



eCivis Portal User Guide
for Subrecipients

Preferred browsers: Google Chrome, Firefox, or Microsoft Edge.

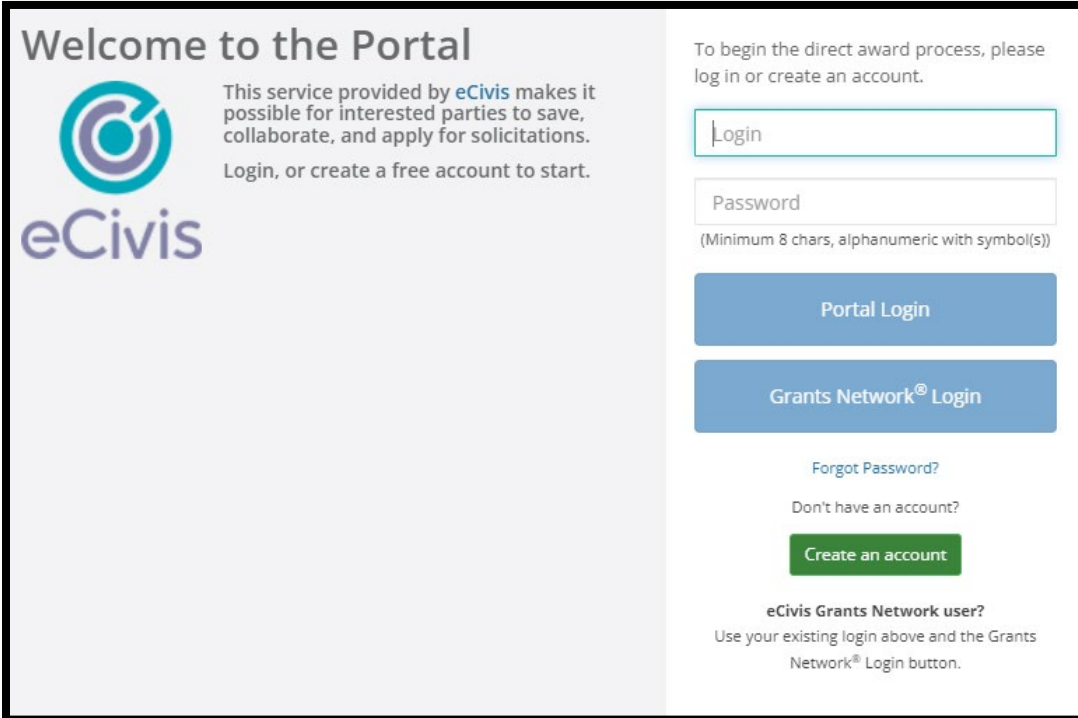
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1. Creating an Account

If you are an eCivis Grants Network user, when creating an account, your email address will recognize you as an active eCivis user. When you login to the portal, you will click the Grants Network Login button. If you are an external user, not known to eCivis Grants Network, you will login by clicking the Portal Login button.

- 1) Access the eCivis Portal by clicking [here](#).



The screenshot shows the eCivis Portal login and account creation interface. On the left, there is a 'Welcome to the Portal' section with the eCivis logo and a message: 'This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.' On the right, there is a login form with a 'Login' input field, a 'Password' input field (with a note: '(Minimum 8 chars, alphanumeric with symbol(s))'), and two buttons: 'Portal Login' and 'Grants Network® Login'. Below the buttons are links for 'Forgot Password?' and 'Don't have an account?'. A green 'Create an account' button is also present. At the bottom, there is a section for 'eCivis Grants Network user?' with the instruction: 'Use your existing login above and the Grants Network® Login button.'

- 2) Click on the "Create an account" button.
- 3) On the New Account Setup page enter your First Name, Last Name, Email Address and create a Password. When complete, click the Sign-Up button.

New Account Signup

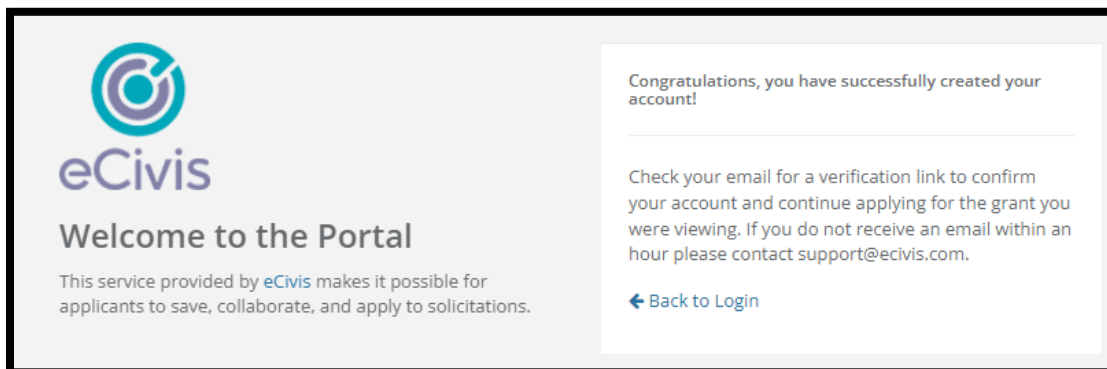
Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

Weak

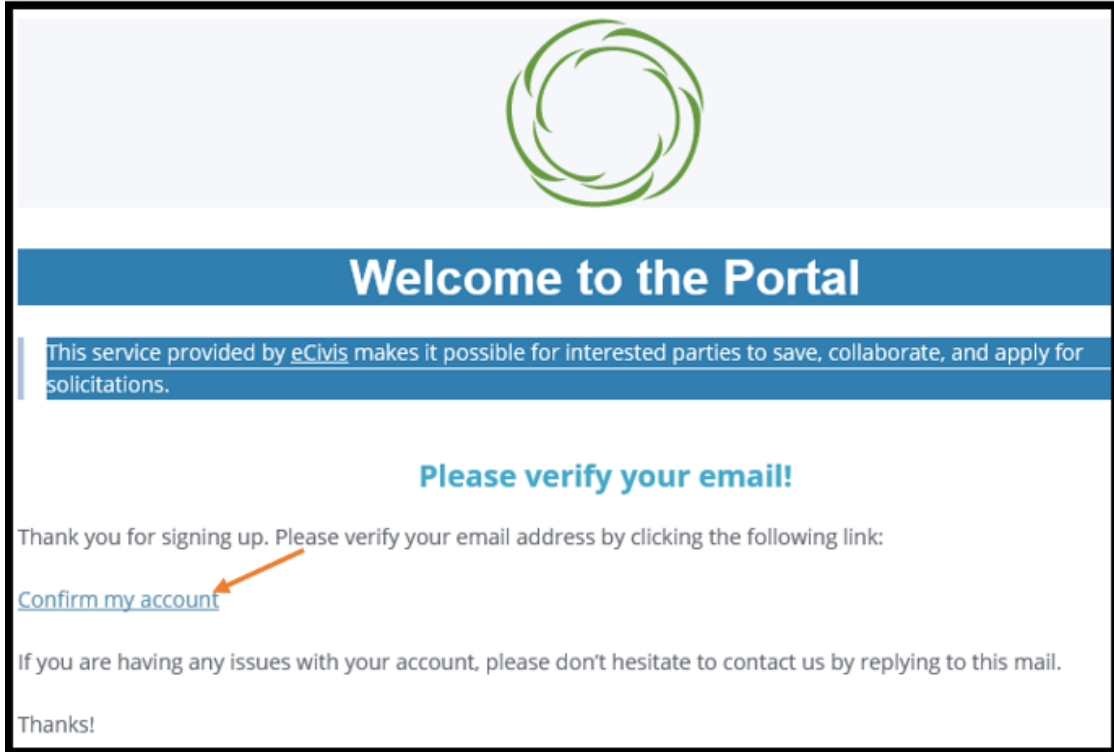
Sign Up

- 4) You will receive a confirmation email, click on the Portal link to confirm your email, and activate your account.

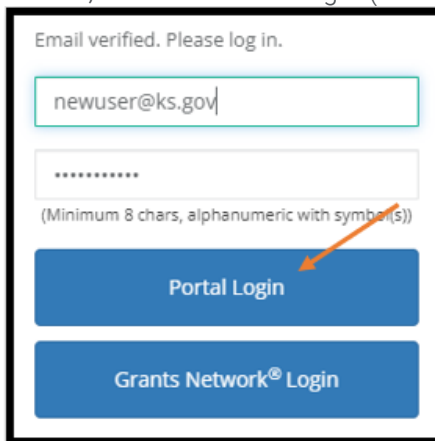
Note: If you do not receive an email within a few minutes, check your spam/junk mail folder.



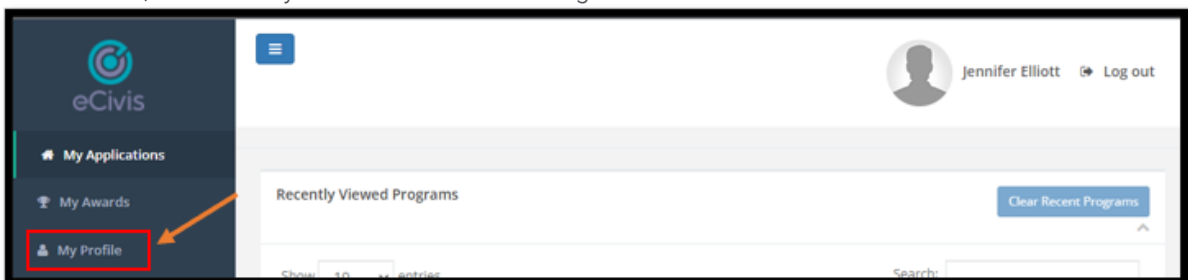
- 5) Click the Confirm my account link to log into the eCivis Portal to complete the process.



6) Enter your username and password, click the Portal Login (or Grants Network Login) button.



7) At initial login, the first view is of the My Applications page. To update your profile information, click on My Profile on the left navigation bar.



- 8) Your First Name, Last Name and Email will display. Complete the Applicant Information and Organization Information.
- 9) When complete click the Update Profile button.

The screenshot shows the 'My Profile' page in the eCivis system. The page is divided into a dark blue sidebar on the left and a main content area. The sidebar contains the eCivis logo and three menu items: 'My Applications', 'My Awards', and 'My Profile'. The main content area features a user profile header with a silhouette icon and the name 'Jennifer Elliott' next to a 'Log out' link. Below the header is the 'My Profile' section, which is split into two columns of form fields. The left column is titled 'Applicant Information' and includes fields for First Name (Jennifer), Last Name (Elliott), Email (newuser@ks.gov), Title, Company, Company Website, City, and State (Kansas). The right column is titled 'Organization Information' and includes fields for Organization Name, Employer Identification Number (EIN), DUNS, UEI, Authorized Representative, and Business/Finance Representative. Below these is the 'Organization Address' section with fields for Address, Address 2, City, State, County, Congressional District/Region, Zip, Phone, and Fax. At the bottom of the form are two buttons: 'Cancel' and 'Update Profile'.

Applicant Information

First Name:* Jennifer
Last Name:* Elliott
Email: newuser@ks.gov
Title:
Company:
Company Website:
City:
State:* Kansas

Organization Information

Organization Name:
Employer Identification Number (EIN):
DUNS:
UEI:
Authorized Representative:
Business/Finance Representative:

Organization Address

Address:
Address 2:
City:
State:
County:
Congressional District/Region:
Zip:
Phone:
Fax:

Cancel Update Profile

2. Completing and Submitting an Application

Awards requiring an application must be submitted via the eCivis Portal. The grantor will have provided a link to the program which requires the application. Note, if you are currently logged in to the portal, the initial steps may vary.

- 1) Access the application/solicitation by pasting the URL into a web browser or if provided a link, click the link.
- 2) As an applicant, when viewing the solicitation, the following tabs contain information relevant to the program.

The screenshot shows a web browser window with the URL gn.ecivis.com/GO/gn_redir/T/17jns2mvmk90. The page title is "Kansas Demo" and the subtitle is "Jelliott 6 ARM Pumpkin Season". There is an "Apply" button with a dropdown arrow. Below the navigation tabs, the following information is displayed:

ID:	ED-2345-6789
Title:	Jelliott 6 ARM Pumpkin Season
Application Start Date:	09/24/2024
Application End Date:	12/31/2024
CFDA/ALN:	12.345
Reference URL:	https://sam.gov/content/assistance-listings

The Summary section on the right contains the following text:

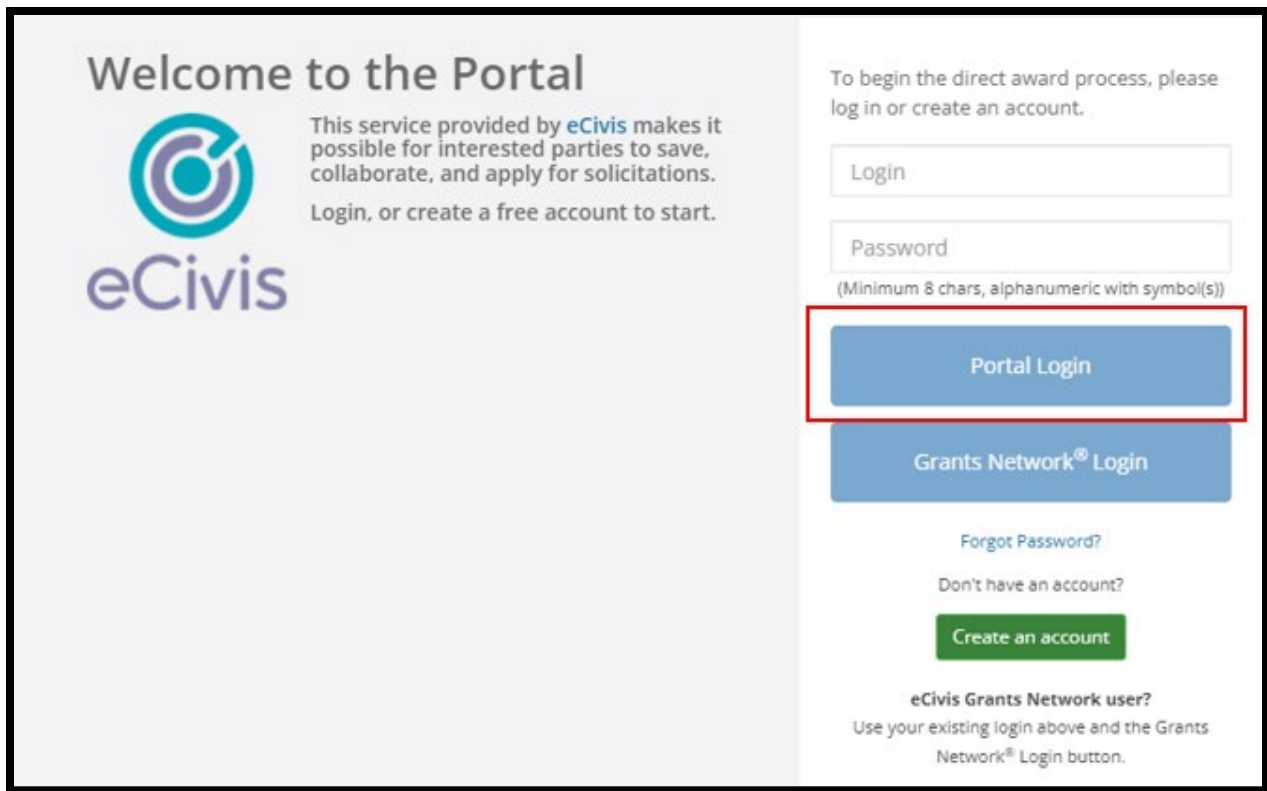
Summary:

Pumpkin season typically starts in **early fall, around late September or early October**, and continues through Thanksgiving in late November. However, the exact timing can vary depending on the region and climate. In some areas, pumpkin season may start as early as mid-September, while in others it may not start until October.

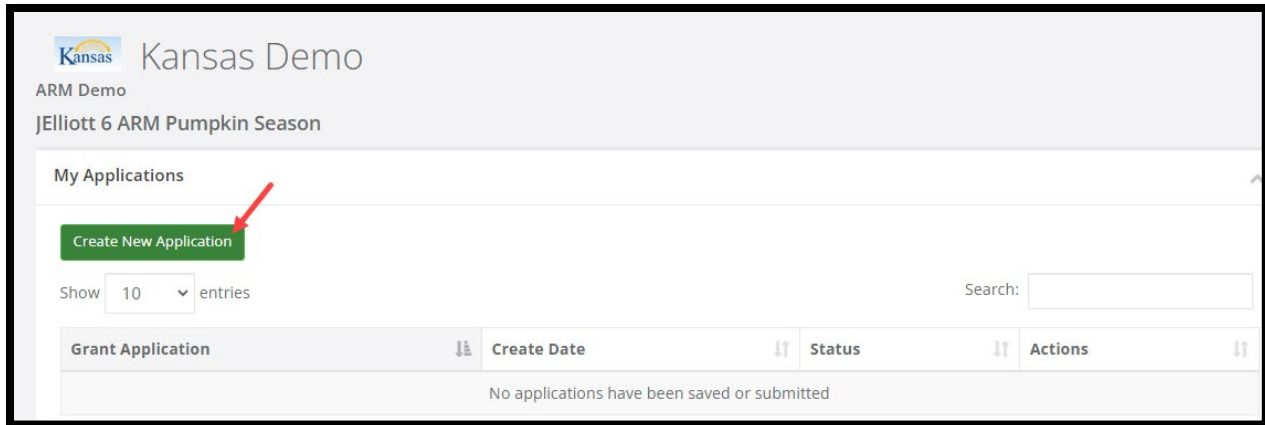
1. Overview – Provides a high level of description of the funding opportunity.
 2. Eligibility - Provides the type of applicant (non-profit, private sector, local government, etc.).
 3. Financial – Provides details of the funding available, such as number of awards, match required, etc.
 4. Contact – Provides contact information from the agency and/or technical assistance for the portal.
 5. Files – Files relevant to the funding opportunity or user guides.
- 3) After a review of the funding opportunity, click the Apply button to begin the application process.



- 4) After clicking Apply, the eCivis Portal opens, if an account exists, enter the login information, otherwise, create an account (see Creating an Account).

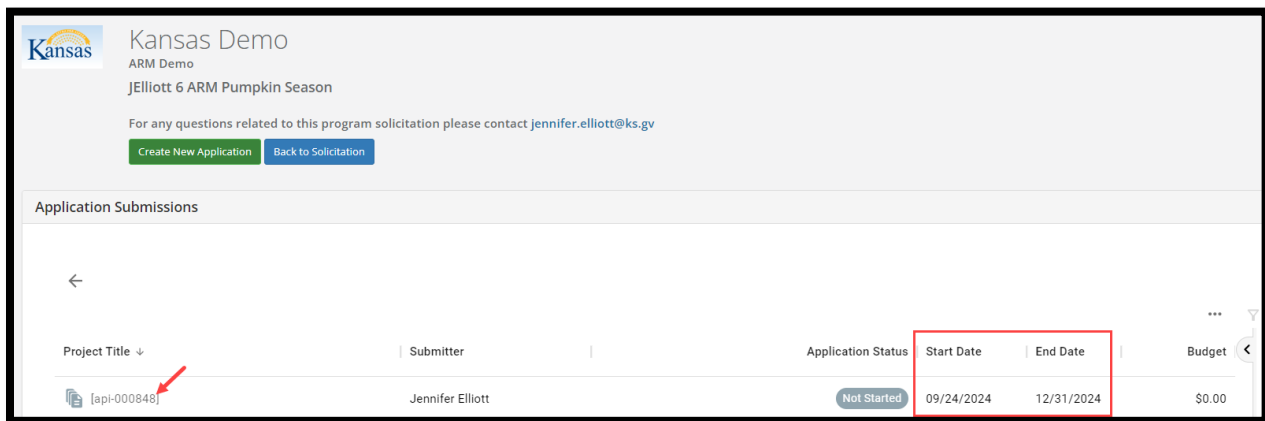


- 5) After logging in to the Portal, My Applications will display. Click the Create New Application button.



- 6) On Application Submissions page, notice the Start Date & End Date, this is the application timeframe set by the Grantor to accept applications. Click the Project Title (api link) to begin the application process.

NOTE: Do not click "Create New Application" on the Application Submissions page, unless it is intentional



- 7) Review the application Instructions from the Grantor. Forms to complete include the Core Information (required), Application form(s), add a Project Team, create a Budget and/or Goals.

In this example the application process will be completed in the following order:

Core Information, Application, Budget, and adding a Project Team, then Complete (submitting application); Goals are not included.

There are two ways to access forms, 1) click on the link under the Entity heading, or 2) click on the menu bar on the left side of the page. The content under Entity will later be referred to as the "process tree".

Application Submissions

Application [api-000848]

Application [api-...]

Application Subm...

Core Information

Pumpkin Season A...

Project Team

Budget

Goals

Instructions

Please complete the Core Information and Application for the Pumpkin Season Grant. A Budget is required as well.

Entity	Type	Completion	Status
Application [api-000848]	Application Instance		
Application Submission [ssi-001728]	Submission Stage		
Core Information [afi-002109]	Application Form	0%	Not Started
Pumpkin Season Applicati... [afi-002110]	Application Form	0%	Not Started

8) Clicking on the Core Information will display a form to complete. All required items are indicated with a red asterisk (*).

To begin, click the Edit Application Form button.

Application Submissions

Application [api-000848]

Application [api-...]

Application Subm...

Core Information

Pumpkin Season A...

Project Team

Budget

Goals

Instructions

Fill out Core Information

EXPORT TO PDF

EDIT APPLICATION FORM

Application

Not Started [api-000848]

Project Title *

ORGANIZATION SUBMITTING APPLICATION

Organization Name *

Employer Identification Number (EIN)

Unique Entity Identifier (UEI)

DUNS Number

9) Once complete click the Save button.

10) After the form has been saved, options include to export the form, return to the form by clicking the Edit Application Form button and marking the Core Information as Complete.

Tip: Do not click Complete until the entire application package is ready to be submitted.

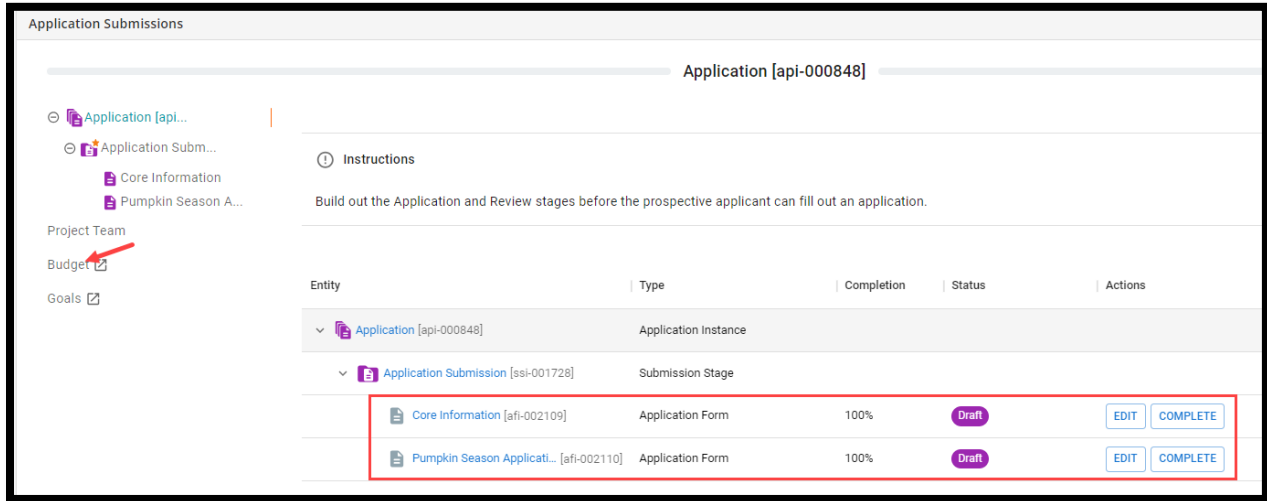
To return to the process tree, click the arrow in the top left corner.

11) The process tree will display with the Core Information form in a Draft status; that form may be edited or marked as complete. To continue the application process, click the next form option link or go directly to the Edit button.

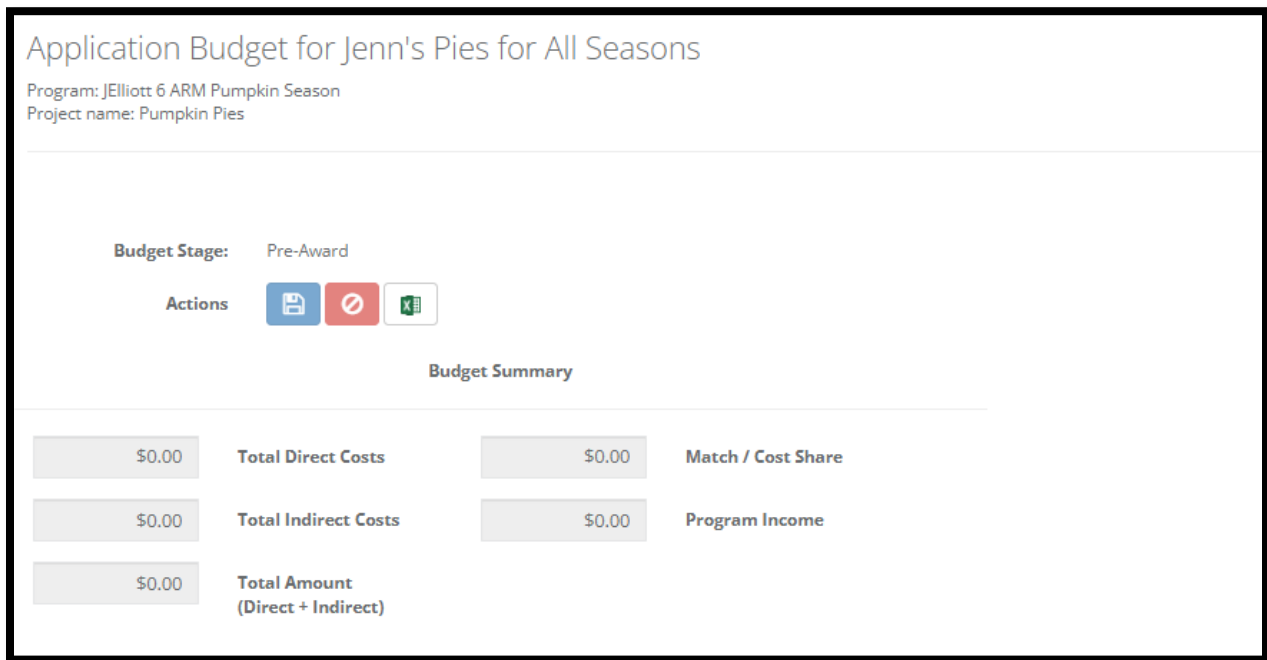
Once complete click the Save button. Return to the process tree by clicking the arrow at the top left of the page.

After both Core Information and Application form have been complete, the % of completion is displayed, the status is Draft and options available are Edit or Complete.


To build a budget to submit with the application, click the Budget link on the left side of the page.



12) A new browser window will open. The budget is the standard federal budget with predefined categories (SF-424). To build out the budget based on category, select the categories that best fit the grant application.




13) In this example, the requested grant amount of \$5,000 will be entered in the Supplies category. Click on the category link, additional information will appear. Enter as much information as necessary to support the requested budget amount.

5. Supplies 

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Supplies Totals:		\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Supplies	Supplies	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

[Add Row](#)



NOTE: More than one category may be utilized; under one category, additional rows can be added to build out the detail (click Add Row). Keep in mind that when a financial report is submitted, based on the approved budget, the amount of spend is a single dollar amount (associated with Direct Cost). You will not report at the detail level.

		<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Supplies Totals:		\$0.00	\$5,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Pie Contents	Pumpkin	0.00	\$0.00	\$0.00	\$2,000.00		Direct Cost
Pie Contents	Eggs	0.00	\$0.00	\$0.00	\$1,000.00		Direct Cost
Pie Crust	Frozen crust	0.00	\$0.00	\$0.00	\$1,500.00		Direct Cost
Pie Crust	Pie tins	0.00	\$0.00	\$0.00	\$500.00		Direct Cost




[Add Row](#)

- 14) Scroll to the bottom of the page to locate the budget narrative, enter a narrative if desired; this is not required. When the budget is complete click the Save button at the bottom of the page or scroll to the top of the page and click the Save icon.

Application Budget for Jenn's Pies for All Seasons

Program: JElliot 6 ARM Pumpkin Season
Project name: Pumpkin Pies

Budget Stage: Pre-Award

Actions   

Budget Summary

\$5,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$5,000.00	Total Amount (Direct + Indirect)		

- 15) **Important Note:** There are 2 "Other" categories. The number "9. Other" can be used if needed. The "Other & 1. Other" should not be used. If costs are entered, they will not be included in the overall budget or financial reporting.

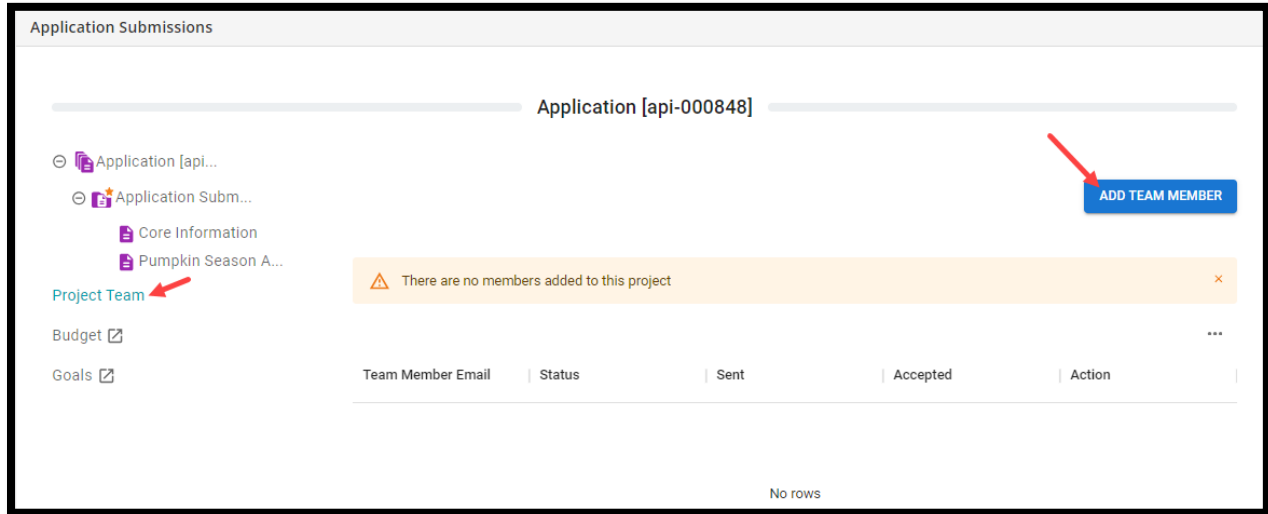
	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
9. Other	\$0.00	\$0.00	\$0.00	\$0.00
Other				
1. Other	\$0.00	\$0.00	\$0.00	\$0.00

- 16) When the budget is successfully saved, close the browser window and return to the application.

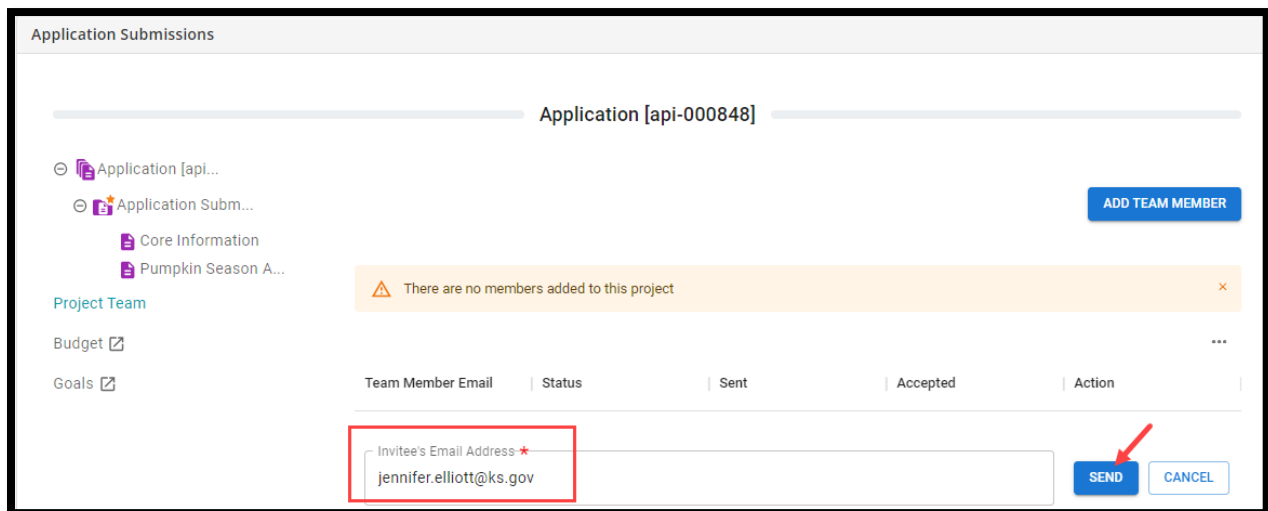
If Goals are required, click on the Goals link on the left side of the page. This will open a new browser window. When complete close the window and return to the application.

- 17) To allow other individuals access to the application process, click the Project Team link on the left side of the page, then click the Add Team Member button.

NOTE: Additional team members will need to create an eCivis Portal user account.



- 18) Enter the email address of an individual to add to the application process in the Invitee's Email Address and click the Send button.



- 19) The status is Invitation Sent; the two Actions include a Delete and Resend button. An invitation can be deleted if not acknowledged.

Team Member Email	Status	Sent	Accepted	Action
jennifer.elliott@ks.gov	Invitation Sent	10/15/2024	-	

20) An email is sent from eCivis to the invitee (eCivis - Application Project Team Invitation). In the body of the email, there is a link that must be utilized to complete the process. If the invitee does not have an eCivis Portal user account, it is suggested one is created prior to clicking the link. (See Creating an Account).

eCivis - Application Project Team Invitation
From: donotreply.arm@ecivis.com
To: Jennifer R. Elliott [GO]
Tue 10/15/2024 3:10 PM

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Jennifer Elliott has invited you to join their grant project team on the eCivis Portal.

Project Name: **Pumpkin Pies**

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal.

<https://portal.ecivis.com/#/index/myInvitations>

Sincerely,

21) In the portal under the My Invitations option, click Accept to join the team.

You are invited by "Jennifer Elliott to join the "Pumpkin Pies"

ACCEPT **REJECT**

22) To submit the application forms, return to the process tree to perform a final review, then click the Complete button for each form.

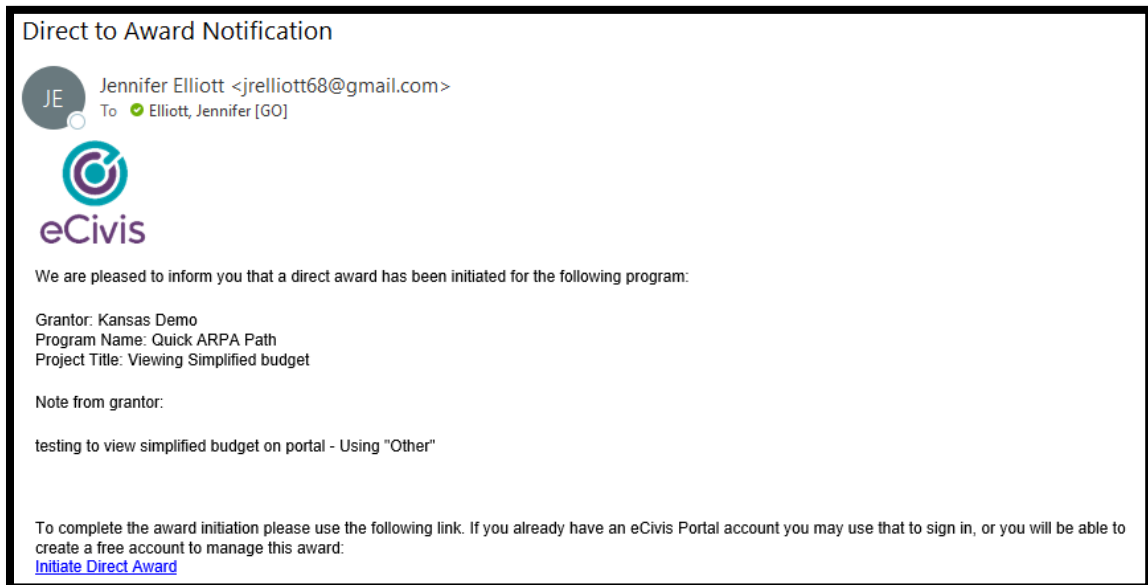
Entity	Type	Completion	Status	Actions
Application [api-000848]	Application Instance			
Application Submission [ssi-001728]	Submission Stage			
Core Information [afi-002109]	Application Form	100%	Draft	EDIT COMPLETE
Pumpkin Season Applicati... [afi-002110]	Application Form	100%	Draft	EDIT COMPLETE

3. Accepting an Award

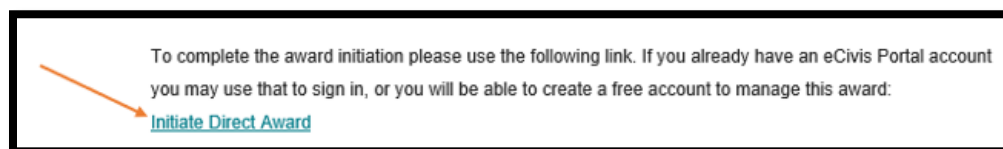
There are steps for two types of awards. Direct award is an award to a subrecipient that by-passes the application process. The other is an award from an application submitted by the subrecipient.

3.1. Accepting a Direct Award

When a direct award is initiated by the Grantor, you will receive an email notification of the award.



- 1) Click on the link at the bottom of the email notification to navigate to the eCivis Portal:



- 2) Log into Portal, the Direct Award Initiation page will automatically display. All fields with a red asterisk (*) are required by the portal.

As a State of Kansas agency, you will enter your agency number and agency name in the Organization Name field, (e.g., 173 – Department of Administration). If needed, see Appendix A for agency naming conventions.

NOTE: EIN is not required, therefore should remain blank.

Otherwise, follow guidance provided by the Grantor in the Direct Award Notification email.

Kansas Demo
Quick ARPA

Before Kansas Demo can set up your award package, we need some basic information from you. If necessary, please contact the program coordinator directly for more information.

Direct Award Initiation

Organization Details

Organization Name: * 173 - Department of Administration

EIN:

Project Title: * Testing with Profile set up

Authorized Representative

Full name: * Jennifer Elliott

Email Address: * jennifer.elliott@ks.gov

Address: * 700 SW Harrison

Address 2: * Ste 300

City: * Topeka

State: * Kansas

Zip: * 66604

Phone: * 785-296-6260

Phone Ext:

When complete, click on the “Continue” button. A pop-up box will appear, confirming the information entered. Click the “OK” button.

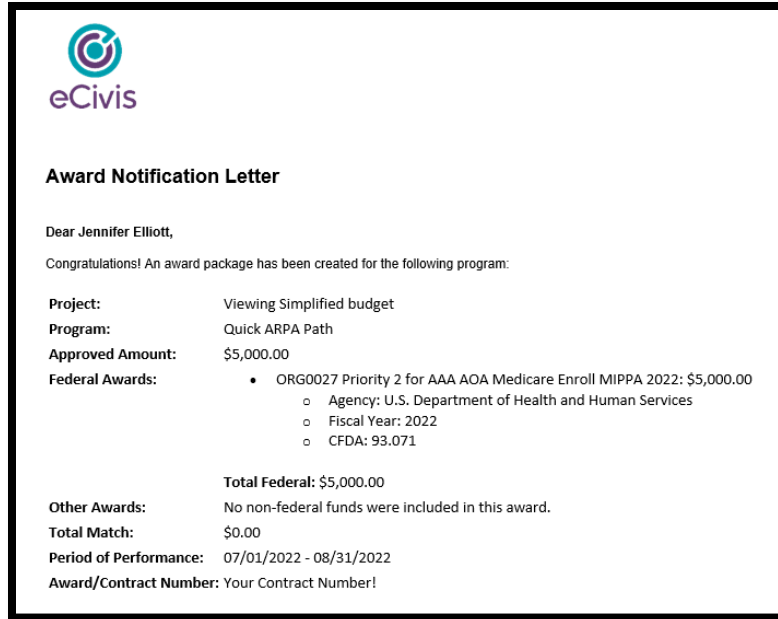
Are you sure the information you have entered is correct? Clicking 'Ok' will send the contents of this form to the grantor for initiation.

- 3) The My Awards page will automatically display. The Project will have an award status of Pending Direct Award.

Project Title	Award/Contract Number	Award Status
Viewing Simplified budget	N/A	Pending Direct Award

An email will be generated to the Grantor notifying them you have set up an account, have responded to the direct award and they may now follow through with the award recommendation.

- 4) Once the award recommendation is approved by the Grantor, you will receive an email notification from eCivis for the award notification letter.

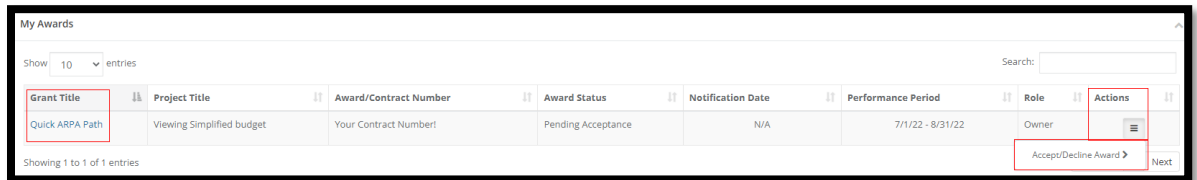


5) Viewing My Awards, the award status is now Pending Acceptance.

Project Title	Award/Contract Number	Award Status
Viewing Simplified budget	Your Contract Number!	Pending Acceptance

6) On your My Awards dashboard, you may either click on the Grant Title or Actions, to navigate to the Award Acceptance page.

Clicking on the box under the Actions column, an Accept/Decline Award option will appear. Click on Accept/Decline Award.



7) On the Award Acceptance page, download and view any files from the Actions column. Then, click *Continue*.

Award Acceptance
Quick ARPA Path Pending Acceptance

Offered by: Kansas Demo
Approved amount: \$5,000.00
Match type:
Performance period: 07/01/2022 -08/31/2022

DOWNLOAD FILES FINALIZE BUDGET ATTACH FILES

The grantor has attached the following files for you to download. Please download and review any files before continuing.

Award Files

File Name	File Size	Actions
Approval File: SAMPLE award letter.docx		

Continue Decline Award Back

8) Review the budget created by the Grantor of your direct award.

Award Acceptance
Quick ARPA Path Pending Acceptance

Offered by: Kansas Demo
Approved amount: \$5,000.00
Match type:
Performance period: 07/01/2022 -08/31/2022

DOWNLOAD FILES FINALIZE BUDGET ATTACH FILES

Please review your awarded budget. Please note that the grantor may have amended your budget, and it is reflected below. If you need to make changes you can request a Grant Amendment before continuing by clicking "Request Amendment" at the bottom of this page. Please ensure your accuracy. The grantor will review the amended budget during finalization.

Budget Stage: Awarded

Actions

Budget Summary

\$5,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$5,000.00	Total Amount (Direct + Indirect)		

9) On the same page, scroll to the bottom to the Budget Narrative, enter a message if required by the Grantor. Click "Save Narrative."

Budget Narrative

Enter your budget narrative below.

Enter message to Grantor|

Save Narrative

A pop-up box appears, enter a new note if applicable and click "Save."

10) When complete, click “Accept and Continue” at the bottom of the page.

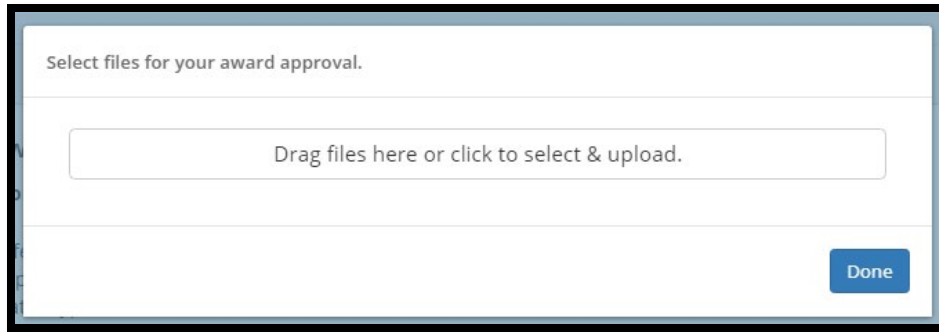
If you plan to decline your award offer, click “Decline Award.” This will stop the entire process.

11) If your agreement contains goals, update the Finalize Goals section.

Select “Save and Continue” at the bottom of the page.

12) If you need to attach files to accept the award, select Upload Files on the following page.

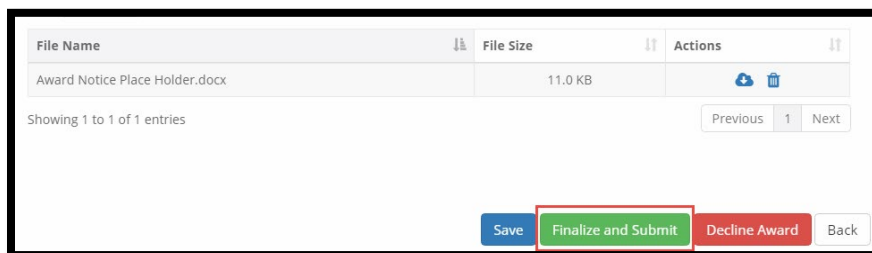
Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser.



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



- 13) Select *Finalize and Submit* to send the Grantor notification that you have accepted the award.



A pop-up box appears confirming you are ready to accept the award. Enter a message and click the Save button.

Accept Award

Are you sure you are ready to accept this award? Please ensure you have all necessary budget and documentation completed before sending this award offer for final grantor approval. You may enter an optional note to the awarding pass-through entity:

I have provided an attachment for your records. Thank you!

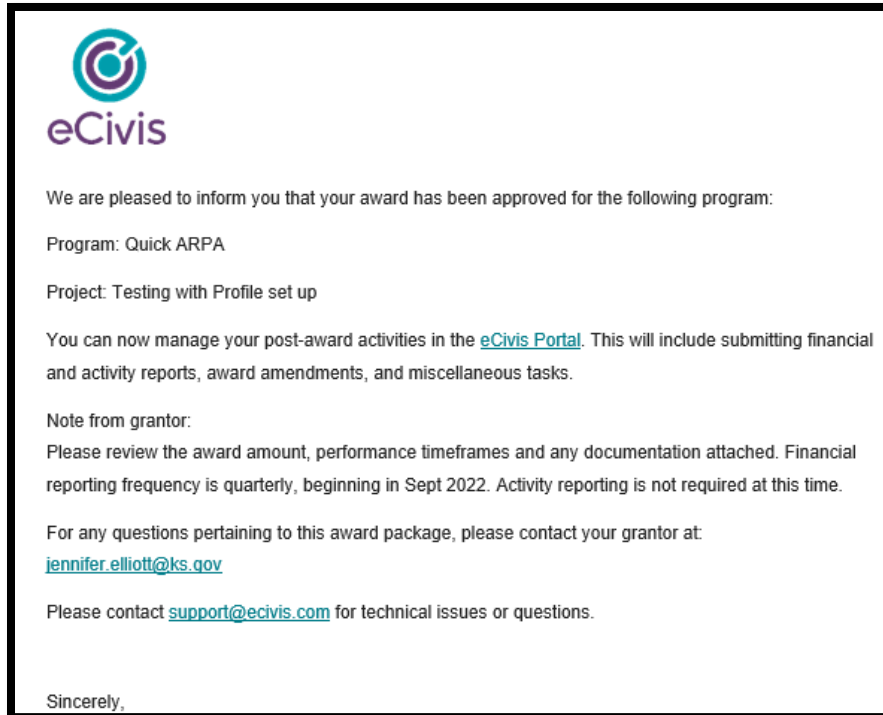
4940 characters remaining.

Cancel Save

- 14) Return to the My Awards dashboard; the award status is now Pending Final Approval.

Project Title	Award/Contract Number	Award Status
Viewing Simplified budget	Your Contract Number!	Pending Final Approval

- 15) The Grantor will review the additional attachments and finalize the grant award in eCivis. Once the final award is approved, you will receive an email notification from eCivis.



- 16) Return to the My Awards dashboard; the award status is now Awarded.

Project Title	Award/Contract Number	Award Status
Viewing Simplified budget	Your Contract Number!	Awarded

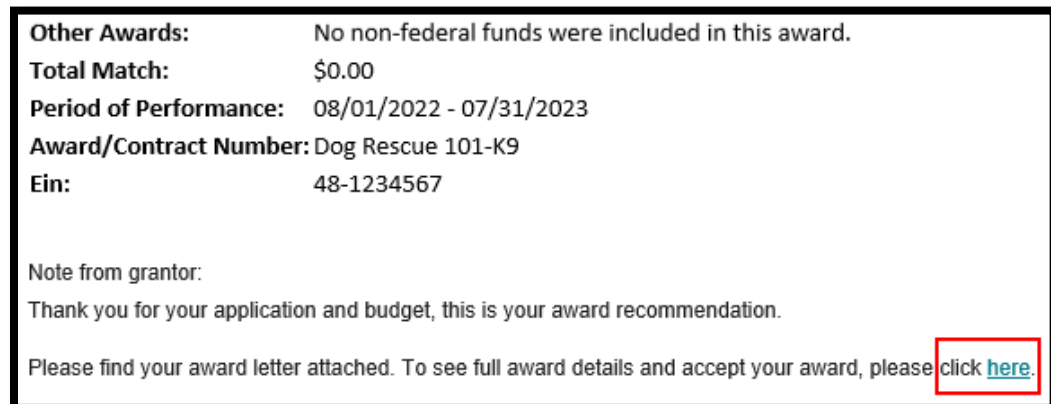
3.2. Accepting an Application Award

As an applicant, if your application is approved you will need to know how to accept an award and begin managing reporting requirements.

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.



- 1) Click on the link to Portal at the bottom of the email notification:



- 2) Log into Portal and click My Awards on the left side menu. Click on the appropriate Award title, or from the Actions column, select Accept/Decline Award:

My Awards

Show entries Search:

Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
JE Dog Rescue 101	JE Dog Rescue 101	Dog Rescue 101-K9	Pending Acceptance	N/A	8/1/22 - 7/31/23	Owner	⋮
Quick ARPA Path	Viewing Simplified budget	Your Contract Number!	Closeout	06/07/2022	7/1/22 - 8/31/22		Accept/Decline Award >

- 3) On the Award Acceptance page, download and view any files from the Actions column. Then, click *Continue*:

Award Acceptance

JE Dog Rescue 101 Pending Acceptance

Offered by: Kansas Demo
 Approved amount: \$445,000.00
 Match type:
 Performance period: 08/01/2022 -07/31/2023

● **DOWNLOAD FILES** ● **FINALIZE BUDGET** ● **FINALIZE GOALS** ● **ATTACH FILES**

The grantor has attached the following files for you to download. Please download and review any files before continuing.

Award Files

File Name	File Size	Actions
Approval File: SAMPLE award letter.docx		
SAMPLE award letter.docx	11.9 KB	
Sample required fields.xlsx	4.0 MB	
SAMPLE sub acceptance .docx	11.7 KB	

Continue
Decline Award
Back

- 4) Review and finalize your budget. Your granting agency may not have awarded you the exact amount you requested. You can request changes if you believe the budgeted items are justified:

DOWNLOAD FILES FINALIZE BUDGET FINALIZE GOALS ATTACH FILES

Please review your awarded budget. Please note that the grantor may have amended your budget, and it is reflected below. If you need to make changes you can request a Grant Amendment before continuing by clicking "Request Amendment" at the bottom of this page. Please ensure your accuracy. The grantor will review the amended budget during finalization.

Budget Stage: Awarded

Actions:

Budget Summary

\$445,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$445,000.00	Total Amount (Direct + Indirect)		

- 5) You can include a narrative in the budget to further explain and justify your expenses. When you are ready to finalize your budget click on "Save Changes."
- 6) Select "Accept and Continue" at the bottom of the page.

If you plan to decline your award offer, click "Decline Award."

If you would like to request a budget change before accepting, click "Request Budget Change." This will send a request to the Grantor, and you should expect an updated Award Notification to accept:

8000 characters remaining

[Accept and Continue](#) [Request Budget Change](#) [Decline Award](#) [Back](#)

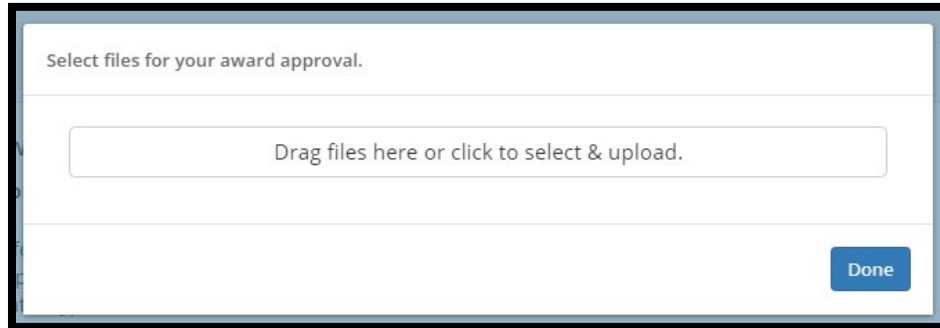
- 7) If you need to attach files to accept the award, select Upload Files on the following page:

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

[Upload File](#)

Award Files

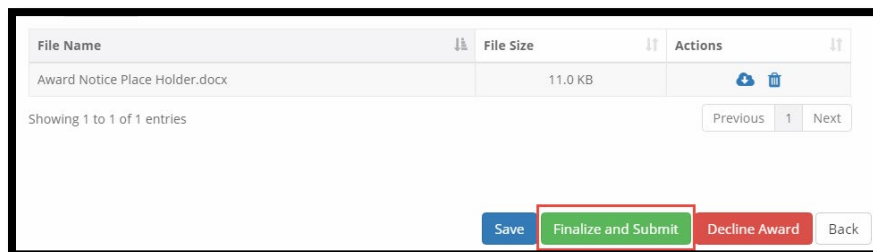
Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:



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



- 8) Select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award. You can also leave an optional note to the grantor and Program Administrator:



4. Accessing Your Awards

Access to all of your awards and their financial history is available from the My Awards option from the navigation bar.

The screenshot shows the 'My Awards' page in the eCivis system. The page includes a navigation bar on the left with options for 'My Applications', 'My Awards', and 'My Profile'. The main content area displays a table of awards with the following columns: Grant Title, Project Title, Award/Contract Number, Award Status, Notification Date, Performance Period, Role, and Actions. Red circles are placed over each column header to indicate key information. The table contains 13 entries, with the first 10 visible. The user's name, Jennifer Elliott, and a 'Log out' button are visible in the top right corner.

Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
FY22 Temporary Assistance for Needy Families (TANF)	TANF Test 4	JenniferTest001	Awarded	05/03/2022	4/1/22 - 3/30/23	Owner	
Quick ARPA	Testing with Profile set up	2022-008 Contract	Awarded	05/27/2022	6/1/22 - 5/31/23	Owner	
Quick ARPA	A0003 - 24/7 Facility Staff Plan	Agency Award/Contract #	Awarded	05/16/2022	6/1/22 - 6/30/23	Owner	
Quick ARPA	A0001 - UI Trust Fund - House Bill 2196	29600-3756-3536	Awarded	04/19/2022	7/1/21 - 7/1/21	Owner	
Re-Entry Youth Program	County Youth Program	123456789	Awarded	08/29/2019	1/1/18 - 12/18/19	Team Member	
State Fiscal Recovery Fund - State Agencies	GO/RO Testing	K50001	Awarded	03/14/2022	4/1/22 - 3/31/23	Owner	
TEST 1 - KDADS SUBSTANCE ABUSE	Beacon Test	FY22-001	Awarded	05/13/2022	5/1/22 - 4/30/23	Owner	
ARPA SLFRF - SPARK Connectivity Allocations	Test matching	JRE-00001	Pending Direct Award	N/A	5/1/22 - 4/30/23	Owner	
ARPA SLFRF - SPARK Economic Revitalization Allocations	ISA-22-KDC-0001 - Vacant Space Business Program	N/A	Pending Direct Award	N/A	Not specified	Owner	
Quick ARPA	A0003 - KDADS - 24/7 Facility Staff Pay Plan	N/A	Pending Direct Award	N/A	Not specified	Owner	

1. **Grant Title:** Name of the program.
2. **Project Title:** Name of the project identified by the Grantor.
3. **Award/Contract Number:** The unique award or contract number specific to this award.
4. **Award Status:**
 - Awarded: You have accepted the award.
 - Pending Acceptance: The award is waiting for you to accept or decline it.
5. **Notification Date:** The date the Grantor reviewed and approved your award.
6. **Performance Period:** The project period as specified by the Grantor.
7. **Role:**
 - **Owner:** You were identified as the point of contact during the MOU process; lead agency

team member.

- **Team Member:** The owner has added you to help track the award and submit reports.

8. **Actions:** Varies by award status:

- **Awarded:** Manage Award

- **Pending Acceptance:** Accept/Decline Award

5. Navigating your Award Management Tools

You can click on each grant title to access its Award Dashboard. The Award Dashboard contains: Award Detail, Pending Tasks, Award Activity, and Award Amendments.

5.1. Award Detail Section

Award Dashboard

Award Detail

[View Budget](#) [View Goals](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Award Closeout](#) [Manage Project Team](#)

Subrecipient: Dog Day Afternoon
Project: GO/RO Testing
Award Status: Awarded
Approval Date: 03/14/2022
Approved amount: \$1,200,000.00 [+](#)
 Total Federal Award: \$1,200,000.00
Total Match: \$0.00
Performance period: 04/01/2022 - 03/31/2023

Program: State Fiscal Recovery Fund - State Agencies
Award ID: KS0001

1. Click + to view Funding Details.
2. **View Budget:** View your budget.
3. **View Goals:** View your project goals.
4. **View Files:** The grantor has attached the following files for you to download and view.
5. **Submit Financial Report:** Submit a new Financial Report.
6. **Submit Activity Report:** Submit a new Activity Report.
7. **Request Grant Amendment:** Request a grant amendment.
8. **Award Closeout:** Prepare for award closeout.
9. **Manage Project Team:** View team members who also have access to the Award Dashboard and can submit reports. Team members can be added and removed using this button. This button will only appear for Owners of the award.

5.2. Pending Tasks Section

Pending Tasks

Show 10 entries Search:

Task Type	Date Created	Due Date	Actions
Financial Report Request	03/14/2022	10/15/2022	
Activity Report Request	03/14/2022	07/15/2022	

1. **Task Type:** Financial & Activity Reports, Closeout Approval, and Misc. Tasks.
2. **Date Created:** The date when your task was created.
3. **Due Date:** When your report is due.
4. **Actions:** Submit the report or mark as complete.

5.3. Award Activities Section

These columns can be reorganized by clicking on the column headers:

The screenshot shows a table titled "Award Activities" with a search bar and a "Show 10 entries" dropdown. The table has six columns: Report, Reporting Period, Created By, Date Created, Current Status, and Actions. Each column header has a red circle with a number (1-6) indicating it can be reorganized.

Report 1	Reporting Period 2	Created By 3	Date Created 4	Current Status 5	Actions 6
Financial Report	07/01/2019 -- 07/31/2019	David Shea	09/12/2019	Approved / Paid	View Report
Financial Report	06/01/2019 -- 06/30/2019	David Shea	09/12/2019	Approved / Paid	View Report
Activity Report	09/01/2019 -- 09/30/2019	David Shea	09/12/2019	Rejected	View Report

1. **Report:** Type of report.
2. **Reporting Period:** Date range of items in the report.
3. **Created by:** Team member who submitted the report.
4. **Date Created:** Date on which the report was saved.
5. **Current Status:**
 - **Approved/Awaiting Payment:** The Grantor has approved the report but has not submitted payment.
 - **Approved//Paid:** The Grantor has approved the report and submitted the reimbursement.
 - **Rejected:** The Grantor needs more information.
 - **Pending Approval:** The report has been submitted, and there has been no action by the Grantor.
6. **Actions:**

- **Review/Resubmit:** If a report has been rejected, the applicant will have the opportunity to edit the rejected report and resubmit it.

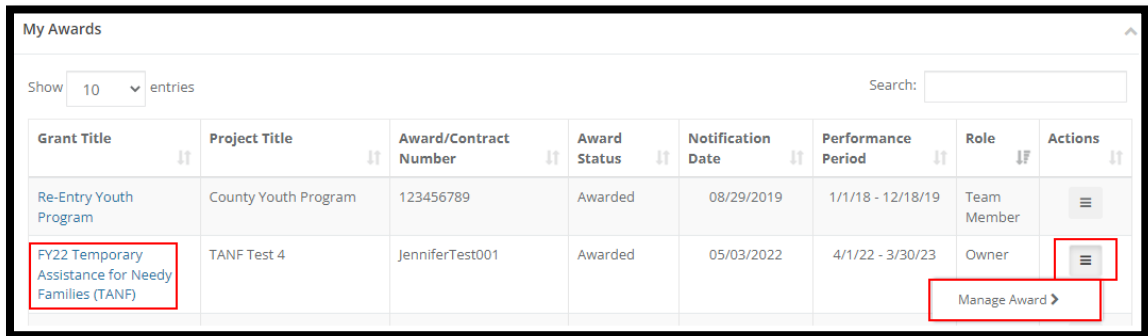
6. Manage Project Team

There are two types of user roles in the portal Owner and Team Member. The Owner is the point of contact who receives the direct award notification, completes the initial set up and is the only user who can add a Team Member. A Team Member can be added at any time after initial set up.

Team members cannot add additional team members, only the Owner has that ability. Team member can perform all other functions related to the direct award.

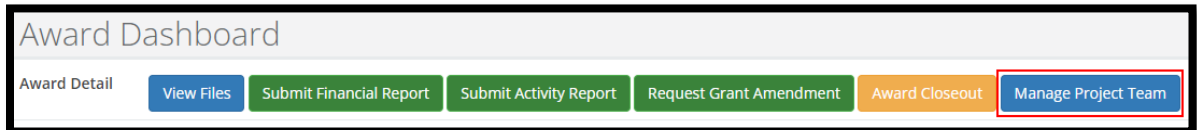
NOTE: Please reach out to your Grantor if a new Owner needs to be assigned to your award. See 6.1 for more information.

- 1) From My Awards, locate the Grant Title where you are an Owner, and where team members will need to be added. Either select the Grant Title or click the box under Actions, then click on "Manage Award".



Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
Re-Entry Youth Program	County Youth Program	123456789	Awarded	08/29/2019	1/1/18 - 12/18/19	Team Member	⋮
FY22 Temporary Assistance for Needy Families (TANF)	TANF Test 4	JenniferTest001	Awarded	05/03/2022	4/1/22 - 3/30/23	Owner	⋮ Manage Award ▶

- 2) Select "Manage Project Team" from the options listed at the top of the Award Dashboard page.



- 3) On the Project Team page, select "Add Team Member."

Project Team

Award Detail

Quick ARPA Awarded

Awarded by: Kansas Demo
 Approved amount: \$50,000.00
 Match type:
 Performance period: 04/01/2022 -03/31/2023

Project Team

[Add Team Member](#)

- 4) A pop-up box appears, Add Project Team Member, enter the email address of your team member. Click “Add Member.” To proactively set email notifications for the Team Member, select the Receive notifications for this award option.

Add Project Team Member

The following person will be invited to your project to help collaborate.

Email address:

Receive notifications for this award.

[Cancel](#) [Add Member](#)

- 5) Under Invitation Email, the team member has a Pending status, and an email has been sent to the newly added team member. With a Pending status, the Actions available to the Owner are Resend Invitation, Delete Invitation or Add Award Notifications.

Invitation Email	Accepted By	Status	Actions
dean.vellenga@ks.gov		Pending	⋮

- 6) The recipient of the email must click on the link to access the eCivis Portal. If they are new to the portal, they will be instructed to create an account, otherwise, they will log in to complete the process.



- 7) After confirming the invitation, the grant award appears under the Team Member's My Awards with a Role of Team Member.

My Awards

Show 10 entries Search:

Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
Arizona Project Safe Neighborhoods	CRF Test	ERMT-21-XXX	Awarded	07/08/2020	3/1/20 - 12/30/20	Team Member	⋮
Quick ARPA	A0003 - KDADS - 24/7 Facility Staff Pay Plan	2022-00B Contract	Awarded	06/02/2022	4/1/22 - 3/31/23	Team Member	⋮

- 8) On the Project Team page, the Status is Accepted.

Project Team

Award Detail [Back to Award Detail](#)

Quick ARPA **Awarded**

Awarded by: Kansas Demo
Approved amount: \$50,000.00
Match type:
Performance period: 04/01/2022 -03/31/2023

Project Team

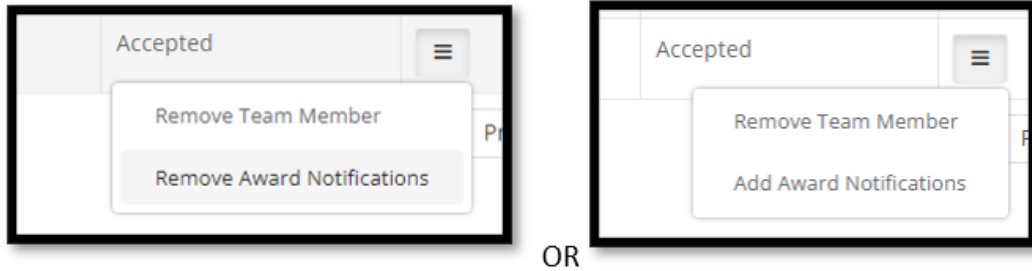
[Add Team Member](#)

Show 10 entries Search:

Invitation Email	Accepted By	Status	Actions
dean.vellenga@ks.gov	dean.vellenga@ks.gov(Dean Vellenga)	Accepted	⋮

Showing 1 to 1 of 1 entries Previous 1 Next

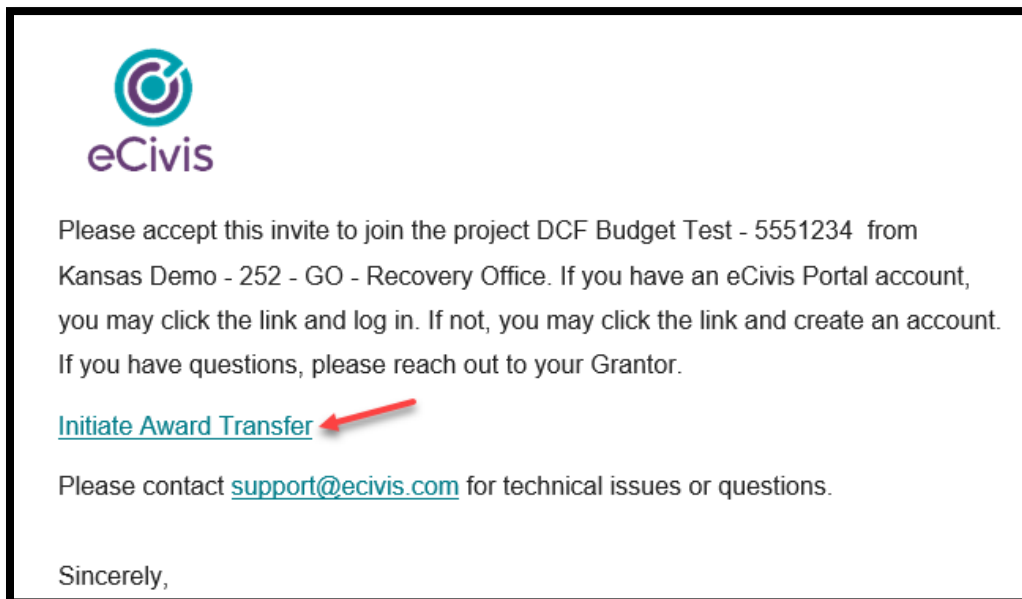
- 9) To manage email preferences for the Team Member, click on Actions and the option to either Add Award notifications or Remove Award notifications will appear.



6.1 Accept Transfer Award Ownership

When a new award owner is assigned, the Grantor will make the change of ownership in eCivis. An email will be generated to the new Owner confirming the new project/award.

To accept the transfer of ownership, click the link labeled [Initiate Award Transfer](#).



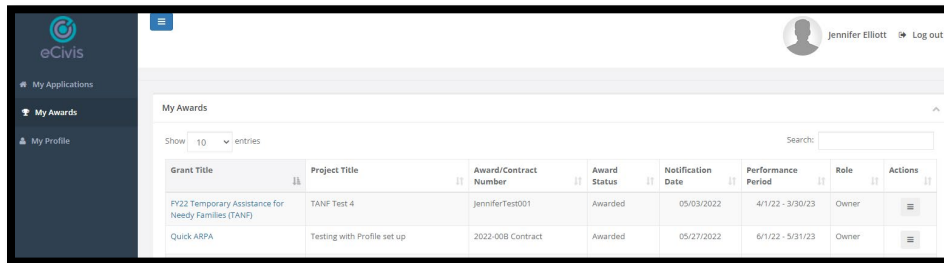
NOTE: If the new Owner does not have an eCivis Portal account, best practice is to first create the account, then return to the email link to accept the transfer of ownership. See 1. Creating an Account for more information.

7. Submitting Reports to the Grantor

7.1. Submitting Financial Reports

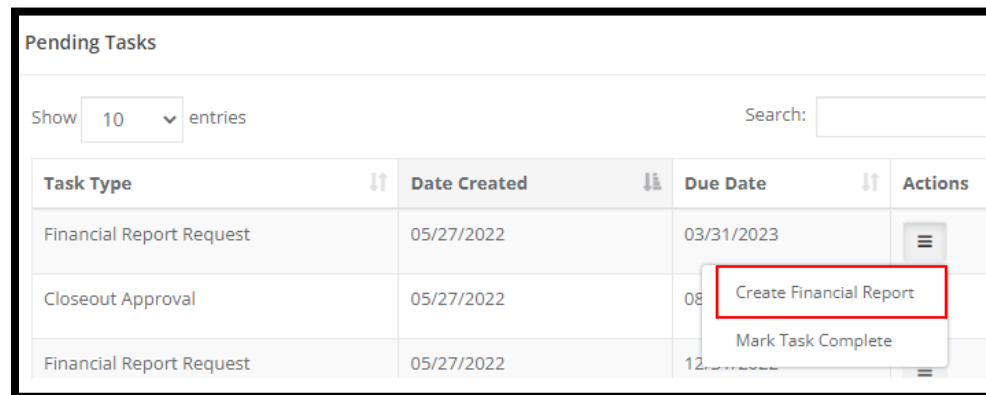
From the Award Dashboard, you can submit a Financial Report directly to the Grantor.

- 1) Select “My Awards” from the navigation bar then select the Grant Title or under Actions, click “Manage Award” to display the Award Dashboard.

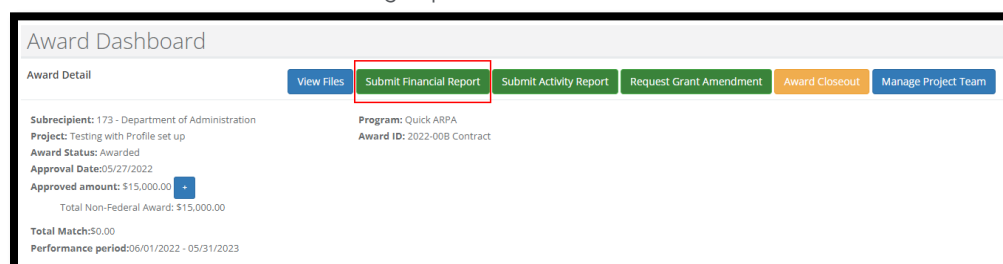


- 2) You can submit a financial report by selecting an existing report under Pending Tasks by clicking on Actions, then “Create Financial Report”, or by clicking on “Submit Financial Report”. Using an existing pending task should be used by default.

- a. Selecting an existing reporting task, click on Actions, then “Create Financial Report”.



- b. Selecting “Submit Financial Report”, a pop-up box appears, confirming if you would like to use an existing report or create a new.



You may select a pending report by clicking on the Due Date drop-down.

Would you like to use an existing financial report, or create a new report? ✕

Pending Financial Report Requests:

Due Date: Create Report

Cancel
Continue with New Report

3) The Award Detail provides a summary of the award information:

[Back to Award Detail](#)

AZ911 FY20 Grant-TEST 2 Awarded

Awarded by: Arizona Sub Recipient Portal
 Approved amount: \$100,000.00
 Match type:
 Cash match: \$0.00
 In-Kind match: \$0.00
 Performance period: N/A

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

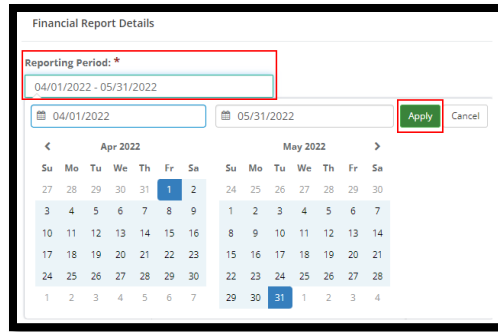
Award Financial Overview ^

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

Payments Received To Date	Advance/Allocation	Reimbursement	Total Disbursed	Pending Disbursement
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

	Spend	Match	Spend + Match
Award Total Spend to Date	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining to Date	\$ 1,200,000.00	\$ 0.00	\$ 1,200,000.00

4) In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click "Apply."



- 5) Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent during the reporting period. Match is the amount of match funds spent when applicable.

The “Other” category is where your funds appear on the agreed upon budget.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9. Other	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00
Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 5,000.00
	0.00 %	0.00 %		0.00 %	100.00 %	0.00 %	100.00 %

Reimbursement Request

- 6) The “Award Approved”, “Match Approved”, “Award Remaining”, “Match Remaining” and “Total Remaining” columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period.

Note: If the financial report is for a expenses that require reimbursement, click the “Reimbursement Request” option.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9. Other	\$ 1,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	\$ 1,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 4,000.00
	100.00 %	0.00 %		0.00 %	80.00 %	0.00 %	80.00 %

Reimbursement Request

- 7) The Financial Report Narrative is required and should be used to communicate any information regarding the financial report to the Grantor. See Appendix B for possible scenarios and suggested language to provide.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

</>
H1
H2
H3
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🔗

An amount of \$5,000 was entered into Spend for the reporting period ending June 30, 2022.

Find our attached SFRF Tracking spreadsheet as well.

- 8) To upload documentation required by the Grantor, click on “Upload File” to attach a document.

Financial Report Files

Please upload any files necessary for your financial report. This may include financial transactions, receipts, program income, etc...

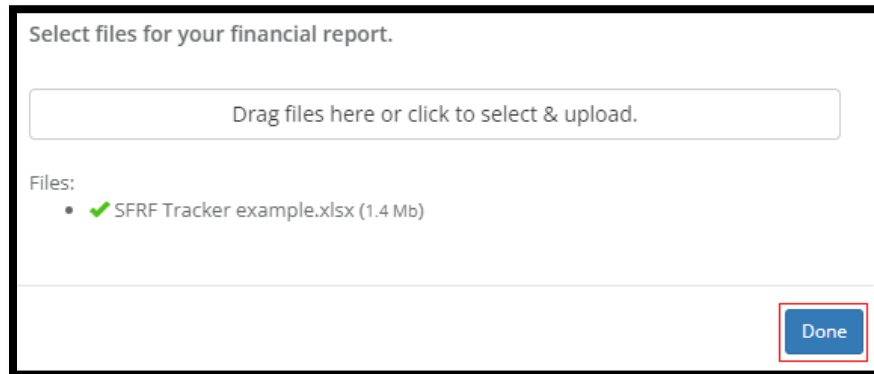
Upload File

Show 10 entries Search:

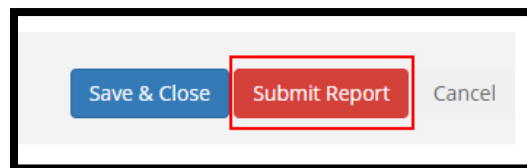
File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

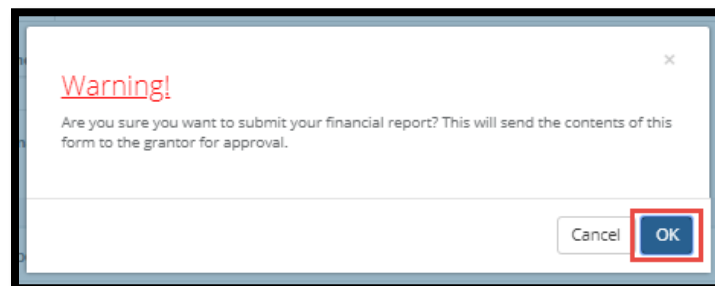
In the pop-up box, either drag a file or browse and upload. Once the file has successfully been attached, click "Done".



- 9) When you are finished, click "Submit Report." You also have an opportunity to save your report and complete it later.



- 10) Click on the warning page to send the report to the Grantor.



- 11) You will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Award Activities:

Award Activities

Show 10 entries Search:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	04/01/2022 -- 04/15/2022	Jennifer Elliott	05/10/2022	Approved / Paid	View Report
Financial Report	04/01/2022 -- 05/31/2022	Jennifer Elliott	06/03/2022	Pending Approval	View Report

Showing 1 to 2 of 2 entries

Previous 1 Next

12) The Financial Report status will change, depending on the Grantor's actions:

Award Activities

Show 10 entries Search:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	06/01/2019 -- 06/30/2019	David Shea	09/12/2019	Approved / Paid	View Report
Financial Report	04/01/2022 -- 05/31/2022	Jennifer Elliott	06/03/2022	Pending Approval	View Report
Activity Report	09/01/2019 -- 09/30/2019	David Shea	09/12/2019	Rejected	View Report
Financial Report	09/01/2020 -- 09/30/2020	David Shea	09/24/2020	Approved / Paid	View Report
Financial Report	09/01/2021 -- 09/30/2021	David Shea	09/27/2021	Approved	View Report

- **Pending Approval:** The Financial Report has not been reviewed.

- **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment.

- **Approved/Paid:** The reimbursement is complete.

- **Rejected:** Grantor has rejected.

13) Once approved and this report fulfills an assigned *Financial Report* task in your *Pending Tasks* table, click on the Actions icon next to that task and click "Mark Task Complete."

Pending Tasks

Show 10 entries Search:

Task Type	Date Created	Due Date	Actions
Financial Report Request	05/03/2022	04/15/2022	⋮
Activity Report Request	05/03/2022	04/15/2022	⋮
Financial Report Request	05/03/2022	05/15/2022	⋮

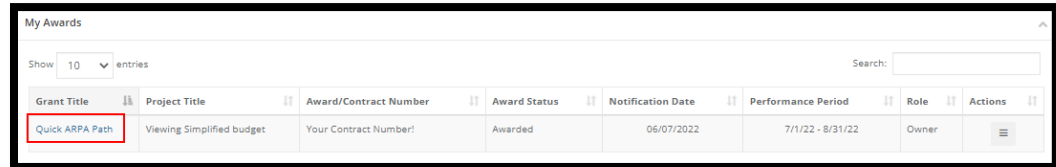
Create Financial Report

Mark Task Complete

7.2. Submitting Miscellaneous Reports

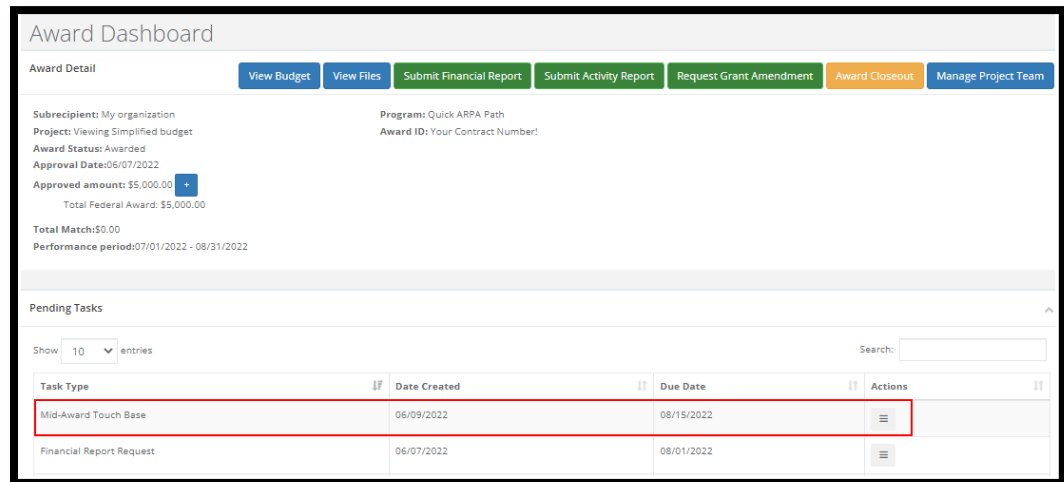
Miscellaneous reports will not appear as a reoccurring or activity task, they will be ad hoc in nature. If the Grantor is requesting a miscellaneous report, it will be identified with a task name specific to the report requirements, i.e., "Project's Annual Recovery Plan Narrative".

From "My Awards," select the Grant Title of the award.



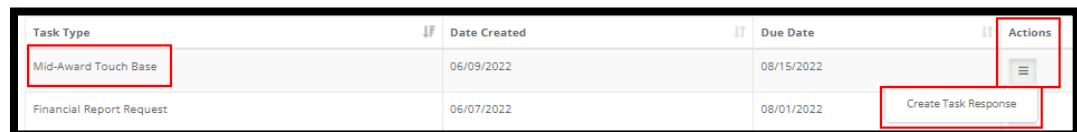
Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
Quick ARPA Path	Viewing Simplified budget	Your Contract Number!	Awarded	06/07/2022	7/1/22 - 8/31/22	Owner	

- 1) On the Award Dashboard, you must select the task identified by the Grantor.



Task Type	Date Created	Due Date	Actions
Mid-Award Touch Base	06/09/2022	08/15/2022	
Financial Report Request	06/07/2022	08/01/2022	

Click on Actions, then Create Task Response.



Task Type	Date Created	Due Date	Actions
Mid-Award Touch Base	06/09/2022	08/15/2022	<ul style="list-style-type: none"> Create Task Response
Financial Report Request	06/07/2022	08/01/2022	

- 2) The Grantor will provide instruction in the Task Note section. Complete the required Subrecipient Response and attach any files requested.

Mid-Award Touch Base - 08/15/2022

Award Detail

Quick ARPA Path **Awarded**
Awarded by: Kansas Demo
Approved amount: \$5,000.00
Match type:
Performance period: 07/01/2022 - 08/31/2022

Mid-Award Touch Base - 08/15/2022

Task Note:
Please provide an update on how your project is proceeding. If there are documents to complete, please locate them and upload when you complete this task.

Subrecipient Response: *

Rich text editor toolbar: </> H1 H2 H3 B I U [List icons] [Link icon]

Task Files

Please upload any files necessary for your task. *

Upload File [Upload icon]

Show 10 entries

File Name	File Size
No files are available for download	

Showing 0 to 0 of 0 entries

- 3) When complete, click Submit Task. A pop-up box will appear to confirm submitting task response. Click OK.

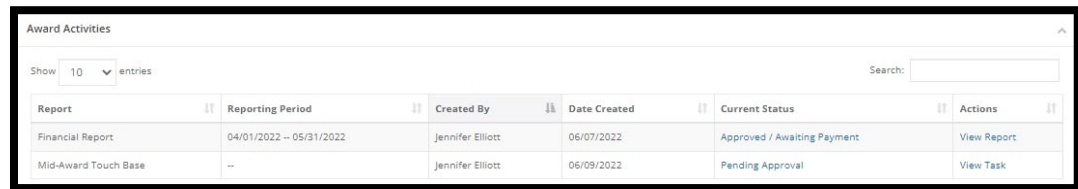
Submit Task Cancel

Warning! [Close icon]

Are you sure you are ready to submit this task response?

Cancel **OK**

- 4) The miscellaneous report will appear under your Award Activities section. Once approved by the Grantor, the Current Status will become Approved.

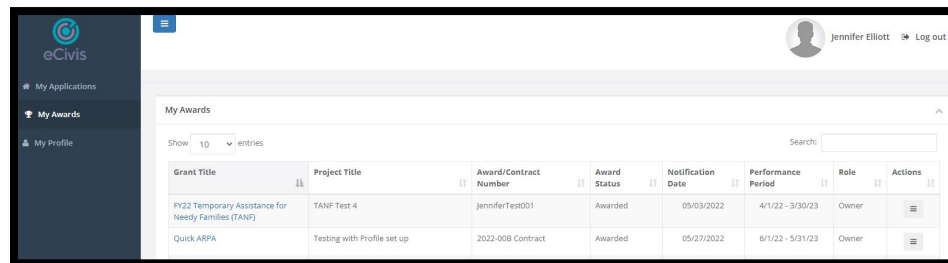


Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	04/01/2022 – 05/31/2022	Jennifer Elliott	06/07/2022	Approved / Awaiting Payment	View Report
Mid-Award Touch Base	--	Jennifer Elliott	06/09/2022	Pending Approval	View Task

7.3. Submitting Activity Reports

From the Award Dashboard, you can submit an Activity Report directly to the Grantor.

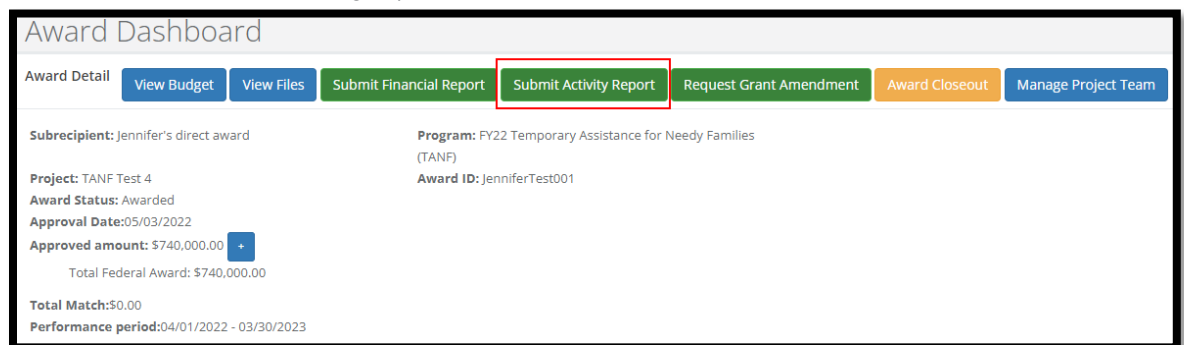
- 1) Select “My Awards” from the navigation bar then select the Grant Title or under Actions, click “Manage Award” to display the Award Dashboard.



Grant Title	Project Title	Award/Contract Number	Award Status	Notification Date	Performance Period	Role	Actions
FY22 Temporary Assistance for Needy Families (TANF)	TANF Test 4	JenniferTest001	Awarded	05/03/2022	4/1/22 - 3/30/23	Owner	
Quick ARPA	Testing with Profile set up	2022-00B Contract	Awarded	05/27/2022	6/1/22 - 5/31/23	Owner	

- 2) You can submit an activity report by clicking on “Submit Activity Report” or select an existing report under Pending Tasks by clicking on Actions, then “Create Activity Report”.

- 1) Selecting “Submit Activity Report”, a pop-up box appears, confirming if you would like to use an existing report or create a new.



Award Dashboard

Award Detail [View Budget](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Award Closeout](#) [Manage Project Team](#)

Subrecipient: Jennifer's direct award **Program:** FY22 Temporary Assistance for Needy Families (TANF)
Project: TANF Test 4 **Award ID:** JenniferTest001
Award Status: Awarded
Approval Date: 05/03/2022
Approved amount: \$740,000.00 [+](#)
 Total Federal Award: \$740,000.00
Total Match: 50.00
Performance period: 04/01/2022 - 03/30/2023

You may select a pending report by clicking on the Due Date drop-down.

Would you like to use an existing activity report, or create a new report? ✕

Pending Activity Report Requests:

Due Date: ▼ Create Report

Cancel Continue with New Report

- 2) Selecting an existing reporting task, click on Actions, then "Create Activity Report".

Pending Tasks

Show entries Search:

Task Type	Date Created	Due Date	Actions
Activity Report Request	05/03/2022	04/15/2022	⋮
Financial Report Request	05/03/2022	04/15/2022	⋮
Activity Report Request	05/03/2022	05/15/2022	⋮

Create Activity Report
Mark Task Complete

- 3) The Award Detail provides a summary of the award information:

Award Detail Back to Award Detail

Detailed Report Option Awarded

Awarded by: Kansas Demo
Project Title: Detailed Report Option
Approved amount: \$80,000.00
Match type:
Performance period: 09/01/2022 -12/30/2022

- 4) In the Activity Report details, click inside the Reporting Period text box and provide the dates of the reporting period then click "Apply."

Activity Report

Reporting Period: *

Apply Cancel

< Sep 2022 Oct 2022 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

- 5) Enter all relevant information including key metrics, goals, etc. in the Report Narrative text box.

Please develop your narrative below including key metrics, and other pertinent details.

Report Narrative: *

</> H1 H2 H3 **B** *I* U ☰ ☷ ☹ ☺ 🔗

testing the functionality of the activity report

- 6) Upload any documentation required by the Grantor by clicking on the “Upload File” button.

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 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

In the pop-up box, either drag a file or browse and upload. Once the file has successfully been attached, click “Done”.

Select files for your financial report.

Drag files here or click to select & upload.

Files:

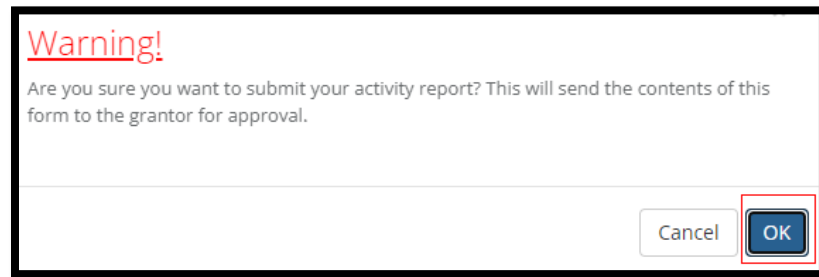
- ✔ SFRF Tracker example.xlsx (1.4 Mb)

Done

- 7) When you are finished, click “Submit Report.” You also have an opportunity to save your report and complete it later.

Save & Close **Submit Report** Cancel

- 8) Click on the warning page to send the report to the Grantor.



- 9) You will be taken back to the Award Detail page, where the Activity Report will now be recorded under the Award Activities:

Award Activities					
Report	Reporting Period	Created By	Date Created	Current Status	Actions
Activity Report	05/01/2022 -- 05/31/2022	Jennifer Elliott	06/29/2022	Pending Approval	View Report
Financial Report	04/01/2022 -- 05/31/2022	Jennifer Elliott	06/03/2022	Pending Approval	View Report
Financial Report	04/01/2022 -- 04/15/2022	Jennifer Elliott	05/10/2022	Approved / Paid	View Report

- 10) The Activity Report status will change, depending on the Grantor's actions:

Pending Approval: The Activity Report has not been reviewed.

Rejected: Grantor has rejected.

- 11) Once approved and this report fulfills an assigned Activity Report task in your Pending Tasks table, click on the Actions icon next to that task and click "Mark Task Complete."

Pending Tasks			
Task Type	Date Created	Due Date	Actions
Financial Report Request	05/03/2022	04/15/2022	⋮
Activity Report Request	05/03/2022	04/15/2022	⋮
Financial Report Request	05/03/2022	05/15/2022	⋮

Context menu for the first row:

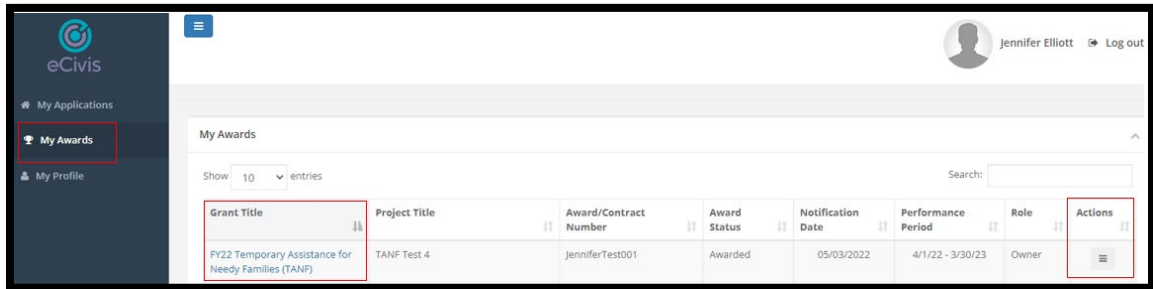
- Create Financial Report
- Mark Task Complete**

8. Grant Amendment

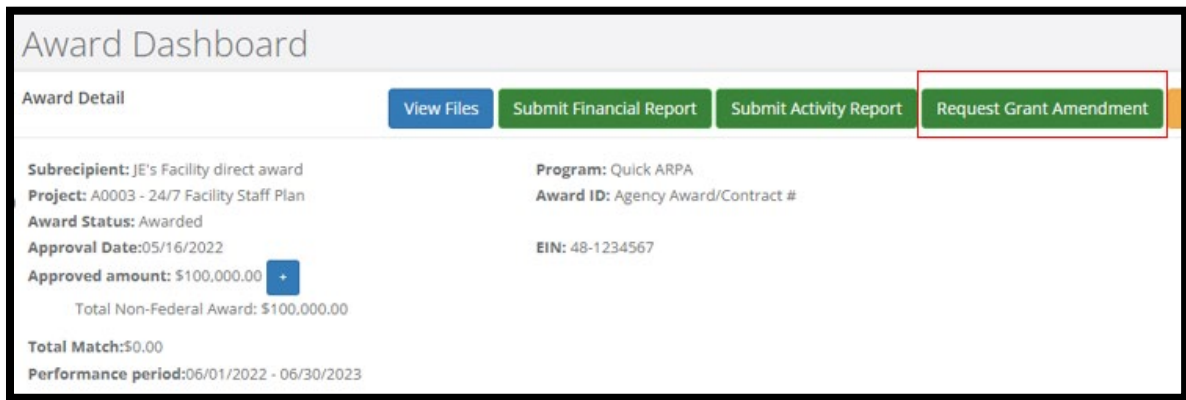
Either a Subrecipient or a Grantor can initiate a Grant Amendment. If an amendment is needed, please reach out to your Grantor prior to clicking the Request Grant Amendment button. The Grantor may prefer to initiate an amendment and use that process.

8.1. Subrecipient initiated Grant Amendment

- 1) To submit a grant amendment, select "My Awards" from the navigation bar then select the Grant Title or under Actions, click "Manage Award" to display the Award Dashboard.



- 2) On the Award Dashboard, click on "Request Grant Amendment."



- 3) Any of the information in this section can be modified and will appear as an amendment. For example, if you would like to change the performance period, enter a new Performance Period End date. When all updates are made, click "Save and Continue."

Grant Amendment

AWARD DETAILS | FINANCIAL INFORMATION | ATTACH FILES

Please edit the appropriate information below.


Organization Name: JE's Facility direct award

Project Name: A0003 - 24/7 Facility Staff Plan

EIN: 48-1234567 (12-1234567)

Performance Period End: 06/29/2023

Cancel | **Save and Continue**

Performance Period End:* 

Cancel Save and Continue

Financial grant amendments will have been discussed and agreed upon outside of the eCivis Portal.




- 4) If applicable, check the “This amendment includes a financial change” box. This will allow you to adjust your budget that will be submitted for approval.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Budget Stage: Post-Award

Actions   

Budget Summary

\$5,000.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$5,000.00	Total Amount (Direct + Indirect)		

9. Other

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Other Totals:	\$5,500.00	\$5,500.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
SFRF \$\$	Direct Award \$\$	1.00	\$5,500.00	\$5,500.00	\$5,500.00		Direct Cost

- 5) Upload any documentation needed to support the amendment by clicking the “Upload File” button, include additional notes/clarification in the narrative, and click “Submit Amendment.”

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

[Upload File](#)

Amendment Files

Show 10 entries Search:

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Amendment Narrative*

You can include a narrative below with any extra information about the amendment.

B *I* U

Requesting to extend the Performance period from 6/29/2023 to 7/31/2023

7929 characters remaining

[Back](#) [Cancel](#) [Submit Amendment](#)

6) Include any final notes for the Grantor to consider and click "Save."

Submit Amendment

Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:

5000 characters remaining.

[Cancel](#) [Save](#)

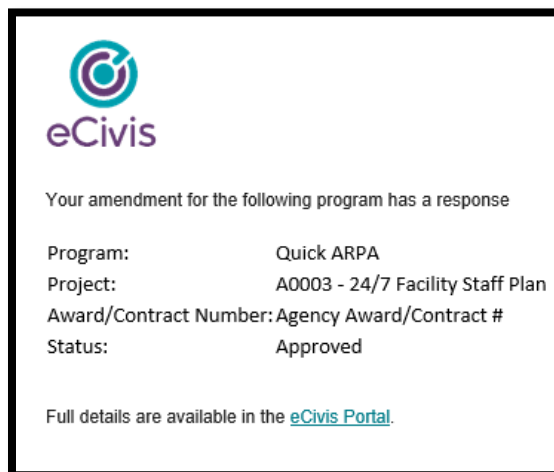
7) You will be notified that your amendment was successfully submitted.



- 8) You can locate the status of your Amendment in the Award Amendments section.

Award Amendments		
Show	10	entries
Created Date	Status	Actions
06/07/2022	Pending Approval	View Amendment

- 9) Once the Grantor approves the Grant Amendment, you will receive an email notification and will see the status change from Pending Approval to Approved.



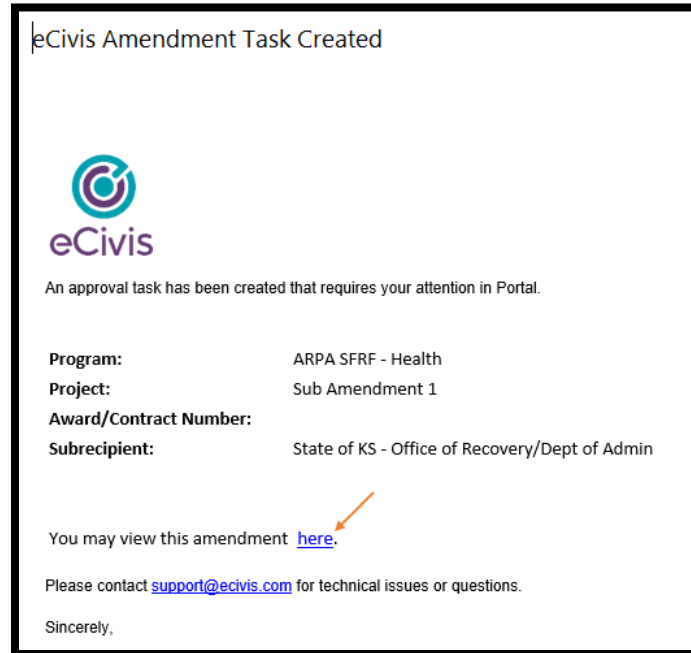
Award Amendments			Request Grant Amendment
Show	10	entries	Search: <input type="text"/>
Created Date	Status	Actions	
06/07/2022	Approved	View Amendment	

Showing 1 to 1 of 1 entries

Previous 1 Next

8.2. Grantor initiated Grant Amendment

- 1) The process for the Grantor Amendment has fewer steps for the Subrecipient. Upon initial approval by the Grantor, an email is generated to the Subrecipient. Either click the link in the email or log in to the eCivis Portal and navigate to the Project/Award.



- 2) Under the Award Amendments section, click "Review" under the Actions column.

Created Date	Status	Amendment Type	Actions
04/06/2023	Pending Subrecipient Acceptance	Grantor Amendment	Review

- 3) The acceptance process for an Amendment is similar to the process to accept an award. The Subrecipient will have a series of pages to view and continue to the next. The three main pages include Award Details, Financial Information and Attach Files. If the original award includes goals, Finalize Goals will be included in the Amendment process.
- 4) Award Details is the first page in the Grant Amendment acceptance. The Performance Period End date would be the only eligible data updated. If the Subrecipient agrees to the new end date, click the Continue button.

Note: If at any point in the acceptance process, a modification is made by the Subrecipient, it will be returned to the Grantor and must be approved.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

Organization Name:* State of KS - Office of Recovery/De

Project Name:* Sub Amendment 1

EIN: (12-1234567)

Performance Period End:* 05/31/2024

Save Cancel Continue

- 5) The next page contains the Financial Information, the display to the Subrecipient will vary based on whether a budget is associated with the award. In this example there was not a budget associated with the award, the Subrecipient would accept the new Award Amount by clicking the Continue button.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Award Amount:* \$ 100,000.00

Match Type:* N/A

Back Save Cancel Continue

- 6) If Goals are associated with the award, they would appear next. To accept the Goals presented, click the Continue button. Note, if the goals are modified, they will require Grantor approval.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS ATTACH FILES

Please suggest any updates to your goals.

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Direct Service to Victims	15.00	\$ 1,500.00	\$ 0.00	\$ 0.00

Back Save Cancel Continue

- 7) The final few steps in the acceptance process are to review new files associated with the Amendment. If new files are provided, to review or retrieved them at a later time, the Subrecipient must access this Amendment to view the details.

Grant Amendment

AWARD DETAILS
FINANCIAL INFORMATION
ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

Upload File

Amendment Files

Show entries Search:

File Name	File Size	Actions
Sample Conflict of Interest form.docx	152.7 KB	
Sample Non Disclosure Agreement form.docx	152.7 KB	

Showing 1 to 2 of 2 entries Previous Next

- 8) Finally, review the Amendment Narrative. The Grantor should provide guidance in the narrative outlining what the Amendment covers. After review, click the Accept button.

Amendment Narrative:*

You can include a narrative below with any extra information about the amendment.

</>
H1
H2
H3
B
I
U

Uploading External files (2) - Sample Conflict of Interest & Sample NDA

Uploading Internal file (1) - Sample Closeout Checklist

7874 characters remaining

Back
Accept
Reject
Cancel

- 9) When accepting the Amendment, a pop-up box will appear where the Subrecipient can enter a note, which is not required. The Award Amendment status is Pending Final Approval.

Award Amendments

Show entries Search:

Created Date	Status	Amendment Type	Actions
04/06/2023	Pending Final Approval	Grantor Amendment	View Amendment

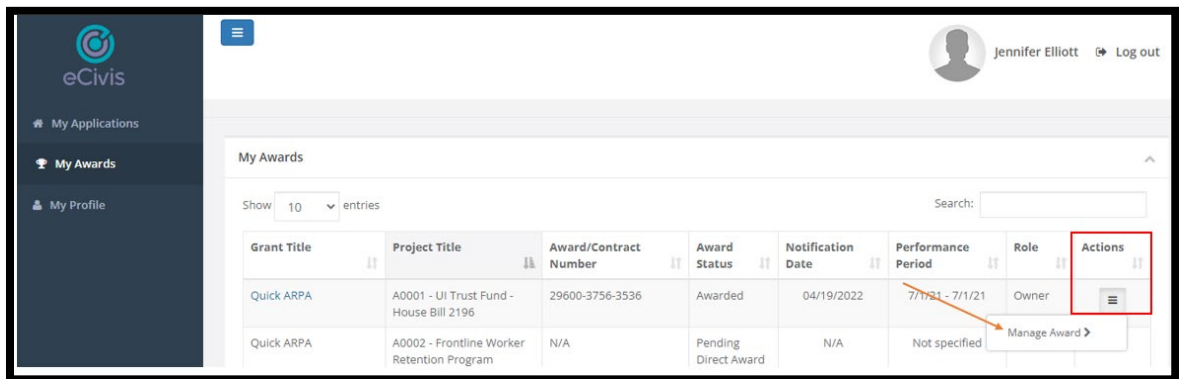
- 10) Reject is another option on the final page, this will generate a pop-up note that will be returned to the Grantor.
- 11) After final approval by the Grantor, the status will be Approved.

9. Award Closeout Process

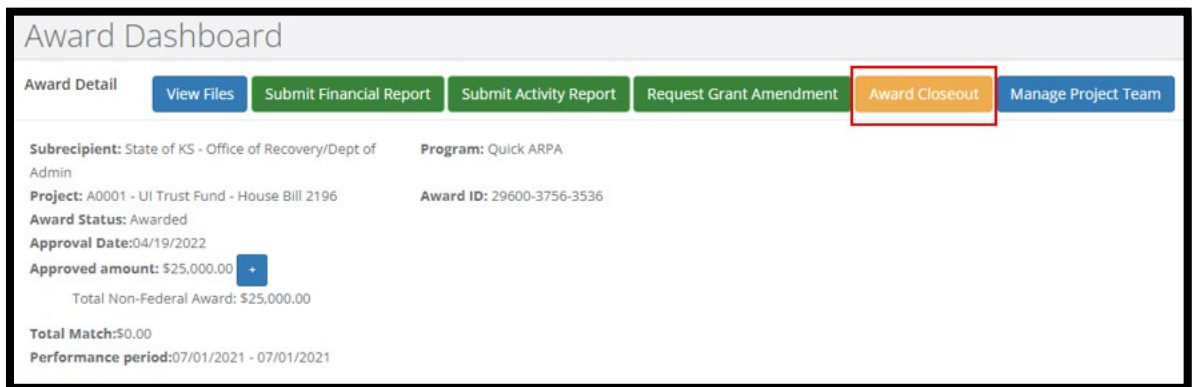
When you are ready to closeout your award, you must first reach out to the Grantor for further guidance. After reconciliation and subrecipient monitoring is complete and the Grantor agrees closeout is appropriate, you can officially close out your award.

The eCivis Portal will require a final financial report, narrative, and upload of additional documentation. Officially closing out an award will help keep your awards organized within Portal.

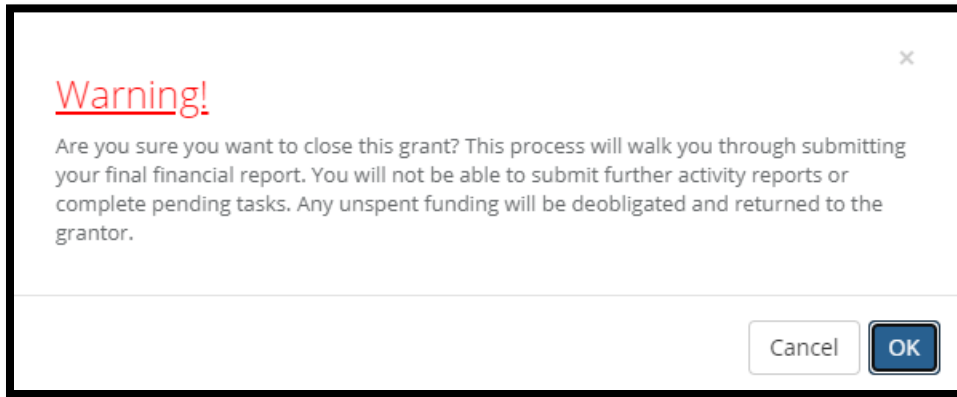
- 1) Click “My Awards” in the left-side navigation menu within your Portal account, then click the Action button, and “Manage Award.”



- 2) On your Award Dashboard, click the orange “Award Closeout” button.



- 3) Read through the warning that appears and click "OK" if you accept.



- 4) The Financial Report page will display, scroll down to the Financial Report Details section.

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	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Reported Spending	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
Report Total	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
	0.00 %	0.00 %		0.00 %	100.00 %	0.00 %	100.00 %

Enter the reporting period for this final financial report by clicking inside the Reporting Period text box and provide the dates of the reporting period then click "Apply."

Financial Report Details

⚠ ATTENTION: This is your final financial report. Please be sure you have completed all necessary p
 unspent funding will be unavailable for reimbursement after this report has been submitted.

Reporting Period: *
 05/01/2022 - 05/31/2022

05/01/2022 05/31/2022 Apply Cancel

May 2022							Jun 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30	29	30	31	1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	1	2
29	30	31	1	2	3	4	3	4	5	6	7	8	9

5) Enter any final financial information into the financial report.

Reporting Period: *
 05/01/2022 - 05/31/2022

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Reported Spending	\$ 25,000.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Report Total	\$ 25,000.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	100.00 %	0.00 %		0.00 %	0.00 %	0.00 %	0.00 %

Reimbursement Request

6) Enter your final financial report narrative.

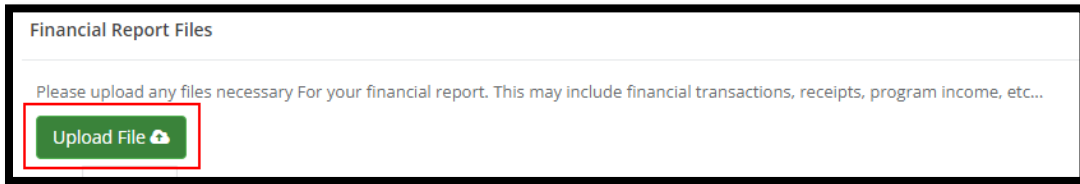
Financial Report Narrative *

Please develop your narrative below including key metrics, spendi

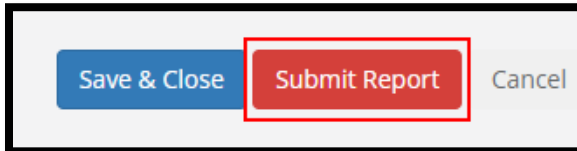
</> H1 H2 H3 **B** *I* U ☰ ☱ ☲

This is the final financial report for the DHHC award...

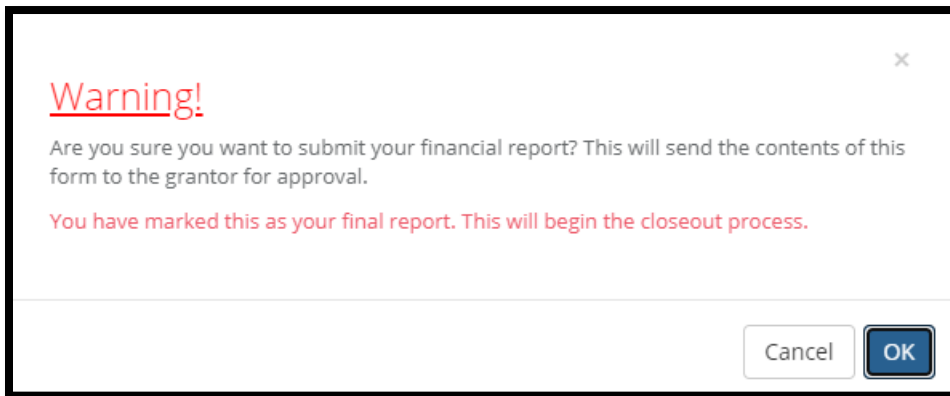
- 7) Upload final financial report files required by the Grantor.



- 8) Click "Submit Report." You also have an opportunity to save your report and complete later.



- 9) Read the warning that pops up and click OK if you accept.



10) You are returned to the Award Dashboard.

The screenshot shows the 'Award Dashboard' for a specific award. The 'Award Detail' section includes the following information:

- Subrecipient:** State of KS - Office of Recovery/Dept of Admin
- Program:** Quick ARPA
- Project:** A0001 - UI Trust Fund - House Bill 2196
- Award ID:** 29600-3756-3536
- Award Status:** Closeout (marked with a red circle 1)
- Approval Date:** 04/19/2022
- Approved amount:** \$25,000.00 (with a blue plus icon)
- Total Non-Federal Award:** \$25,000.00
- Total Match:** 50.00
- Performance period:** 07/01/2021 - 07/01/2021

A red box highlights a message: "This award has begun closeout. During this time you may not complete further tasks or reporting. Your grantor is currently reviewing your final report. Please contact them directly if you have any questions during this process." (marked with a red circle 2).

The 'Award Activities' section shows a table with the following data:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report (Closeout) (marked with a red circle 3)	05/01/2022 - 05/31/2022	Jennifer Elliott	06/03/2022	Pending Approval (marked with a red circle 4)	

Now you will see:

1. Award Status is "Closeout."
2. Note regarding your limited actions.
3. Financial Report (Closeout) has been sent to the Grantor for final review.
4. Current Status will change from "Pending Approval" to "Approved" once the Grantor has approved Closeout.

11) After the Grantor has approved the closeout, you will receive an email confirmation of the Grant Closeout.

The email is titled "Grant Closeout" and is from eCivis Portal <support@ecivis.com> to Jennifer Elliott (GO). It includes a PDF attachment named "awardCloseout.pdf" (25 KB). The body of the email states:

Your award has been successfully closed:

- Program: Quick ARPA
- Project: A0001 - UI Trust Fund - House Bill 2196
- Contract/Award Number: 29600-3756-3536

You may still view your post-award activities in the [eCivis Portal](#).

Note from grantor:

For any questions pertaining to this award package, please contact your grantor at: jennifer.elliott@ks.gov

Please contact support@ecivis.com for technical issues or questions.

-
- 12) Other options the Grantor has is to Return to Subrecipient for correction; or to Reject. If returning to the subrecipient, the grantor will provide details on why the closeout reporting is being returned by adding a Closeout comment. If rejecting a closeout report, comments will be attached and accessible in the Award Activities section, the award status will be reset to Awarded from Closeout.

Appendix A - State Agency Naming Convention:

State Agency Naming Convention

016 - Abstracters Board of Examiners
028 - Board of Accountancy
034 - Adjutant General
039 - Kansas Department for Aging & Disability Services
046 - Kansas Department of Agriculture
058 - Kansas Human Rights Commission
082 - Attorney General
083 - Kansas Bureau of Investigation
094 - Bank Commissioner
100 - Kansas Board of Barbering
102 - Behavioral Sciences Regulatory Board
105 - Board of Healing Arts
122 - Citizens Utility Ratepayer Board
143 - Corporation Commission
149 - Board of Cosmetology
159 - Department of Credit Unions
167 - Dental Board
173 - Department of Administration
175 - Kansas Housing Resources Corporation
176 - Kansas Development Finance Authority
177 - Ellsworth Correctional Facility
178 - Office Administrative Hearings
195 - El Dorado Correctional Facility
204 - Board of Mortuary Arts
206 - Emergency Medical Services
234 - Fire Marshal
246 - Fort Hays State University
247 - Governmental Ethics Commission
252 - Governor
261 - Kansas Guardianship Program
264 - Department of Health & Environment
266 - Board of Examiners of Hearing Instruments
270 - Health Care Stabilization Fund
276 - Department of Transportation
280 - Kansas Highway Patrol
288 - Kansas Historical Society
296 - Department of Labor
300 - Department of Commerce
313 - Hutchinson Correctional Facility
328 - Board of Indigents Defense Services
330 - Information Network of Kansas

331 - Insurance Department
335 - Office of Information Technology Services
349 - Judicial Council
352 - Kansas Juvenile Correctional Complex
363 - Kansas Neurological Institute
365 - Kansas Public Employees Retirement System
367 - Kansas State University
373 - State Fair Board
379 - Emporia State University
385 - Pittsburg State University
400 - Lansing Correctional Facility
408 - Larned Correctional Mental Health Facility
410 - Larned State Hospital
422 - Legislative Coordinating Council
425 - Legislative Research Dept
428 - Legislature
434 - State Library
446 - Lieutenant Governor
450 - Kansas Lottery
482 - Board of Nursing
488 - Board of Optometry Examiners
494 - Osawatomie State Hospital
507 - Parson State Hospital and Training Center
521 - Department of Corrections
522 - Kansas Correctional Industries
529 - Commission on Peace Officers Standard and Training
531 - Board of Pharmacy
534 - Real Estate Appraisal Board
540 - Legislative Division of Post Audit
549 - Real Estate Commission
553 - Kansas Racing and Gaming Commission
561 - Board of Regents
562 - Board of Tax Appeals
565 - Department of Revenue
579 - Revisor of Statutes
581 - Norton Correctional Facility
604 - School for the Blind
610 - School for the Deaf
622 - Secretary of State
626 - Kansas Sentencing Commission
629 - Department for Children and Families
652 - Department of Education
660 - Topeka Correctional Facility
663 - Board of Technical Professions

670 - State Treasurer
671 - Pooled Money Investment Board
677 - Judicial Branch
682 - University of Kansas
683 - University of Kansas Med Center
694 - Commission on Veterans Affairs Office
700 - Board of Veterinary Examiners
709 - Kansas Water Office
710 - Kansas Wildlife & Parks
712 - Winfield Correctional Facility
715 - Wichita State University

Appendix B – Monthly Financial Report Language:

Suggested language on items to include in monthly financial reports.

- 1) Identify any changes to the amount of Spend for this reporting period from previous reporting period, e.g., “An amount of \$5,000 was entered into Spend for the reporting period ending June 30, 2022. Find our attached SFRF Tracking spreadsheet as well.”.
- 2) Submitting a final financial report, e.g., “All funds have been accounted for, our agency would like to begin the closeout process by providing our final financial report.”.
- 3) If there have been no changes in Spend from the previous report, e.g., “There are no updated Spend amounts for the reporting period ending June 30, 2022. Find our attached SFRF Tracker spreadsheet reflecting no updates.”.
- 4) If you need to report an adjustment made to correct an error in reporting, provide a detailed description of the changes made and upload all supporting documentation needed.