share).

Below is an example of a district with 35% Cost Share and a payment request for \$16,722.47 for Construction and \$1,600 for Construction administration.

Application Instruc	tions: Complete this worksheet prior to submitting your BRG ap	plication as this docun	nent will need to be uploaded	i into the eCivis application
and will assist in de	ermining the actual junaing request as a result of the District's p	ercentage of cost cont	ribution for the project.	
Grant Amendment	Instructions: Complete this worksheet prior to submitting a Gra	nt Amendment with a	request for a budget change	as this document will need
to he unloaded into	eCivis in order to process the amendment			
Step 1: Enter the D	strict's cost split/contribution percentage associated for this		Step 3: Go to your eCivis A	oplication Budget and enter
step 1. Enter the D		35.00%	only the dollar amounts in	the green highlighted cells
project (e.g. 25%, 5	0%, etc.) in the blue highlighed cell		(Direct Cost and Cost Share	e) below into the
			Direct Cost	Cost Share
Step 2: Enter the ad	tual amounts in each of Category/Line items below in the blue	highlighted cells	(Amount of SEB requested funds	(District is responsible for paying
only:			for each Category)	these costs)
			yor cach caregoryy	
Category	Construction	\$16,722.47	\$10,869.61	\$5,852.86
Category	Remediation	\$0.00	\$0.00	\$0.00
Category	Temporary repairs / rentals	\$0.00	\$0.00	\$0.00
Category	Construction administration	\$1,600.00	\$1,040.00	\$560.00
Category	QA/QC	\$0.00	\$0.00	\$0.00
Category	Remediation oversight	\$0.00	\$0.00	\$0.00
Category	Other	\$0.00	\$0.00	\$0.00

b. From the Award Dashboard in your eCivis portal, click on Submit Financial Report:

Award Dashboard		
Award Detail		View Budget Submit Financial Report
Subrecipient: Kelly Young 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	Program: AZ911 FY20 Grant-TEST 2	

c. The Award Detail provides a summary of the award information:



d. The Award Financial Overview is not editable but will update itself depending on the amounts that are submitted in the Financial Report. This area is a summary of the total award spent and the total award amount remaining.

verview will update in real	time as you complete your financial re	quest. The data	here reflects all submitted spendi	ng reports, even tho	se 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

e. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click *Apply*:

	ing P	eriod	*												
7/0	1/201	9 - 0	8/24/	2019	1										
t o	7/01/	2015	Ŕ.				m	8/24	/201	9				Apply	Cance
<		J	ul 201	9					A	ug 20	19		>		
su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa		
30	1	2.	3	4	5	6	28	-29	30	31	1	2	3		
7	8	9	10	11	12	13	-4	5	6	7	8	9	10		
14	15	16	17	18	19	20	11	12	13	14	15	16	17		
21	22	23	24	25	26	27	18	19	20	21	22	23	24		
28	29	30	31	1	71	з	25	26	27	28	29	30	31		
4	5	0	7	8	9	10	3	2	3	4	5	6	7		

f. In the Spend column for the appropriate category, enter the amount of grant funds requested (this number comes from the Direct Cost column on the SFB Budget Worksheet). Subrecipients can only request from categories in which they have been awarded funds. If a category is grayed out, and you would like to request reimbursement in that category, a *Grant Amendment* will be needed (see Section 4).

ting Period: *								
05/2020 - 10/05/2020								
				ß				
Category		Spend			Match		Spend + Match	Award Remaining
1. Equipment Repair/Replacement	\$	0.00		s	0.00		\$ 0.00	\$ 0.00
2. Contingency (10%)	\$	0.00		\$	0.00		\$ 0.00	\$ 1,032.00
Report Total		Spend			Match		Spend + Match	
	\$	0.00		\$	0.00		\$ 0.00	
	0.0	00	%	0.0	0	%		

***NOTE:** Only input amounts in the Spend column; do **NOT** input amounts in the Match column as this is not the same as Cost Share. The Budget Narrative section can be used to notate the amount of Cost Share contributed.

g. The Award Remaining column will automatically update when you enter the Spend amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

Category	Spend		Match			Spend + Match	Award Remaining
1. Equipment Repair/Replacement	\$ 10,320.00		\$ 0.00		1	10,320.00	\$ -10,320.00
2. Contingency (10%)	\$ 0.00		\$ 0.00		s	0.00	\$ 1,032.00
Report Total	Spend		Match			Spend + Match	
	\$ 10,320.00		\$ 0.00		\$	10,320.00	
	100.00	%	0.00	96			

h. Once all amounts have been entered, check Reimbursement Request. The box will auto populate with the amount from the Spend column. If different, define the amount you are requesting for reimbursement.

1. Equipment Repair/Replacement	\$ 10,320.0	0	\$	0.00		\$	10,320.00	5	-10,320.00
2. Contingency (10%)	\$ 0.00		\$	0.00		s	0.00	\$	1,032.00
Report Total	Spe	nd		Match			Spend + Match		
	\$ 10,320.0	0	5	0.00		5	10,320.00		
	100.00	- %	0.0	0	96				

i. Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative:



- j. You *MUST* upload the following documents:
 - 1. An **updated** SFB BRG Budget Worksheet, which reflects the actual invoice amount in the appropriate budget line item(s).
 - 2. Purchase Order
 - 3. Invoice(s)
- k. Click on Upload File to attach documents

se upload any files necessary For your fi	nancial report. This	may include financial transact	ons, receipts, program	income, etc	
Upload File				Search:	
File Name	15	File Size		Actions	
		No files are available for	lownload		

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I. When you are finished, click Submit Report:



m. You will be taken back to the Award Detail page, where the Financial Report will now be recorded under Financial Activities:

Financial Report 🕌 Reporting Period 🔢 Date Created 🔢 Current Status 🔢 Actions	
Financial Report 06/01/2019 06/30/2019 07/09/2019 Pending Approval	

- n. The Financial Report status will change, depending on the approver's actions:
 - o Pending Approval: The Financial Report has not been reviewed
 - o **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment
 - o **Approved/Paid:** The reimbursement is complete

ihow 10 v entries				Search:		
Financial Report	15	Reporting Period	Date Created	Current Status	Actions	
Financial Report		05/01/2019 05/31/2019	07/09/2019	Approved / Awaiting Payment		
Financial Report		06/01/2019 - 06/30/2019	07/09/2019	Approved / Paid		
Financial Report		07/01/2019 07/31/2019	07/09/2019	Pending Approval		
showing 1 to 3 of 3 entries					Previous	1

4. Grant Amendments

4.1 When to submit a Grant Amendment

Grant Amendments need to be submitted when any of the following occur:

- Change orders for change in scope of work, costs, and/or schedule
- Additional funds are needed in any budget category
- Movement of funds between budget categories
- Movement of Contingency funds to another category
- If the amount needed exceeds the total Award amount
- If the project will not be completed by the Award Performance Period end date of the grant

***NOTE:** An approved Grant Amendment is required prior to the District issuing a Purchase Order for the additional work.

4.2 How to submit a Grant Amendment

Grant amendments must be submitted for financial or programmatic changes. To complete a grant amendment:

a. From your award dashboard, click on request grant amendment:

0	•				(1)	instany a lapot
# NyApplation # NyApplation # NyApplation	Award Dashiboard Real teak		Sectory Land Transf Rent	Later long light	Repart Gam Incodered	Manage Project Taxes
	Menalgen, Hono Sector Program Paper Alice Additional Control Represent Administration of Paper and Administration of Control Factor Network Englishers Statistics Administration of Control Factor Representation of Control Control Pade Administration of Control Control Pade Administration of Control Control Control Pade Administration of Control Control Control Control Pade Administration of Control Contr	Paper for Social (1) Barris (5,22) Barris (5,22)	hight			
	Pending Tasia					
	Son 12 Frenha				Sect.	
	tue type		Dar Date		Attant	
	Francia: Report Report		00.08			
	Chards Report Report		1-1-228		(H)	
	Foundarillegort Request		6011208		(K)	

- b. There are three sections of the Grant Amendment:
 - Award details
 - Financial information
 - Attach files

c. In the Award Details, the data fields will auto-populate from the original fields. If you would like to change any of the fields on this page, simply click inside the box and edit the data. If there are no changes needed to these data fields, click *Save and Continue*:

Grant Amendment		
AWARD DETAILS	FINANCIAL INFORMATION	ATTACH FILES
Please edit the appropriate information below.		
Organization Name:*	Arizona Department of Administration	
Project Name:*	Arizona NG911 Project	
EIN:*	123456789	
Performance Period End:*	10/01/2022	
		Save and Continue

d. If the Grant Amendment includes a budget adjustment, check the box below titled *"This amendment includes a financial change."*

Grant Amen	dment	
	AWARD DETAILS	ATTACH FLES
		Back Continue

e. Once the box is checked, your grant award budget will appear. You can now open budget line items and request the budget adjustment.

Note: Do NOT change the approved contingency amount unless change has been approved by SFB liaison.

rant Amendment Awa	RD DETAILS					FINA	NCIAL INFORMATION		ATTACH FILES
	 This amendment 	t includ Budg	es a financial c set Settings	hange					Budget Summary
Multi-Term Budget	• No Ves		٣					\$530,000.00	Total Direct Costs
Indirect Costs	Not Applicable	٣	0.00			96		\$0.00	Total Indirect Costs
Match / Cost Share	Not Applicable	¥	0.00	96	\$ 0.00			\$530,000.00	Total Amount (Direct + Indirect)
Budget Stage: Actions	Post-Award							\$0.00	Match / Cost Share Program Income

f. To move money between budget categories, click on the budget category, and add/delete rows from each budget category. Then scroll down and click the blue *"Save Changes."*

***NOTE:** Always be sure to first reduce the Contingency amount if/when funds are available in this category

				Ext Cost	D	rect Cost		Ind Cost	Cost Share
Equipm	ient Repair/Replac	ement	fotals:	\$0.00		\$1,200.00		\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type	
Equipment Repair/Replacemen	Equipment Repair/Replacement	0.00	\$0.00	\$0.00	\$1,200.00		\$0.00	Direct Cost	
		0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost	

g. Once completed, scroll down and provide a budget narrative of the amendment request. You can also upload files on the next screen. Click *Save Changes* and *Save Narrative*. Once you click save in both areas, click the blue *Continue* button to move onto the next section of the grant amendment, Attach Files.

Save Charges Discard Charges		
Budget Narrative		
Driter year budget sanske below.		
Moved State horn contractual to equipment. The consultants were under budget and werd like to use \$50,000 to purchase a piece of equipment		
See Magnetine D	7862 characters remaining	

- h. The last stage of the grant amendment is Attach Files. Here you can upload files and/or provide additional grant amendment narrative. When complete, click *Submit Amendment*. You must upload:
 - 1. SFB Change Order Form (*click here* for the form download)
 - 2. Revised quote/proposal
 - 3. All other supporting documents, pictures, etc. to support the new budget request
 - 4. SFB Budget Worksheet.

***NOTE:** For Equipment Repair/Replace and Construction Awards the SFB Budget Worksheet will automatically calculate an increase to the Contingency. However, do **NOT** increase the Contingency amount from the originally approved eCivis budget worksheet. Instead be sure to always reduce this category line in the eCivis Budget worksheet until all Contingency funds are reallocated to other budget categories.

Amendment						
AWARD DETAILS	FINANCIAL INFORMATIC	N		ATTACH FILES		
e opload any life: necessa y to include with you Upload File A	r grant amendment. These documents will be added to your original award package.	t is highly recommended that you	i include a narrative exp	elaining your grant amendme	ent request.	
10 V entries				Search:		
File Name	11 File Size		Actions			
	No files have been upload	d				
newing 0 to 0 of 0 entries	nformation about the amendment.				Previous	Next
HT H2 H3 B T U	nformation about the amendment.				Previous	Next
towing 0 to 0 of 0 of 0 ontries mendment Narrative: bit can include a narrative below with any extra i db HT HT H2 HT K2	nformation about the amendment.				Previous	Next
ewing 0 to 0 of 0 antines nendment Narrative: ex can include a narrative below with any extra 1 ab HT H2 H3 B T U	nformation about the amendment.				Previous	Next
ewing 0 to 0 of 0 antines Tendiment Narrative: Exercise can include a narrative below with any extra 1	nformation about the amendment a im 01 101 (%)				Previous	Next
ewing 0 to 0 of 0 entries	nformation about the amendment.				Previous	Next
ewang 0 to 0 of 0 of the entries	nformation about the amendment. E in OT IN IN IN				Previous	Next
International Control of B onthines mendment Narrative: In can include a narrative below with any extra i so can include a narrative below with any extra i so can include a narrative below with any extra i so can include a narrative below with any extra i so can be determined as a second	nformation about the amendment. E im OE SE S				Previous	Next
towing 0 to 0 of 0 of 0 of the entries mendment Narrative: as can include a narrative below with any exit a l 40 HT HT H2 HT L2 HT L2 B000 characters remaining	nformation about the amendment. E in OT IN IN IN				Previous	Next

*NOTE: All Change Order Forms must be signed by the District's SFB Liaison

i. Once submitted, the grant amendment will appear as pending on the homepage of your grant award dashboard:

Award Amendments		
Show 10 v entries		Search:
Created Date	Status 11	Actions Iî
10/07/2019	Approved	View Amendment
10/07/2019	Pending Approval	View Amendment
10/07/2019	Approved	View Amendment
Showing 1 to 3 of 3 entries		Previous 1 Next
		Reload

***NOTE**: Grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.

5. Activity Reports

5.1 When to submit an Activity Report

- a. Activity reports are due at least quarterly, but can be submitted at any time.
- b. Activity Reports should provide a brief summary on the progress of the project.

5.2 How to submit an Activity Report

Subrecipients (grantees) can submit an Activity Report through their eCivis portal. To complete an Activity Report:

b. From the Award Dashboard, click on Submit Activity Report:

Award Dashboard						
Award Detail	View Bud	get View Files	Submit Financial Report	Submit Activity Report	Request Grant Amendment	Manage Project Team
Subrecipient: Letter During Project: Inca Weatherstation - Jesphane Vesser Approved DeteroRotazio Approved amsunt: 53:50:00 Total Inceriesta Amart: 53:00:00	Program: BNG Assessment Award ID: BNG-ASMA7 00009		Þ			
Total Match:\$0.00 Performance period:09/03/2020 - 09/03/2021						
Pending Tasks						^
Show 10					Search	
Tation syspect		Due Date		Il Act	ions	
Activity Report Request		12/31/2020		-		
Financial Report Request		12/31/2020				
Activity Report Request		01/31/2021		-		
Activity Report Request		02/28/2021				
Activity Report Request		03/31/2021		-		

c. You can choose to create a report for a Pending Activity Report request, or you can simply choose to create a new report by clicking *Continue with New Report*:

	Would you like to use an existing activity report, or create a new report? $\qquad \times$	4
Award Dashboard	Pending Activity Report Requests: Due Date: v Create Report	
Award Detail	Cancel Continue with New Report	al Report Submit Activity Report Request Grant Ar
Subfrecipient: Lester Dunning Project: Incl Wreithersprison - Stephanie Vassar Approved Bate:09/09/2020 Approved amount: 55:50:0,00 Total Pederal Award: 50:500:00 Total Non-Pederal Award: 55:500:00 Total Match:50:00 Performance period 109/03/2020 - 09/03/2021	Program: BKG Assessment Award ID: BKG-ASMNT-00009	
Pending Tasks		
Show 10 v entries		

d. Click inside the Reporting Period text box and provide the dates of the reporting period, then click *Apply*:

eCivis																							
My Applications																							
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	ACCIV	ny	ici	501	C.																		
	Award De	rtail																					
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e. Click in the Report Narrative text box and provide a brief summary of the current status of the BRG project. When you are finished click on *Submit Report*.

Walting on Assessment Po has been released				
-				
7956 characters remaining				
Activity Report Files				
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Activity Report Narrative Examples:

- "The project has begun. Walls were torn out to expose metal supports in the building. Metal is being delivered and we are preparing for install within the next 2 weeks."
- "The work has been completed and I will be submitting a financial report."
- *"Work was performed DD/MM/YYYY and the final financial report was submitted on DD/MM/YYYY."*
- "This District is waiting on signed terms and conditions to be approved."
- "Released the PO to vendor, project should begin next week."

6. Award Closeout Process

When you are finished with an award, you can officially close it out by following the steps below. Officially closing out an award will help keep your awards organized within Portal.

6.1 Submitting a Final Financial Report and Closing Out an award

a. Click "My Awards" in the left-side navigation menu within your Portal account, then click the Action button, and "Manage Award":

o Civis	=						1	Marc Opsal	⊕ Log out
# My Applications									
🕈 My Awards 🚺	My Awards								^
🌢 My Profile	Show 10 v entries						Search:		
	Grant Title	11	Project Title	Award Status	Notification Date	Performance Period	Role	11 Actions	11
	DHHC - Grant Program		Supporting Local Businesses	Awarded	07/28/2020	4/1/20 - 4/1/23	Team Membe	r I	2
	We All Read		Test Project	Closeout	01/07/2021	10/21/20 - 12/31/20	own3	Manage Award >	

b. On your Award Dashboard, click the orange Award Closeout button:

Award Dashboard			
Award Detail		View Budget View Goals View Files Submit Financial Repo	ort Submit Activity Report Award Closeout
Subrecipient: Care Community People Project: Supporting Local Businesses Approval Date:07/28/2020 Approved amount: \$10,000.00 Total Federal Award: \$10,000.00 Total Non-Federal Award: \$0,00	Program: DHHC - Grant Program Award ID: DHHC-GP-2020-00001		
Total Match:\$0.00 Performance period:04/01/2020 - 04/01/2023			

c. Read through the warning that appears, and click OK if you accept:



d. Enter the reporting period for this final financial report:



e. Enter any final financial information into the financial report:

Financial Report Details				^			
ATTENTION: This is your final financial report. Please be sure you have completed all necessary performance reporting and assigned tasks prior to submitting this report. Any unspent funding will be unavailable for reimbursement after this report has been submitted.							
Reporting Period: *							
Category	Spend	Match	Spend + Match	Award Remaining			
1. Personnel	\$ 8,000.00	\$ 0.00	\$ 8.000.00	\$ 0.00			

f. Check the Reimbursement Request checkbox if this final financial report includes a reimbursement request:



g. Enter your final financial report narrative:

Financial Report Narrative *											
Ple	ease de	evelop :	your na	arrative	e belov	w inc	luding	key m	etrics	, sper	ndi :
	This	is the f	inal fin	ancial	report	t for t	the DF	HC av	vard		Γ.

h. Enter any final financial report files that you wish to add to the report:

Financial Report Files						
Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc Upload File Show 10 In In In In In In In In In In						
File Name	File Size					
	No files are available for download					

i. Click "Submit Report"



j. Read the warning that pops up, and click OK if you accept:



k. Now you will see "closeout" as the status of that award in your Award Dashboard:

o Civis								Aarc Opsal 🛛 👄	Log out
# My Applications									
🝸 My Awards	My Awards								^
🏝 My Profile	Show 10 v entries						Search:		
	Grant Title	It Project Title	11	Award Status	1 Notification Date	Performance Period	Role	11 Actions	
	DHHC - Grant Program	Supporting Local Businesses		Closeout	07/28/2020	4/1/20 - 4/1/23	Team Member	=	

I. Once the final report is approved, and any remaining reimbursement payment request is processed, the Award Status will change to Closed.