



eCivis

**GRANTS NETWORK
EXTERNAL USER GUIDE**

**Pre-Award Grants Management
for Grantors**

Contents

1. Setting Up Your New eCivis Account	3
1.1. My Account Information page.....	3
1.2. My Preferences Page	4
2. Setting Up Your Funds for Solicitation	7
2.1. Setting up a Grant Fund.....	7
2.2.1. Locating Your Grant in the Research Database.....	7
2.2.2. Entering a Grant Not Found in Research	11
2.2. Saving/Assigning a Grant Fund to a Project	15
2.3. Setting Up Your Non-Grant Fund	19
3. Creating a New Program	22
4. Editing Your Solicitation Details	24
4.1. Program Detail Page.....	26
4.2. Edit Solicitation.....	27
4.2.1. Edit Solicitation – Overview Tab.....	27
4.2.2. Edit Solicitation – Eligibility Tab.....	29
4.2.3. Edit Solicitation – Financial Tab.....	29
4.2.4. Edit Solicitation – Contact Tab.....	32
4.2.5. Edit Solicitation – Files Tab.....	33
4.2.6. Edit Solicitation – Review Tab.....	34
4.2.7. Edit Solicitation – Submission Tab.....	36
4.2.8. Edit Solicitation – Goals Tab	38
4.2.9. Edit Solicitation – Approval Tab	39
4.3. Create Your Application Workspace.....	42
5. Finalizing Your Application and Review Forms	44
5.1. Accessing the Workspace	44
5.2. Adding Additional Users to the Workspace.....	46
5.3. Editing Your Application Form Content	48
5.4. Creating the Review Form	52
6. Publishing Your Solicitation	54
7. Sharing Your Solicitation	55

7.1. Sharing Your Public Solicitations Listings Page.....	55
7.2. Reviewing and Sharing an External Solicitation Page	56
8. Monitoring the Application Process	58
8.1. Re-Opening an Application to Draft Status.....	58
8.2. Running Ad Hoc Reports on Application Data.....	59
8.3. Printing Applications and Associated Documents	60
8.4. Contacting Your Applicants in Zengine	61
9. Assigning Reviewers to Submissions.....	62
9.1. Reviewer Portal URL.....	62
9.2. Adding/Editing Application Reviewers	62
9.3. Assigning Applications to Reviewers	63
9.4. Re-Opening a Review.....	64
10. Reviewing Feedback/Scores	65
10.1. How to run ad hoc reports on review data	66
10.2. Contacting Reviewers.....	67
11. Making Award Recommendations and Denials.....	70
11.1. Making an Award.....	70
11.2. Making a Denial	74
12. Initiating a Direct Award.....	76
12.1. Creating a Simplified Subaward Solicitation	76
12.2. Initiating a Direct Award	77

1. Setting Up Your New eCivis Account

1.1. My Account Information page

When you initially log into eCivis Grants Network, you will be taken to the “My Account Information” page. Here, you can change your Account Email Address, Password, User Profile Selections, and Contact Information:

My Account Information

Please review each item below and modify or enter any appropriate information.
Bold * items are required.

User Account Identification

User Name: mopsal@ecivis.com

Email *: mopsal@ecivis.com 1

2 [Click to change password.](#)

User Role: Organization MAH

User Groups: Activity Report Approval Team, Award Acceptance Team, Award Recommendation Team, Final Award Approval Team, Grant Approval Group, Grant Office

I have reviewed and accept the terms of the [License Agreement](#) *.

User Contact Information 4

First Name *: Marc Address *: 418 N. Fair Oaks

Last Name *: Opsal Address:

Title *: CSSS City *: Pasadena

State *: CA Zip Code *: 91103

Phone *: 626-578-6206 Ext.:

Department *: Community Development, Economic Development, Fire, Grants Administration Office, Health and Human Services, Housing, IT, Library, Parks and Recreation, Police/Sheriff, Public Works

User Profile 3

My grant related responsibilities include (check all that apply):

Management

Managing Grant Professionals Coordinating Grant Activity

Pre-Award Activities

Defining Projects Researching Grants

Writing Grant Applications Preparing Budgets

Managing Grant Funded Projects Preparing Project/Activity Reports

Post-Award Activities

Preparing Budgets Managing Grant Funded Projects

Managing Financial Transactions Preparing Project/Activity Reports

Preparing Financial Reports Providing Single Audit Support

Other

Please describe your funding needs:

150 Characters Left

You can also see to which user groups you are assigned, and which departments you are assigned on this page:

Customer Success | 418 N. Fair Oaks Ave., Ste. 301 | Pasadena, CA | (877) 232-4847 | support@ecivis.com

User Account Identification

User Name: mopsal@ecivis.com

Email:

[Click to change password](#)

1 Organization MAH

User Groups: Activity Report Approval Team, Award Acceptance Team, Award Recommendation Team, Final Award Approval Team, Grant Approval Group, Grant Office

I have reviewed and accept the terms of the [License Agreement](#).

User Contact Information

First Name: Address:

Last Name: Address:

Title: City:

State: Zip Code:

2 Ext.:

Department: Community Development, Economic Development, Fire, Grants Administration Office, Health and Human Services, Housing, IT, Library, Parks and Recreation, Police/Sheriff, Public Works

After you have confirmed that information on the My Account Information page, and edited any fields you wish to edit, click the checkbox that reads “I have verified my contact information to be current and accurate.” You may also check or uncheck the “I do not wish to receive promotional materials” box at this time:

Confirm

Please verify your account information, make any changes, and check here before saving your settings:

I have verified my contact information to be current and accurate.*

On occasion, eCivis sends out special promotions, discounts or other information on eCivis products and services. If you do not wish to receive these items, please click below. This does not affect your daily or weekly grants notices from Grants Network.

I do not wish to receive promotional materials.

1.2. My Preferences Page

When you click “Save” on the My Account Information section, you will automatically be taken to the My Preference page. This page allows you to personalize the way your Grants Network account appears, and how you receive information.

The Display Preferences section determines how many grants you will see listed when you perform a Grant search in the Grants Database within Grants Network. Use the drop-down menu to make your preference selection:

My Preferences

Take full advantage of Grants Network by setting your preferences below.

Display Preferences

Grant Listings per Page: 25 ▼

Email Preferences

The Email Preferences section allows you to determine how often you wish to receive various types of email messages from your eCivis Grants Network account. Click the radio buttons beside each email type to determine if you want to receive the emails daily, weekly, or not at all:

Email Preferences

New Grants / Updates Email:	<input type="radio"/> None	<input type="radio"/> Daily	<input checked="" type="radio"/> Weekly
Saved Grants Email:	<input type="radio"/> None	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
Search Agent Email:	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly	
Tasks Email:	<input type="radio"/> None	<input checked="" type="radio"/> Daily	<input type="radio"/> Weekly
Routed Grant Updates Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	

- **New Grants / Updates Email:** This email will inform you of any new grants or grant updates that enter the eCivis Grants Database.
- **Saved Grants Email:** This email alerts you if an update has been made to a grant you have saved (eg: a due date has changed, or the contact information has been updated).
- **Search Agent Email:** This email informs you if any new grants have been added to the eCivis Grants Database that match your saved search agent filters.
- **Tasks Email:** This email sends you an email if you are assigned a task in Grants Network, and/or if you have any overdue tasks that have yet to be completed.
- **Routed Grant Updates Email:** This email informed you if a grant has been sent to you by another users for review. When this occurs, a review task is created for you to ensure that you see a grant that another user thinks may be relevant to the project(s) you are currently trying to fund.

Once you have selected your preferences above, click "Save." This will take you back to the eCivis Grants Network Homepage, which will be the first page you see going forward whenever you log into Grants Network.

2. Setting Up Your Funds for Solicitation

The purpose of this first step is to locate or create the source of funding for the solicitation and not the solicitation itself. For instance the source of funding could be a Federal grant where you are acting as the pass-through agency (read [Setting up a Grant Fund](#) below). Or it could be General Fund dollars from a special tax, etc (see [Setting Up Your Non-Grant Fund](#) below). It can even be a mix of funds that include each of fund type. In which case, these sources and can be blended and braided yet delineated to the dollar in your Subrecipient Management tool. That is why the first step of any program solicitation is to create and enable your funding in eCivis for solicitation.

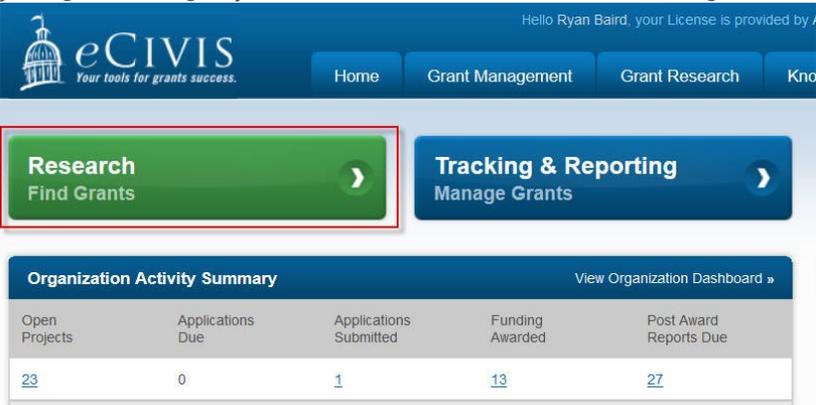
2.1. Setting up a Grant Fund

Grant funds that are to be solicited for application must first be set up as an award in eCivis from the position of being a grantee. This begins with setting up your grant funding source in a project.

NOTE: If the source of funds is a Grant program that has not yet been saved to a project, continue to [Locating Your Grant in the Research Database](#). If the Grant has already been saved to a project and advanced to the Grant Awarded stage, continue to [Creating a New Program](#).

2.2.1. Locating Your Grant in the Research Database

- 1) Select the *Research* button on the top left side of the home page and locate your grant using keywords or a CFDA number for Federal grants:



The screenshot shows the eCIVIS home page. The top navigation bar includes 'Home', 'Grant Management', 'Grant Research', and 'Know'. Below this, there are two main buttons: 'Research Find Grants' (highlighted with a red box) and 'Tracking & Reporting Manage Grants'. Below these buttons is an 'Organization Activity Summary' table with the following data:

Organization Activity Summary					View Organization Dashboard »
Open Projects	Applications Due	Applications Submitted	Funding Awarded	Post Award Reports Due	
23	0	1	13	27	

Search For Grants

Search by Keyword

See help popup for advanced search syntax. [?](#)

Search Agent

Run an existing search agent. [?](#)

Existing Search Agents ▼

AND / OR

Additional Search Criteria

+ Open

Find Grants Now! >

2) Your grant results will appear as a list with the following headers:

Search Results						
1 Score	2 GN Code	3 Grant Title	4 Agency	5 Actual Funds	6 Due Date	
100.00	US15913	Comprehensive Opioid Recovery Centers (CORC) - FY 2020	US DHHS	\$1,900,000	03/17/2020	Results: 25 of 64 (0.006 seconds) 1 2 3 ▶
99.06	US15686	Improving Management of Opioids and Opioid Use Disorder (OUD) in Older Adults (R18) - FY 2020	US DHHS	Unspecified	02/20/2020	

1. **Score:** A score eCivis gives grants based on how well they match your search criteria.

2. **Grant Title:** Title of the grant

NOTE: If you hover over the grant title, you will see a preview of the grant information that will help you make a decision about whether the program details match your grant that you are trying to enter:

Score	GN Code	Grant Title	Agency
100.00	US16131B	Opioid Affected Youth Initiative (Part B): Opioid Affected Youth Initiative Technical Assistance - FY 2018	US DoJ
97.90			
95.10			
95.08			
95.05			
95.02			
95.02			
95.02			
93.68			
93.50			

Opioid Affected Youth Initiative (Part B): Opioid Affected Youth Initiative Technical Assistance - FY 2018

Agency: U.S. Department of Justice

Office: Office of Justice Programs (OJP) Office of Juvenile Justice and Delinquency Prevention (OJJDP)

Due Date: 08/02/2018 (Application)

Eligible Applicants: Consortia; Non Profits; Private Sector; Tribal Organizations/Institutions

Max Award Size: \$1,010,253

Match Required: Recommended

Match Type: Unspecified

Summary:
... to support the development and implementation of an effective, data-driven, coordinated response that addresses the abuse of opioids and provides services to improve public safety and outcomes for children, youth, and their families impacted by the opioid crisis. Funding will be provided for the following program components: (Part A): Implementing Data-Driven Strategies and Programs...

3. **GN Code:** A unique code given to each grant in the eCivis Grants Database by eCivis. The following prefixes indicate different types of grants:
 - **US:** Federal grant
 - **FD:** Foundation
 - **State Abbreviation (eg: CA, WA, NY, etc):** State grant
 4. **Agency:** What agency created the grant solicitation.
 5. **Actual Funds:** The amount of funds available from the grant.
 6. **Due Date:** Grant application due date
- 3) If you wish to edit any of the search criteria and perform another search, you can do so by clicking into the fields to the left of your grant search results, and clicking “Apply Filter”:

Filter		Search Results	
Categories	▶		
Grant Type and Agency	▶		
Other Criteria	▶		
Apply Filter			
Score ▲	GN Code	Grant Title	
100.00	US16131B	Opioid Affected FY 2018	
97.91	US16636G	Compreh Program Responsi	
95.10	FD16917	Institute f	

- 4) The following search criteria will appear:

Additional Search Criteria Minimize

Categories 1

All Specify Categories

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Environment/Natural Resources	<input type="checkbox"/> Justice, Victims	<input type="checkbox"/> Social Justice
<input type="checkbox"/> Animal Welfare	<input type="checkbox"/> Fire/EMS	<input type="checkbox"/> Justice, Youth	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Hazardous Waste/Brownfields	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Tourism and Hospitality
<input type="checkbox"/> Community Development	<input type="checkbox"/> Health, Prevention/Treatment	<input type="checkbox"/> Libraries	<input type="checkbox"/> Training & Vocational Services
<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> Health, Research	<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Transportation
<input type="checkbox"/> Domestic Prep./Homeland Security	<input type="checkbox"/> Housing	<input type="checkbox"/> Recycling & Reuse	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human Services	<input type="checkbox"/> Rural Issues	<input type="checkbox"/> Water Supply/Quality
<input type="checkbox"/> Education	<input type="checkbox"/> IT/Telecommunications	<input type="checkbox"/> Science/Technology	
<input type="checkbox"/> Energy	<input type="checkbox"/> Justice, Prevention/Correction/Rehab	<input type="checkbox"/> Senior Citizens	

Leave unchecked to search all categories, or refine your search by checking up to five.

Grant Type and Agency

All Specify Type Include Organizational Funding Include Archived Grants

Type: 2

Federal
Foundation
Armed Forces Americas
Organization - County/Regional
Organization - Federal
Organization - Foundation
Organization - Other

Agency: 3

All
U.S. Department of Agriculture
U.S. Department of Commerce
U.S. Department of Defense
U.S. Department of Education
U.S. Department of Energy
U.S. Department of Health and Human Services

Other Criteria

Eligibility: 4

All
Local Government
Academic Institutions
Consortia
Native American Tribe

Due Date: 5

All

Matching: 6

Include All

Geo-Filter:

1. **Categories:** All grants that are in the eCivis Grants Database are categorized for easy search.
2. **Grant Type:** Select any or all types of grants that you want to search (eg: If you are looking specifically for Federal grants, select “Federal” in the available menu).
3. **Agency:** When you select the grant type, the Agency menu will show you additional agencies within each grant type (eg: You can search for only grants offered by the U.S. Department of Health and Human Services within Federal grants).

NOTE: If you click the “Include Organizational Funding” box...

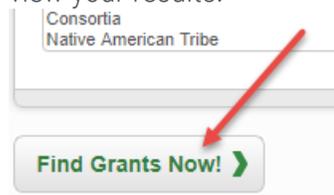
If you click the “Include Archived Grants” box, your grant results will include grants that have not been updated in recent years, and grants that have newer versions available (eg: 2019 vs. 2020).

4. **Eligibility:** Select the types of grants for which you are eligible.

NOTE: you are a local government organization, but you are working *with* a Native American Tribe, you *are* eligible for Native American Tribe grants. This is the case with all multi-organization projects; they are eligible for all grant types of all organization parties.

5. **Due Date:** Designates the due date of the grants you want to appear in your search results. You can click “Geo Filter” to filter out grants that you are not eligible based on state/organization location.
6. **Matching:** Allows you to filter for grants that include matching funds, don’t have matching fund requirements, grants where matching funds are recommended.

- 5) After you have set all of your search filters, click “Find Grants Now” again to view your results:



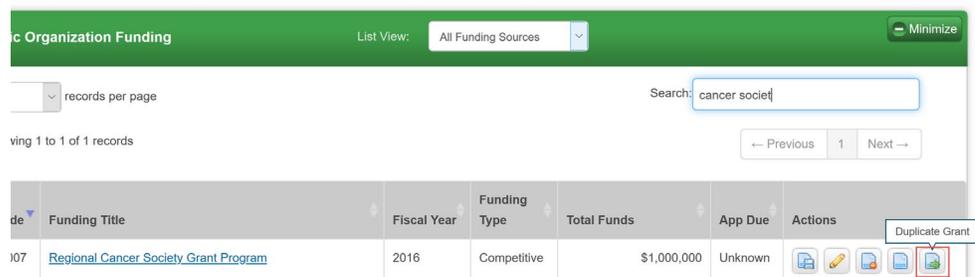
2.2.2. Entering a Grant Not Found in Research

If you ever wish to add funding from a grant that cannot be found in the eCivis Grants Database, you can do so using the following steps:

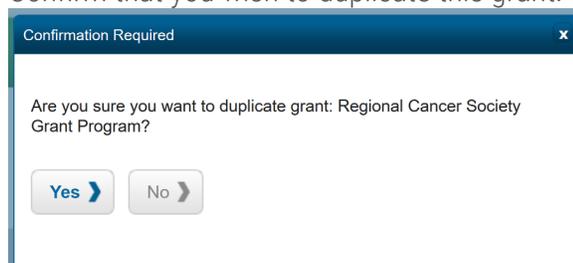
1. From the Grant Research Tab, select "Organization Funding."



2. Using the Search bar above the table, if you can find a previous fiscal year of the grant you wish to set up, then click the "Duplicate" icon under the Actions column to save time on set up. Skip to [Saving/Assigning Grant Fund to a Project](#) if so. If you do not find a previous year, continue with the following



- a. Confirm that you wish to duplicate this grant:



- b. Update the fiscal year, title, and any other outdated details:

Duplicate Organization

Select Funding Process

Competitive Funding

Funding Identification

Funding Title *:

Fiscal Year *: 2016

Funding Type *: Foundation

- c. Click "Save":

Attach Files:

Save >

Cancel >

- d. You will now see the duplicate grant in your Public Organization Funding list:

Public Organization Funding

List View: All Funding Sources

10 records per page

Showing 1 to 10 of 11 records

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0013	Tri-State Ornioid Defense Grant 2021	2021	Competitive	\$1,250,000	Unknown	[Icons]
ORG0012	Tri-State Ornioid Defense Grant	2020	Competitive	\$1,000,000	Unknown	[Icons]

3. To start your grant from a blank template, click the "Add Org Funding" button:

Home / My Saved Grants / Organization Funding

Organization Funding

This feature allows you to add, track, and manage funding opportunities that may not be in eCivis' database.

[Add Org Funding](#) [Show Archived Org Funding](#)

4. Select whether the funding type you are adding is Competitive or Non-Competitive:

Add Organization Funding

Select Funding Process

Competitive Funding
 Non-Competitive Funding

5. If you select “Competitive Funding,” the following Funding Identification and Application/Financial fields will appear. Be sure to fill out all required fields:

Funding Identification	Application/Financial
Funding Title * : <input style="width: 100%;" type="text"/> <small>150 Characters Left</small>	Due Date Type * : <input style="width: 100%;" type="text" value="Verified"/>
Fiscal Year * : <input style="width: 100%;" type="text" value="2020"/>	Application Due * : <input style="width: 100%;" type="text"/>
Funding Type * : <input style="width: 100%;" type="text"/>	Total Funds * : <input style="width: 100%;" type="text"/>
Grantor * : <input style="width: 100%;" type="text"/>	Matching Required * : <input style="width: 100%;" type="text"/>
FAIN : <input style="width: 100%;" type="text"/>	Match Type * : <input style="width: 100%;" type="text"/>
CFDA Number : <input style="width: 100%;" type="text"/>	
Organization ID : <input style="width: 100%;" type="text"/>	
Grant Contact : <input style="width: 100%;" type="text"/> <small>5000 Characters Left</small>	

NOTE: If you select “Non-Competitive Funding,” the Application/Financial section above will look like this:

Application/Financial

Total Funds *:

Matching Required *:

Match Type *:

This is the only difference in the fields that appear after you select “Competitive Funding” or “Non-Competitive Funding.”

6. After you fill out the Funding Identification and Application/Financial fields, continue to the Summary section. This section is not required, but recommended. This way, you can be certain where the funds come from, and their intended purpose:

Summary

Give a brief overview of the activities supported by the funding opportunity as described in the funding announcement.

5000 Characters Left

7. Select the Categories and Eligible recipients of your funding.

NOTE: This process of creating funding in your eCivis Grants Network account is very similar to the process eCivis uses to add grants into the Grant Database:

Categories

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Health, Prevention/Treatment	<input type="checkbox"/> Rural Issues
<input type="checkbox"/> Animal Welfare	<input type="checkbox"/> Health, Research	<input type="checkbox"/> Science/Technology
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Housing	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Community Development	<input type="checkbox"/> Human Services	<input type="checkbox"/> Social Justice
<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> IT/Telecommunications	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Domestic Prep./Homeland Security	<input type="checkbox"/> Justice, Prevention/Correction/Rehab	<input type="checkbox"/> Tourism and Hospitality
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Justice, Victims	<input type="checkbox"/> Training & Vocational Services
<input type="checkbox"/> Education	<input type="checkbox"/> Justice, Youth	<input type="checkbox"/> Transportation
<input type="checkbox"/> Energy	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Environment/Natural Resources	<input type="checkbox"/> Libraries	<input type="checkbox"/> Water Supply/Quality
<input type="checkbox"/> Fire/EMS	<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> Hazardous Waste/Brownfields	<input type="checkbox"/> Recycling & Reuse	

Eligibility

<input type="checkbox"/> Local Government	<input type="checkbox"/> Non Profits	<input type="checkbox"/> State Government
<input type="checkbox"/> Academic Institutions	<input type="checkbox"/> Other	<input type="checkbox"/> Tribal Organizations/Institutions
<input type="checkbox"/> Consortia	<input type="checkbox"/> Private Sector	
<input type="checkbox"/> Native American Tribe	<input type="checkbox"/> Schools/School Districts	

8. If the funding you are adding has a website, you can add that URL in the “Reference URL” field. Immediately under the Reference URL field is a place where you can add any accompanying documents to your funding (eg: NOFAs, news articles, etc).

Attachments

Reference URL:

Enter the granting agency's website for future reference. For example, <http://...>

Attach Files: 

9. When you have added all of the information for your funding, click “Save.”
10. You will be taken to the Organization Funding page, where your new funding source will be listed under “Public Organization Funding.”

Note: Your funding source will automatically be given a GN code beginning with the prefix “ORG” (or a custom prefix) + a number corresponding with how many funds have been set up in Organization Funding to date:

Organization Funding

This feature allows you to add, track, and manage funding opportunities that may not be in eCivis' database.

[Add Org Funding](#) [Show Archived Org Funding](#)

Public Organization Funding List View: All Funding Sources Minimize

10 records per page Search:

Showing 1 to 10 of 10 records Previous 1 Next

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0012	Tri-State Opioid Defense Grant	2020	Competitive	\$1,000,000	Unknown	    

11. To the far right of your newly-added funding source, you will see five icons:

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
ORG0012	Tri-State Opioid Defense Grant	2020	Competitive	\$1,000,000	Unknown	    

- Save/Assign Grant:** Save the grant to a specific project, or to the unassigned saved grants section of Grants Network. For more detailed information about the Save/Assign Grant process, see section 5.7.1 of this user guide.
- Edit Grant Information:** Change fundamental information about the grant such as Title, Fiscal Year, and more.
- Delete Grant:** Delete the grant.
- Archive Grant:** Archive the grant for later use. This is helpful if the grant is not yet ready to be used, but will be in the future.
- Duplicate Grant:** Make a copy of an existing grant.

2.2. Saving/Assigning a Grant Fund to a Project

Whether in the Research tool or Organization Funding page, the grant fund is then assigned to a department and project using the "Save/Assign" button. The project dashboard allows you to manage all aspects of your grant agreement with your Funding Agency and the solicitation you create will draw funds from this project.

- 1) Click on the Floppy Disk "Save/Assign" icon to save the grant to a project:

a. Example from "Grant Research":

Score	GN Code	Grant Title	Agency	Actual Funds	Due Date	Actions
100.00	OR0228	Manufactured Dwelling Parks - FY 2018	OR HCS	Unspecified	Rolling	
98.14	US6329	Federal Lands to Parks Program - FY 2019	US Interior	Unspecified	Unknown	
96.15	NC0047	Parks and Recreation Trust Fund (PARTF) - FY 2019	NC Other	Unspecified	04/01/2019 (Multiple)	
06.12	SC0111	Parks and Recreation Development Fund	SC DPRT	Unspecified	Unknown	

b. Example from the "Organization Funding" page:

Public Organization Funding List View: All Funding Sources

10 records per page Search: libra

Showing 1 to 2 of 2 records ← Previous 1

n Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due	Actions
IRG0010	Library Technology Grant	2019	Competitive	\$10,000,000	Unknown	
IRG0009	Library Technology Grant	2018	Competitive	\$10,000,000	Unknown	

2) Select "Assign grant to a new project":

Save/Assign Grant

Grant: EDR0024 CDBG grant

Assign grant to an existing project
 Assign grant to a new project
 Save as unassigned

Cancel >

3) On the "Assign Grant to New Project" form, complete the fields (fields with red asterisks are required), beginning with the project dashboard details:

Assign Grant to New Project

Department*: Community Development

Project*: Community Development Block Grant - FY2020

Project Lead*: Aaron Burr

Project Type*: Non-Construction Construction

Internal Project ID: A123-45

Internal Project Name: CDBG

Project Summary*:
 1500 Characters Left

2. Select Funding Status

1. **Department:** Select the project department from the drop-down menu.
 2. **Project:** Name the project after the grant title and add any important naming conventions like the program fiscal year.
 3. **Project Lead:** Select a program manager or other departmental authority from the drop-down list of department members.
 4. **Project Type:** Indicate if the project is a Construction or Non-Construction project.
 5. **Internal Project ID:** This field is not required and not typically filled on pass-through funds. If your financial system is integrated with eCivis, this field helps route expenditures made against this grant account to display in this project for reporting purposes.
 6. **Internal Project Name:** This field accompanies the Internal Project ID to provide the account name or nomenclature used to name this grant
- 4) Select "No" for your answer to "Is an application required for this grant?" And Select the Grant Status:

The screenshot displays a portion of a web-based grant application form. It features three main sections with green headers:

- 2. Select Funding Status:** This section contains the question "Is an application required for this grant? *:" followed by two radio button options: "Yes" (which is unselected) and "No" (which is selected).
- 3. Select Grant Status:** This section contains a dropdown menu labeled "Grant Status *:". The dropdown is open, showing four options: "Grant Awarded", "Select Grant Status", "Under Consideration", and "Award Projected". The "Grant Awarded" option is currently selected and highlighted in blue.
- 4. Complete Status Fo**: This section is partially visible at the bottom of the screenshot.

- 5) Fill in the required details of your grant award marked with red asterisks.

6) If there is a match required, enter the Cash and/or In-Kind Amounts:

4. Complete Status Form

Projected Award \$ *: 850,000.00

Have you received your grant award notification? Yes No

Internal Grant ID:

Internal Grant Name:

Do you consider this a competitive grant? *: Yes No

Award Notification *: 11/02/2020

Awarded \$ *: 851,500.00

7) Select any Grant Tags that apply to your grant:

Grant Tags: All Organization Tags Selected Organization Tags

Cross-Departmental Collaboration	▶▶	
Domestic Violence Grants	▶	
Match Required	▶	
Threshold Below 250k	◀	
	◀◀	

Notes:

500 Characters Left

8) Be sure to mark the grant as “Pass-Through Funding” and NOT as “available for allocation to sub-projects”:

5. Allocation Option

Are awarded funds to be available for use as pass-through funding? No Yes

Amount to earmark for pass-through funding *: 851,500.00

Are awarded funds to be available for Allocation to sub-projects? No Yes

9) Upload any award notice or award agreement files by clicking the folder button:

Upload Files

Attach Files: 

- 10) Click "Save."
- 11) You will now have a Project Dashboard devoted to this grant and can proceed to build your program to draw from these funds.

NOTE: For more information on managing your grant as a grantee with project dashboard tools, refer to the Grantee Pre-Award and Grantee Post-Award User Manuals.

Project Dashboard: Community Development Block Grant (CDBG) - FY2020

Department: Community Development

Data Integration Options Project Options

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants  

ORG0016 Community Development Block Grant

Stage: Grant Awarded Awarded: \$851,500.00 * Match: \$0.00

Project Team  

U. Grant (Department... Department Dir...
(Lead)

G. Washington CSR

Available Actions

- I would like to access details of this grant
- I would like to request an account setup
- I am ready to schedule my report
- This grant does not require a report
- I have received a grant adjustment notice and need to amend my grant agreement
- I am ready to close this grant
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

*These funds have been made available for pass-through funding.

Pending Tasks Completed Tasks Approval History

2.3. Setting Up Your Non-Grant Fund

Non-grant funds such as tax-based, general funds, or donations are entered into and managed within the Funding Sources page, an Organization-wide funding list that serves as an alternative to setting up a project.

NOTE: This page is only manageable by *Organization Master Account Holders (OMAH)*. If you are a *Department Master Account Holder (DMAH)* or *Departmental (Dept) Staff*, you may communicate with an OMAH to set up your fund and add your name to the users who can use this fund in solicitations.

- 1) Under the Administration menu, select Funding Sources:



- 2) Search and review previous entries to ensure you will not create a duplicative entry. You can expand the number of listings per page as needed:

Organization Funding Sources

[Add Funding Source](#)

Organization Funding Sources

10 records per page Search:

Showing 1 to 7 of 7 records

Title	Total Funding	Funding Remaining	Solicitations Funded	Allocation Permitted	Actions
Planning and Community Development General Fund FY2020	\$1,200,000.00	\$1,200,000.00	0	Yes	Edit Delete
Homeland Security Formula Grant	\$930,000.00	\$0.00	1	Yes	Edit
Revolving Loan Fund	\$1,000,000.00	\$700,000.00	1	Yes	Edit
St. Johns HHS Program Funds	\$1,500,000.00	\$0.00	1	Yes	Edit

The sections of the page are as follows:

1. Title of Funding Source.
2. Total initial amount of the funding source.
3. Funding remaining after deducting pass-through amounts used in solicitations.
4. Number of solicitations that utilize funds from this source.
5. **Allocation Permission:** Whether funds are allowed to be used for program solicitations.
6. Take an action on the fund and edit its details and permissions.
7. Expand the number of records shown on one page to reduce the need for page flipping.
8. Search existing funding sources by keyword to view/edit.

9. Add a new Funding Source.
- 3) If you have not already created your fund, click “Add Funding Source” in the upper left corner.
 - 4) Enter the following fields pictured below:

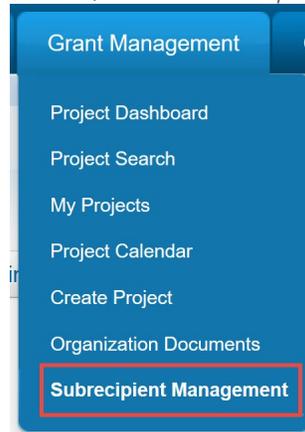
1. Title of account to display system-wide.
2. An identification number used internal to refer to this fund.
3. Total amount to be available in this account.
4. Enable or Restrict this fund from allocation to program solicitations.

5. Select users who will be allowed to manage this fund and use it within program solicitations. When editing a solicitation, the approved users will see this fund as an option to fund their solicitations.
6. Leave any important notes with regards to this fund.
7. Click “Save.”

3. Creating a New Program

Once you have your grant fund set up in a project or, if another type of fund, in your Organization's *Funding Sources* page, you may proceed to create your public solicitation.

- 1) Under the Grants Management menu, select *Subrecipient Management*



- 2) You will be taken to the Subrecipient Management Program Dashboard where all solicitations are managed from conception to publishing, awarding, and closing. You can search and review previous entries to ensure you will not create a duplicative entry. The Program Dashboard contains the following elements:

Program Dashboard

1 Add New Program 2 Public Solicitations Listing Page

Search:

Your Pending Approval Tasks

Program	Project	Org Name	Created Date	Task Type	Action
Electric Bus Fleet Implementation	Clean Bus, Clean City		08/05/2019	Activity Report Approval	Visit Program

1. **Add New Program:** This button will launch a new solicitation draft.
2. **Public Solicitations Listing Page:** This will take you to view your organization-wide listing of public programs which are stored in a single webpage. This webpage can then be shared or embedded in an existing webpage such as your organization's website. With each new solicitation, you will set a preference for that solicitation to be excluded from this page or not.
3. **Your Pending Approval Tasks:** A table of your personal pending tasks on all programs.

Show 25 entries Search:

Program Solicitations 4

Department	Title	Status	Total Funding	Actions
Economic Development	Rural Business Development	Draft	\$1,800,000.00	Actions

4. Program Solicitations: A table of all program solicitations where you can perform any necessary actions from the actions column. You can search existing programs before creating a new one.

3) Click "Add New Program" and fill the required details:

Create New Program

1 Please enter a name for your new program:
Community Development Block Grant

2 Please select a department:
Community Development

Program Setup Tip:
The information provided here assists applicants who are seeking out funding assistance. This information will be visible publicly if the "Public" radio button is checked.

3 Listing:
 Public
 Private

4 Create Program Cancel

1. The name of your new program which will display both internally within eCivis and externally to applicants.

2. Set the solicitation to Public or Private:

Public will place your program on the Public Solicitations page. This page is a linked listings webpage created by eCivis that you can promote for potential applicants to view your available programs.

Private will not place your program on the Public Solicitations page and will restrain your solicitation sharing to just individual program links

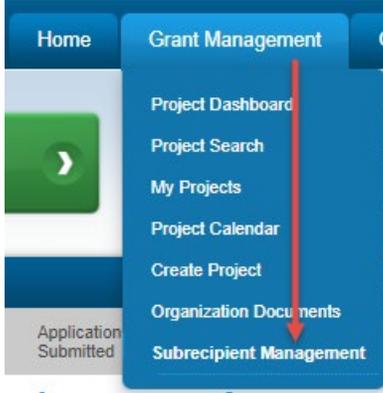
3. Click "Create Program."

4. Editing Your Solicitation Details

Editing your solicitation begins with the Program Detail Page. The Program Detail Page is where all information pertaining to a publicly or privately solicited program is stored, including specific program solicitation information, award amounts, sub-award information, pending and completed tasks as well as reports.

To access (or create) your solicitations in eCivis Grants Network:

- 1) hover over the Grant Management tab, and click on “Subrecipient Management”:



- 2) From this page, you can Add a New Program (Program Solicitation), or view your Public Solicitations Listing Page:



- 3) You can also view any Pending Approval Tasks, such as Financial Report approvals, on this page. This is a function of the Grantor Post-Award phase, but it is viewable here:

Your Pending Approval Tasks

Program	Project	Org Name	Award ID	Created Date	Task Type	Action
Electric Bus Fleet Implementation	Clean Bus, Clean City			08/05/2019	Activity Report Approval	Visit Program
Cyber Terrorism Prevention Program	Cyber Terrorism DEMO Proj	Org 123	ABC123	08/19/2019	Financial Report Approval	Visit Program
Cyber Terrorism Prevention Program	Cyber Terrorism DEMO Proj	Org 123	ABC123	10/21/2019	Financial Report Approval	Visit Program
Cyber Terrorism Prevention Program	Cyber Terrorism DEMO Proj	Org 123	ABC123	11/14/2019	Amendment Approval	Visit Program
Community Development Block Grant	Downtown Housing Rehabilitation Project	City of Springfield	A123-45	02/13/2020	Financial Report Approval	Visit Program

Showing 1 to 5 of 5 entries

[Previous](#) | [Next](#)
[Reload](#)

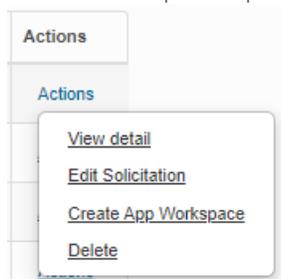
4) You can also view your existing Program Solicitations at the bottom of this page:

Show 25 entries Search:

Program Solicitations

Department 1	Title 2	Status 3	Total Funding 4	Actions 5
Economic Development	Rural Business Development	Draft	\$1,800,000.00	Actions

1. **Department:** The department from where your solicitation funds originate.
2. **Title:** The title of your program solicitation. You can click on this to access more program solicitation details.
3. **Status:** The status of your program solicitation (Draft, Published, etc.).
4. **Total Funding:** The amount of funds available for your program solicitation.
5. **Actions:** Opens up a menu of available actions with the program solicitation:



The options in the Actions drop-down menu include:

- **View detail:** This option will bring you to the Program Details page above to manage all aspects of this program.
- **Edit Solicitation:** This option will bring you to the Edit Solicitation page to view/edit the details which are informational and instructive to prospective applicants.
- **Create App Workspace:** This option is used to submit your solicitation draft when finished editing it. This will result in the creation of a Zengine workspace which is the system used to customize application forms and review scoring forms as well as to manage your reviewer process and award recommendations.
- **Delete:** This will remove this program permanently from eCivis.

4.1. Program Detail Page

- 1) To view the details of a program solicitation you have created, scroll down to the bottom of the Program Dashboard page, locate the program you wish to view, and click on the Title:

Show entries Search:

Program Solicitations

Department	Title	Status	Total Funding	Actions
Economic Development	Rural Business Development	Draft	\$1,800,000.00	Actions
Police Department	Test	Draft	\$0.00	Actions
Human Services	Childhood Development - Social & Economic Development Strategies	Published	\$3,000,000.00	Actions
Community Development	Community Development Block Grant	Published	\$951,500.00	Actions

- 2) This will take you to the Program Detail page.
- 3) The top section provides specific information about the funding department, amount of available funds, and application period:

Program Detail

Community Development Block Grant Published

Department: Community Development
 Total Funding: \$951,500.00
 Application Period: 01/01/2020 - 03/15/2020

- 4) The Award Recommendation Approvals section shows pending approvals for applicants who have been recommended to receive funds by the reviewer team, but have not yet received final approval to be granted funds:

Award Recommendation Approval

Project	Org Name	Award Approved	Links	Action
Housing Project for Altadena	City of Altadena	\$39,000.00	Award Package Application Budget	Return For Changes <input type="checkbox"/>

Showing 1 to 1 of 1 entries

- 5) The Pending Awards section shows the status of all pending award recommendations:

Pending Awards

Project	Org Name	Recommendation Status	Current Approver	Action
Project B	City of A	Recommendation Pending	N/A	Create Recommendation
Housing Project for Altadena	City of Altadena	Pending Recommendation Approval	Ulysses Grant (Department Director), George Washington	

4.2. Edit Solicitation

Editing the details of your solicitation program in eCivis Grants Network is simple.

- 1) Click the “Edit Solicitation” button on the Program Detail page of the program solicitation you wish to edit:



- 2) Complete each section which will provide details and instruction for prospective applicants and will manage the system features used in your solicitation. Each section heading is marked with a red “X” indicating that it is incomplete. The icon will change into a green checkmark when completed and saved:



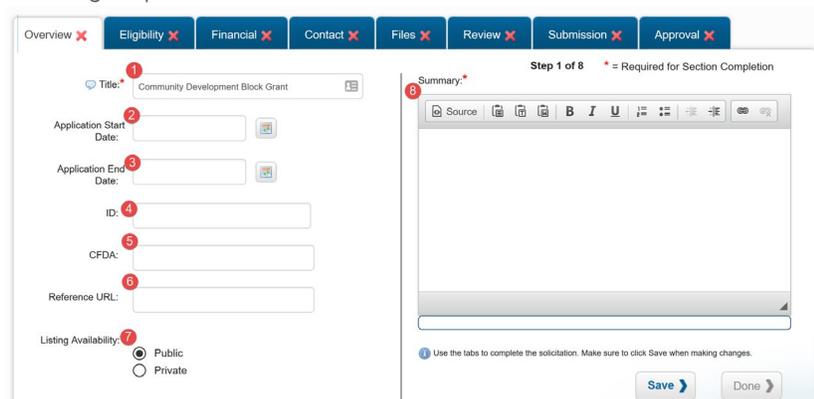
NOTE: You can also access this page from the Actions menu on the Program Dashboard page by selecting “Edit Solicitation”:

Program Solicitations

Department	Title	Status	Total Funding	Actions
Economic Development	Rural Business Development	Draft	\$1,800,000.00	Actions
Police Department	Test	Draft	\$0.00	Actions
Human Services	Childhood Development - Social & Economic Development Strategies	Published	\$3,000,000.00	Actions
Community Development	Community Development Block Grant	Published	\$951,500.00	Actions
Police Department	Cyber Terrorism Prevention Program	Published	\$1,730,000.00	View detail Edit Solicitation Preview Application
Education	Distance Education - Insular Areas FY 20/21	Published	\$1,289,183.31	View detail Edit Solicitation Preview Application

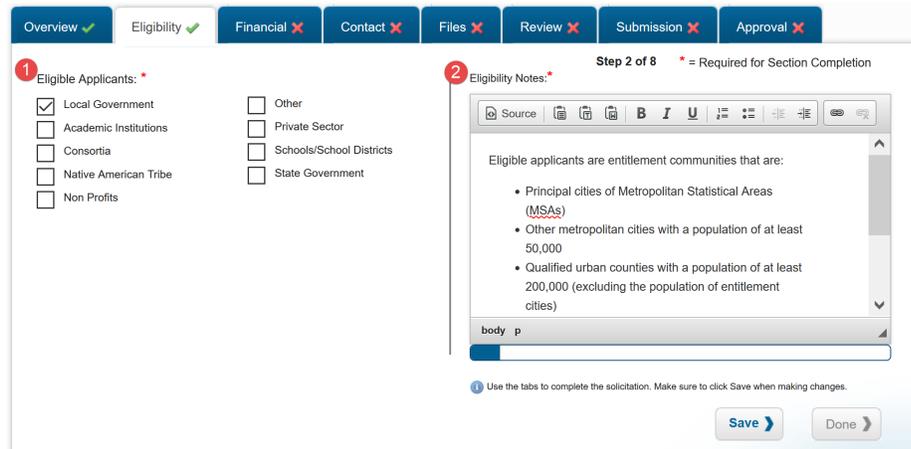
4.2.1. Edit Solicitation – Overview Tab

The first step in editing a solicitation is editing the Overview Tab. If this tab is missing required information, it will have a red X on it:

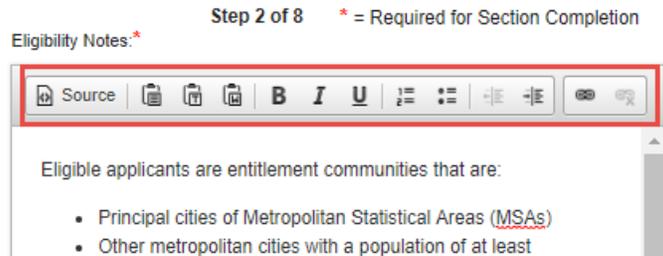


- 1) **Title:** The program name that was set up initially and which will be visible to applicants.
- 2) **Application Start Date:** This date indicates when applications can be accessed in eCivis portal to begin drafting a submission. There will be no “Apply” button on the solicitation announcement page until this date.
- 3) **Application End Date:** This date indicates the end the application period and the “Apply” button will disappear applications can be accessed in eCivis portal to begin drafting a submission.
- 4) **ID:** Indicate any alphanumerical identifier used to identify this program externally and internally.
- 5) **CFDA:** Indicate the Code of Federal Domestic Assistance (CFDA) number for your federal funding source.
- 6) **Reference URL:** Provide viewers a link to another informational webpage.
- 7) **Listing Availability:** Manage your initial preference for setting this program to public or private. (Remember: selecting public will place this program on your Public Solicitation Listings page).
- 8) **Summary:** Build your detailed summary about this program and its purpose using the text formatting tools as needed. A blue status bar below the summary box will measure how close you are to reaching the maximum character limit.
- 9) Click “Save” to mark this section complete. Then click the “Eligibility” or any other section heading you wish to edit next.

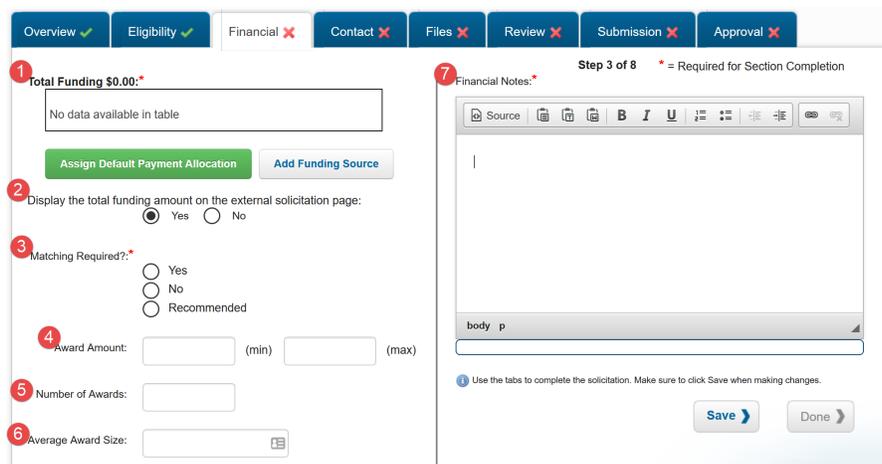
4.2.2. Edit Solicitation – Eligibility Tab



- 1) Select who is eligible to apply for your program solicitation by checking the applicable box(s).
- 2) Add any notes about eligibility of applicants in the Eligibility Notes sections. You can use the buttons on top to format this text however you like. This includes adding HTML formatting.



4.2.3. Edit Solicitation – Financial Tab



- 1) Start by making a selection in the Total Funding section.

Click “Add Funding Source” to add funds from a grant or grants to fund this program solicitation:

Total Funding \$0.00:*

No data available in table

Assign Default Payment Allocation

Add Funding Source

Select either Organizational Funding Source or Pass-Through Funding Source:

x

Choose Funding Type:*

Please Select

Please Select

Organizational Funding Source

Pass-Through Funding

Close >

Based on your selection, click the drop-down menu beneath Select Funding Source, and choose a fund or grant from which to allocate funds:

x

Choose Funding Type:*

Organizational Funding

Select Funding Source:*

Select Funding Source

Select Funding Source

EPA Research Fund

Green Initiatives Fund

Homeland Security Formula Grant

Human Services General Fund

Planning and Community Development General Fund FY2020

Revolving Loan Fund

St Johns HHS Program Funds

Based on the fund or grant that you choose, you will see the **Total Available** funds. Type in the amount of the available funds you wish to allocate to this program solicitation in the **Total Allocation** field, and click “Save Funding”:

Total Available:*

\$180,000.00

Total Allocation:*

\$90,000.00

Save Funding >

Close >

Once you have added all of your funding sources, you can click “Assign Default Payment Allocation.” This button will open a menu that lets you define the default payment for each program funding source:

The image shows a green button labeled "Assign Default Payment Allocation" with a red arrow pointing to it. To its right is a grey button labeled "Add Funding Source". Below these is a modal dialog box titled "Funding Source Default Payment Spread". The dialog contains the following text: "Please enter a percentage for default payment from each program funding source. This information is used to default payment amounts from each fund on the payment screen when paying against a reimbursement request on a financial report." It lists two funding sources: "ORG0016 Community Development Block Grant (\$851,500.00) Federal" with a percentage of 10%, and "Planning and Community Development General Fund FY2020 (\$100,000.00) Non-Federal" with a percentage of 90%. A note at the bottom states: "* Note - You do not have to default 100% of your program funding sources." At the bottom right of the dialog are "Save" and "Cancel" buttons.

- 2) Select the Yes or No buttons to indicate if the Total Funding Amount will display on the final solicitation page:

Display the total funding amount on the external solicitation page:
 Yes No

- 3) Select the Yes, No, or Recommended button to indicate whether there is a match required from Subrecipients to qualify for your program funds:

- 4) Enter the range of the available award amount (optional) that will display to prospective applicants. This includes a minimum and maximum amount:

Award Amount: (min) (max)

- 5) Indicate the Number of Awards available:

Number of Awards:

- 6) Indicate the Average Award Size that will be displayed on your solicitation:

Average Award Size:

- 7) In the Financial Notes section, include details about the financial aspect and requirements upon subrecipients using the text formatting tools as needed. A blue status bar below the summary box will measure how close you are to reaching the maximum character limit:

Financial Notes.*

Source | [Icons] | B I U | [Icons] | [Icons]

Applicants seeking grants must establish a revolving loan fund, and provide an amount equal to at least 20 percent of the grant amount. This contribution may not be provided using other federal grants unless permitted by law. Applicants seeking loans, or the ultimate recipient of the loan, must provide at least 20 percent of the loan amount.

The provision of supplemental funds beyond 50 percent of the award amount will result in additional points being added during the evaluation.

NOTE: You may use the buttons above the text field to format your text.

4.2.4. Edit Solicitation – Contact Tab

Overview ✓ | Eligibility ✓ | Financial ✓ | Contact ✗ | Files ✗ | Review ✗ | Submission ✗ | Approval ✗

Agency/Department: Community Development

Office: 1 [Text Field]

Program Contact: 2 [Text Field]

Program Contact & Application Address are the same.

Application Address: 3 [Text Field]

Step 4 of 8 * = Required for Section Completion

Contact Notes.*

Source | [Icons] | B I U | [Icons] | [Icons]

Use the tabs to complete the solicitation. Make sure to click Save when making changes.

Save Done

- 1) **Office:** Include the name of the office issuing the solicitation.
- 2) **Program Contact:** Include contact details for the person applicants should contact with questions about the solicitation.
- 3) **Application Address:** Include the address of the office receiving applications digitally or physically (in cases where physical supplemental materials are required from applicants).

NOTE: Check the checkbox between the Program Contact and Application Address fields if the address and contact info are the same:

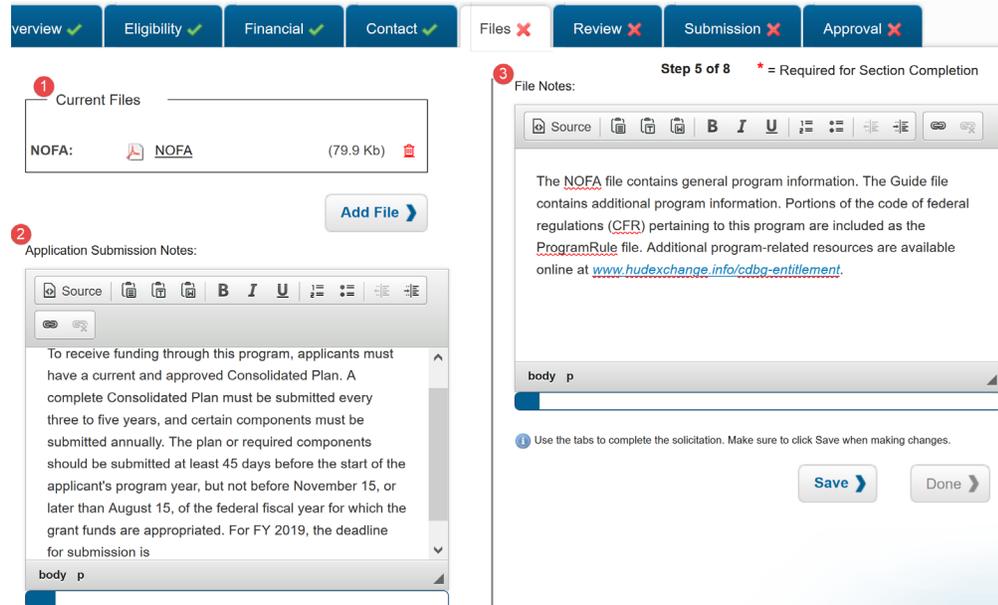
Program Contact & Application Address are the same.

- 4) **Contact Notes:** Include details about the use of the given contacts using the text formatting tools as needed. A blue status bar below the summary box

will measure how close you are to reaching the maximum character limit.

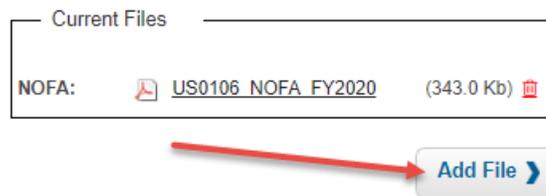
5) Click "Save" to mark this section complete.

4.2.5. Edit Solicitation – Files Tab



1) **Current Files:** Where you will add all supplementary documents that applicants may need to understand and apply for your solicitation.

Click "Add File" to add documents:

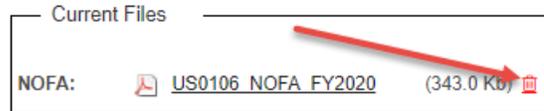


Click the drop-down menu below File Label to select the type of file you are adding:



Click “Choose File” to select the file you wish to add. After you have selected your file, click “Upload File” to save.

NOTE: If you added a file by mistake, you can remove it by clicking the trash can icon beside the file in the Current Files section:



- 2) **Application Submission Notes:** Include details about how to apply, what to include, and anything else you need to communicate to applicants. Use the text formatting tools as needed and a blue status bar below the summary box will measure how close you are to reaching the maximum character limit.
- 3) **File Notes:** Include details about the use of the included files using the text formatting tools as needed. A blue status bar below the summary box will measure how close you are to reaching the maximum character limit.

NOTE: You may use the buttons above the text field to format your text.

- 4) Click “Save” to mark this section complete. Then, click the next section or any other section heading you wish to edit next.

4.2.6. Edit Solicitation – Review Tab

Review ✓ Eligibility ✓ Financial ✓ Contact ✓ Files ✓ Review ✗ Submission ✗ Approval ✗

Step 6 of 8 * = Required for Section Completion

Please enter review committee members:

1 Review Committee

Ulysses Grant donotreply@ecivis.com

Add Reviewer >

2 Review notes may be used to provide instructions to your customer service representative that will help them in designing the application and submission process for your solicitation. Once you have marked your solicitation complete, your customer service representative will follow up within one business day to confirm your program details. These notes will not appear to applicants.

I would like reviewers to receive an email alert when a new application is submitted.

body p

Use the tabs to complete the solicitation. Make sure to click Save when making changes.

Save > Done >

- 1) Add your Review Committee members by clicking “Add Reviewer”:

Please enter review committee members:



Review Committee

John Smith kwolterstorff@ecivis.com 

[Add Reviewer >](#)

A red arrow points from the trash icon to the Add Reviewer button.

This will open a pop-up where you can add the First Name, Last Name, and Email Address of the reviewer:



Add Reviewer ✕

First Name.*

Last Name.*

Email.*

[Add Reviewer >](#) [Close >](#)

Click “Add Reviewer” to continue.

NOTE: You can remove a reviewer by clicking the trash can icon beside their name in the Review Committee section:



Review Committee

John Smith kwolterstorff@ecivis.com 

A red arrow points from the trash icon to the right.

- 2) **Review Notes:** Notes in this section will alert eCivis service and support of any special requests you have for your application review process.

For example: You may request that certain listed reviewers be alerted whenever a new application is submitted.

NOTE: You may use the buttons above the text field to format your text.

- 3) Click “Save” to mark this section complete.

4.2.7. Edit Solicitation – Submission Tab

In the Submission Tab, you will manage important settings for your submission and subrecipient portal. This section is NOT visible in your external solicitation page.

Step 7 of 8 * = Required for Section Completion

1 Primary Workspace Email:*
The primary workspace email will receive an invitation to the administration workspace to manage the solicitation process. Additional emails may be added within the administration workspace.
email@ecivis.com

2 Accept multiple applications per user:*
 Yes No
Note: Once a solicitation has been published, this selection may not be changed.

3 Budget Development:*
Would you like your applicants to create a budget within the eCivis Portal? This will also be used to track spending during post award.
 Yes No
Note: Once a solicitation has been published, the budget template may not be changed.
SF-424A Non-Construction

4 Track program income with Finance Reports
 Additive
 Subtractive
 Apply to match

5 Permit allowable 10% budget adjustment without award modification
 Send me notification when an allowable budget modification has been performed

6 Submission notes may be used to provide instructions to your customer service representative that will help them in designing the application and submission process for your solicitation. Once you have marked your solicitation complete, your customer service representative will follow up within one business day to confirm your program details. These notes will not appear to applicants.

I would like the solicitation draft to be published on January 1. The application deadline should end at 11:59 pm PST on March 15th.

body p

Use the tabs to complete the solicitation. Make sure to click Save when making changes.

Save Done

- 1) **Primary Workspace Email:** Enter an email for the primary program administrator to be the first one set up in your Zengine workspace where application forms are built and submissions managed.
- 2) **Accept Multiple Applications Per User:** Select whether you want to allow applicants to submit more than one application on this program for multiple projects.
- 3) **Budget Development:** It is recommended that you use the budget tool in your application rather than leaving applicants to upload a budget spreadsheet. Doing so will allow you to include the applicant's final budget details in their award acceptance packet and to track spending against this budget.

Select "Yes," if you will include Budget Development

If you have selected "Yes," you will need to select the desired budget template that applicants will use to submit their budget proposals:

Yes No

Note: Once a solicitation has been published, it cannot be changed.

SF-424A Simplified ▼
 SF-424A Simplified
 Training Demo Standardized
 SF-424A Non-Construction
 SF-424C Construction

- 4) **Track program income with Finance Reports:** Selecting this checkbox will add a program income field to the financial reports that subrecipients submit. Select whether their program income should be tracked as additive to their award, subtractive to their award, or applied to their match.
- 5) **Permit allowable 10% budget adjustment without award modification:** When checked, you can check the second box to enable a notification when a budget adjustment is made below the 10% threshold. If this option is left unchecked, then subrecipients will not be permitted to adjust their budget by even the smallest amount without submitting an accompanying grant amendment request.
- 6) **Submission Notes:** Notes in this section will alert eCivis support of any special requests you have for your submission process. You will at least want to leave notes indicating:
 - At what exact time you wish the application deadline to take effect and no longer receive applications. (Be sure you have indicated any such time in your Application Submission Notes section of the Files tab.
 - If your program Listing Availability is set to Private, you may indicate if you would like your program to be published and ready to share as soon as it is set up by eCivis support. Otherwise, you will be responsible for alerting eCivis support by email when you have finished making any edits to your application form and are ready for the solicitation to be published.
 - Any other team member (names and emails) to include on your Zengine program workspace for managing this application process.

NOTE: You may use the buttons above the text field to format your text.
- 7) Click "Save" to mark this section complete.

4.2.8. Edit Solicitation – Goals Tab

In the Goals tab you can enter the goals you have for your program. These goals will be included in the application and post-award process:

Step 8 of 9 * = Required for Section Completion

Please enter the goals you have for this program. These goals will be included in the application and post award process.

[Add New Goal](#) Search:

Goal	Target	Actions
Add new business downtown	5.00	Edit Goal Delete Goal

10 records per page ← Previous 1 Next →

Use the tabs to complete the solicitation. Make sure to click Save when making changes.

[Save](#) [Done](#)

- 1) Click "Add New Goal" button to add a goal.
- 2) Add Goal Title.
- 3) Add Target Amount.
- 4) Click "Save."
- 5) Under Actions, you can Edit Goal or Delete Goal.

4.2.9. Edit Solicitation – Approval Tab

In the Approval tab, you will define an approval workflow for crucial task events in your program lifecycle including any documents the subrecipient will need to complete the award acceptance process. Click the pencil icon next to each Task Type to define a workflow.

Step 8 of 8 * = Required for Section Completion

Please define an approval workflow for each of the tasks below*

Task Type	Workflow	
Award Recommendation Approval ⓘ	Sequential	
Final Award Approval ⓘ	Standard	
Grant Amendment Approval ⓘ	Standard	
Grant Amendment Approval with Finance ⓘ	Standard	
Financial Report Approval ⓘ	Standard	
Activity Report Approval ⓘ	Standard	

Award Files may be optionally added. These would include common program documents that the subrecipient needs to complete the award process. The files included here will be included in the award task. You will also be able to add subrecipient specific files when creating the award.

Award Files

No data available in table

[Add File](#)

ⓘ Use the tabs to complete the solicitation. Make sure to click Save when making changes.

[Save](#) [Done](#)

- 1) Click the pencil icon beside the Task Type you wish to configure. This will open a pop-up:

Define a workflow for the Award Recommendation Approval Task

Approval Type:*

Standard ⓘ Sequential ⓘ

Designated for Approval:*

User
Choose a user that will be designated as approver

Select Department

Select User

User Group
Choose a user group that will be designated for approval. The group is based off Approval Type selected above.

Award Acceptance Approval Group

[Save](#) [Close](#)

- 2) Select your Approval Type by clicking the corresponding button.

Standard is used for individual approvers and for Standard groups which notify all group members simultaneously and require that any one of the members respond to the approval request.

Sequential is used only for groups, and specifically for Sequential groups which move from one approver to the next in a sequence that is indicated in the Group Manager settings.

- 3) If you selected "Standard," you will need to designate an approver. This can be either a specific User, or a User Group.

For a single User approver, click the button beside "User," and select the Department and the User Name:

Designated for Approval:*

User

Choose a user that will be designated as approver

Budget & Finance ▼

Candy Panera ▼

For a User Group, click the button beside "User Group," and select the User Group:

User Group

Choose a user group that will be designated for approval. The group is based off Approval Type selected above.

Approval to Apply - GMO ▼

- 4) Click Save to continue.
- 5) Proceed through each Task Type by clicking each pencil icon, and repeating the steps above. Each Task Type is described in detail below:

- **Award Recommendation Approval:** Triggers when an award recommendation is created in Zengine and then award details are requested for internal approval within your Subrecipient Management dashboard. The applicant is not notified of their award offer until the final approval is given on this request.

- **Final Award Approval:** Triggers when an award has been accepted by an applicant. This is the final approval before the award is considered awarded.

- **Grant Amendment Approval:** Triggers when a subrecipient requests a grant amendment.

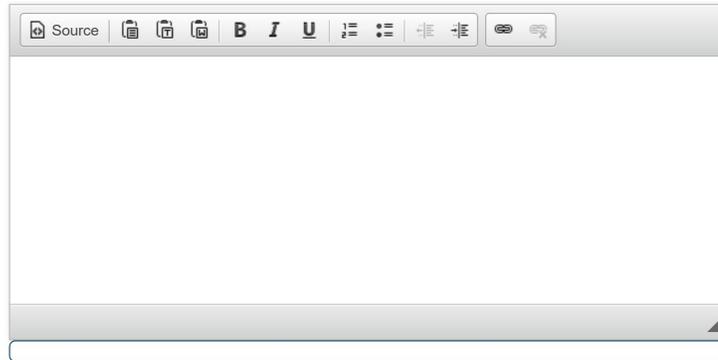
- **Grant Amendment Approval with Finance:** Triggers when a subrecipient requests a grant amendment containing a financial change.

- **Financial Report Approval:** Triggers when a Financial Report has been submitted by the subrecipient. When defining the workflow for a submitted

report, additional options are available to indicate:

Instructions on how the subrecipient should complete their report and what to include in the way of notes, attachments, etc:

Instructions:



The Frequency of assigned Financial Report Tasks. Select the intervals, due dates, and the reporting period start and end:

Define an optional frequency for the Financial Report Task ⓘ

Frequency:

Interval:*

On:* A day of the month

The last day of the month

Starting:*

Until:

Save >

- **Activity Report Approval:** Triggers when an Activity Report has been submitted by the subrecipient.

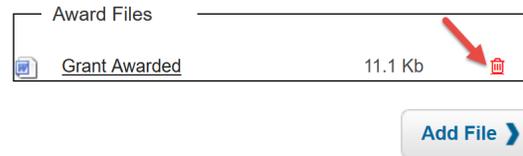
- 6) To add documents for subrecipients to complete during the award process, click "Add File" in the Award Files section and upload a file:

Award Files

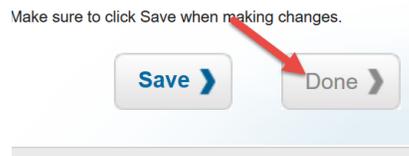
No data available in table

Add File >

NOTE: You can delete files you have added by clicking the red trash can icon:



7) Click “Done” to complete the Solicitation edits:



4.3. Create Your Application Workspace

Once your solicitation editing is complete, you are ready to create an application workspace within Zengine. This begins by submitting your solicitation to eCivis and awaiting an invite to your new workspace.

- 1) On the **Program Dashboard**, locate your program title and click the *Actions* button to the right of your program.
- 2) Select “Create App Workspace”:

is	Total Funding	Actions
ift	\$951,500.00	Actions
ift	\$1,800,000.00	<ul style="list-style-type: none"> View detail Edit Solicitation Create App Workspace Delete
ift	\$0.00	
plished	\$3,000,000.00	

- 3) Select “Yes” if you are ready to submit and confirm the budget setting and template you have selected:

Attention!

Are you sure you want to create an application workspace for this program? Once this action has completed, the budget template may not be changed.

- 4) Your program will be marked as “Under Review” until it is configured in Zengine by eCivis Support, and until the date/time you have requested that your solicitation

officially publish:

Grant	Under Review	\$951,50
		\$500,00

5. Finalizing Your Application and Review Forms

5.1. Accessing the Workspace

- 1) Once you have selected to Create an Application Workspace, the Primary Workspace Owner indicated in the solicitation will receive a confirmation email of the solicitation details:

eCivis Support <support@ecivis.com>

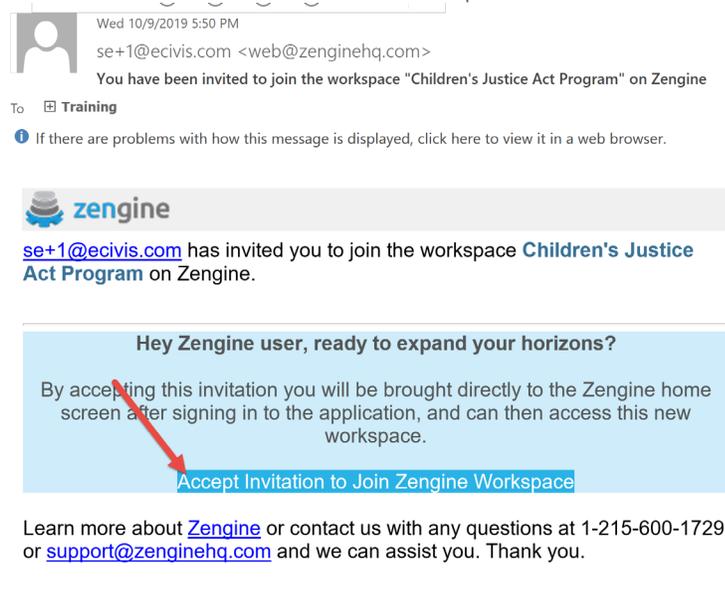
Solicitation Under Review

orres

If there are problems with how this message is displayed, click here to view it in a web browser.



- 2) When the Primary Workspace Owner receives their invitation to the workspace, they will click to accept the invitation. Once they have accepted the invitation to the application workspace, they can review and edit the application form, review form, and add additional users to the workspace:



- 3) Log into Zengine if you have an account. If you do not, then enter your email and click continue to create a new account:

Welcome!

Sign in to accept your invitation to join the workspace **Community Development Block Grant**.

Email

Continue

OR

 Sign in with Google

OR

You've been invited to a workspace, but need to create an account first.

Provide us with some information below and you'll have access to the workspace a Zengine member has shared.

Email

test@ecivis.com

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8-32 characters
- Must not be an email address

Confirm Password

- 4) Select the workspace title that matches the program title you wish to access:

ces Most Recent A - Z



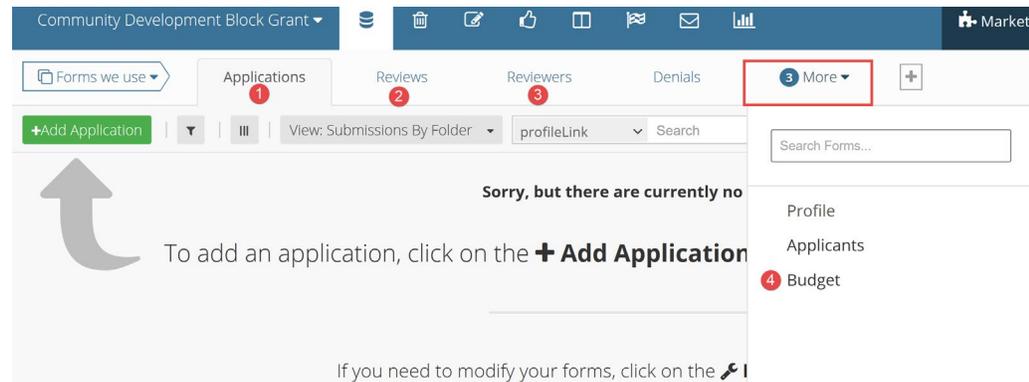
New Workspace



Community Development Block Grant

- 5) You will be taken into the workspace *Data* page where you can edit your forms and view submitted applications, budgets, and reviews among other submission data.

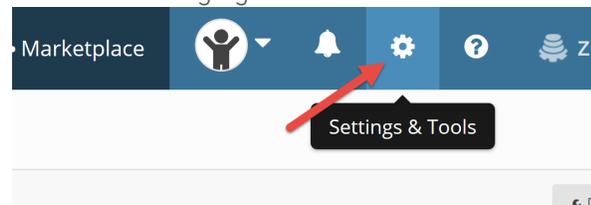
These forms include:



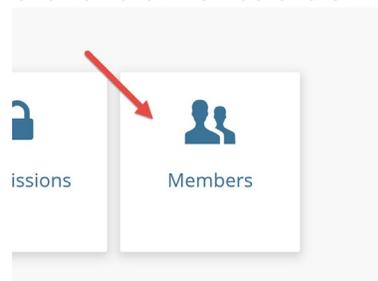
1. Application form
2. Review form
3. Reviewers Assigned
4. Budget Submissions

5.2. Adding Additional Users to the Workspace

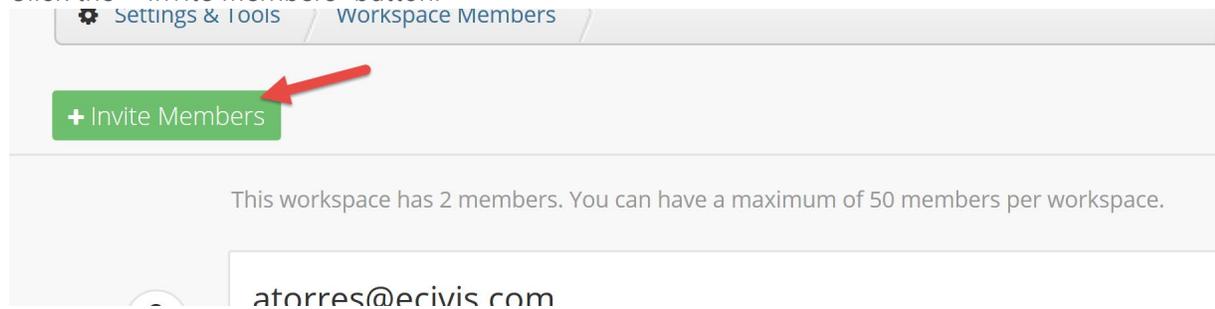
- 1) Click the Settings gear icon:



- 2) Click on the "Members" tile:



- 3) Click the "+Invite Members" button:



- 4) Fill out the Invite New Members to this Workspace form:

Invite New Members to this Workspace

Email

1 test@ecivis.com

Separate each person you would like to invite by a comma or a new line.
You can invite 47 more members to this workspace.

Message

If you'd like, you can add a personal message to your invitation.

Pick the Role for the Person(s) being Invited

You can choose from a variety of **standard roles** for invitees that give them different permissions to view, edit, or delete workspace data. Once members accept your invitation, you can **customize their roles**.

2

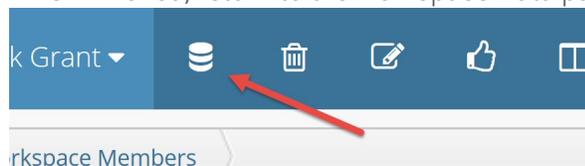
Choose one...
Choose one...
Administrator
Full Member
Editor

3

Cancel Send Invite

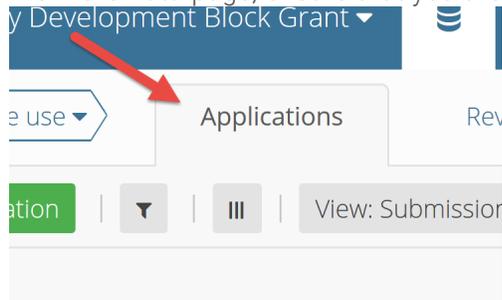
1. Enter the email of the invitee(s).
2. Assign the level of view/edit permissions you wish to assign to this individual.
3. Click *Send Invite* and they will receive an invite to join the workspace and to create a Zengine account if they have not already done so.

- 5) When finished, return to the workspace Data page by clicking the Data icon:

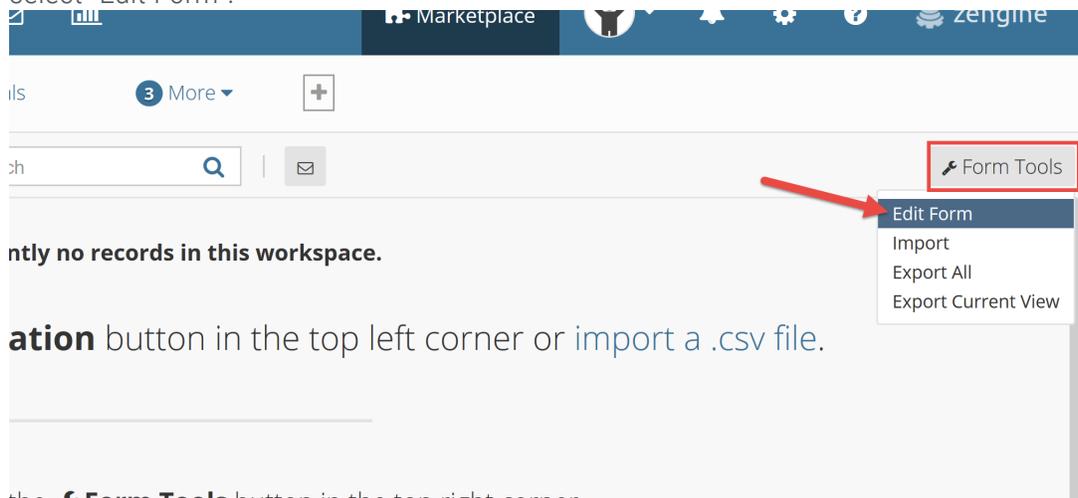


5.3. Editing Your Application Form Content

- 1) From the *Data* page, ensure that you are viewing the Applications tab:



- 2) On the top-right corner of the Applications table, click the Form Tools button and select "Edit Form":



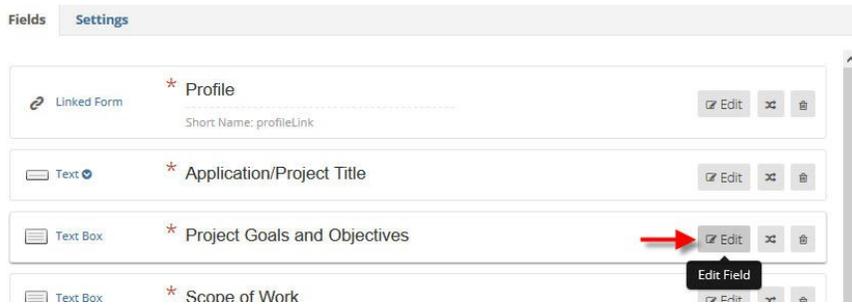
the **Form Tools** button in the top right corner.

Prior to publishing your solicitation you can add custom help text and optional or mandatory file uploads. Help text will appear to the applicant directly above the field and can be used to general describe the purpose of the field.

NOTE: Do not edit any of the fields with the "Linked from" (chain link icon) label such as the "Profile" field.

NOTE: Do not delete any of the required fields displaying a red asterisk (*) that are part of the default fields in your application.

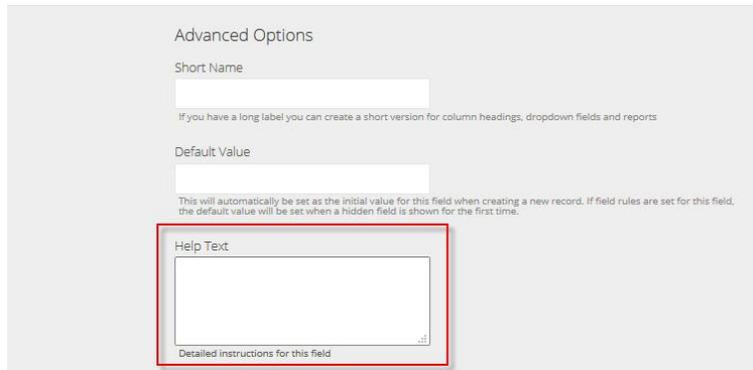
3) Select the "Edit" button for the desired field:



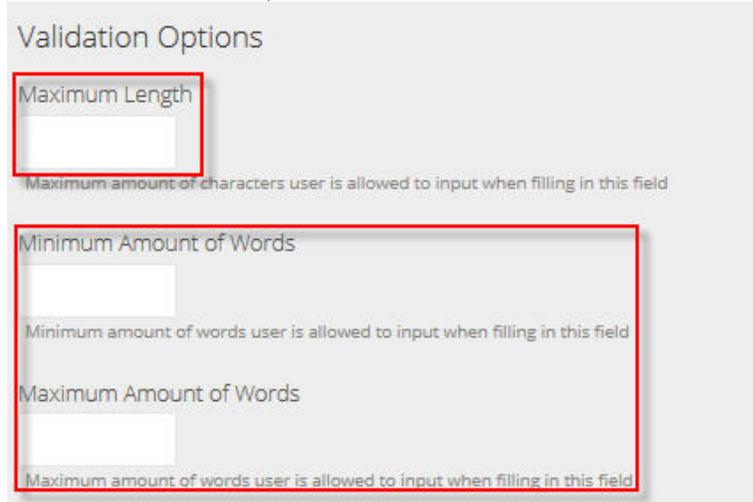
4) Select "See advanced options" and enter desired text in the "Help text" box:



5) Enter text in the "Help text" box:

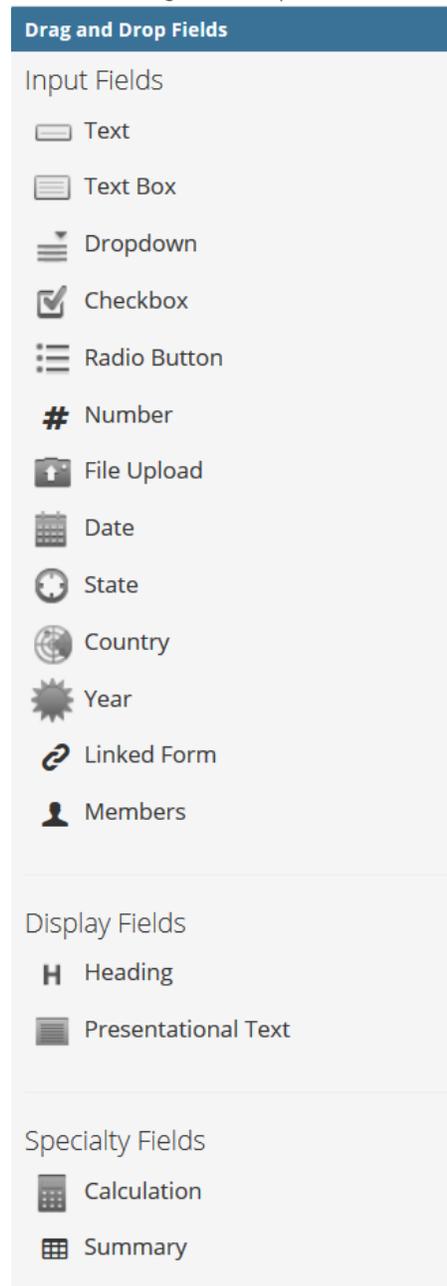


6) Use the "Validation Options" to set character or word count limitations:



- 7) New fields can be added through the panel on the right-hand side called "Drag and Drop Fields." As the name implies, fields are added through dragging the chosen field over to the form builder on the left and dropping it in the spot you would like this field to appear on the form.

The following is an explanation of each form field type:



- **Text:** Allows for input of a short amount of text, typically one line, such as name, email address, or phone number.

- **Text Box:** Allows for input of a longer amount of text, such as an address or a short

essay.

- **Dropdown:** Allows for a user to select from a pre-determined list of options presented as a dropdown. Settings can allow users to be able to select just one or multiple options.

- **Checkbox:** Allows for a user to select from a pre-determined list of options presented as checkboxes. Users can select multiple options.

- **Radio Button:** Allows for a user to select from a pre-determined list of options presented as radio buttons. Users can select only one option.

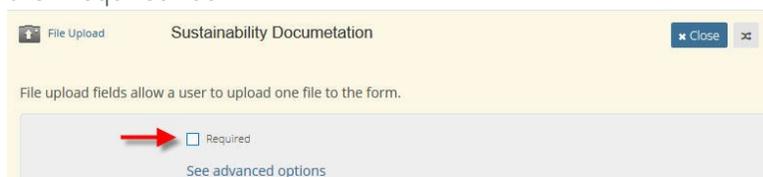
- **Number:** This field type can be configured to allow for a number with a predetermined amount of decimal places (such as a GPA) and/or a currency.

- **File Upload:** Allows for a user to upload documents and media. File types and sizes can be restricted.

- 8) For file uploads drag and drop the “File Upload” icon into the desired location on the application form and rename the field appropriately:

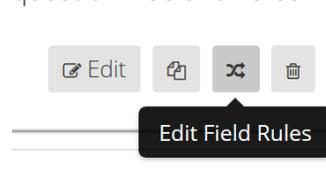


- 9) To make the file upload required for applications, select the “Edit” button, and check the “Required” box:



- 10) You can create rules and conditions for each field using the “Edit Field Rules” button.

For example, you can create a condition where this field only appears if the prior question was answered with the value “Yes.”



Click the Add a Rule button, and rule logic options will appear:

Adding conditional rules allows you to show or hide this field based on another field's response. New fields that are added to a form will not appear in these rules until the form is saved. [Learn more about rules.](#)

- 11) Help text, file uploads and/or character limitations can be added in the same way as the Applications tab. Refer to this section for instructions:

5.4. Creating the Review Form

This form will be used by your assigned reviewers to view and score applications. The form will typically consist of long-form responses and scoring questions that prompt the reviewer to enter a numerical value

- 1) From the *Data* page, select the Review tab:

- 2) Select "Forms Tools" and "Edit Form" to edit the Review form:

NOTE: See [section 5.3](#) for help with adding fields using the drag-and-drop tools as well as instructions for adding help-text.

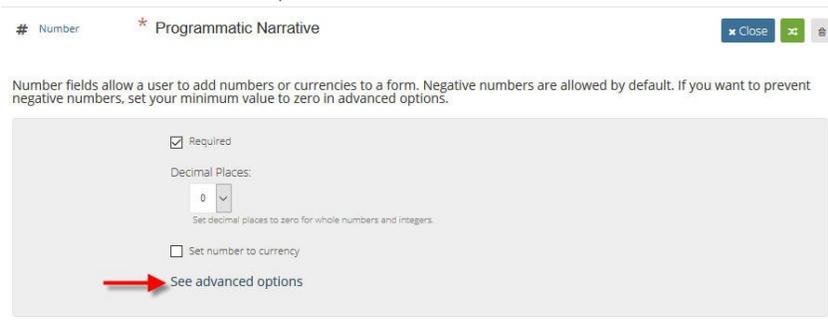
3) To set the weight of a specific numerical field, first indicate clearly in your question or help text what is the acceptable value range. Then set a minimum and maximum in the Validation Options section.

4) Click the Edit button on the field:



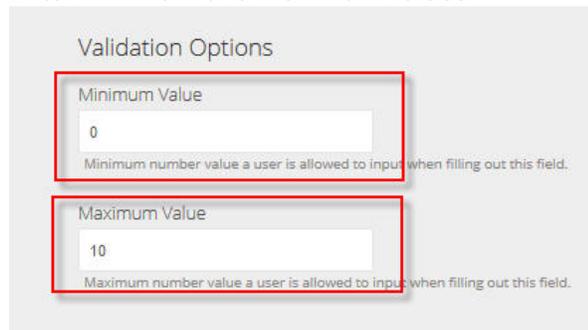
The screenshot shows a form editor interface. At the top, there is a field labeled '# Number' and '* Programmatic Narrative'. To the right of this field is an 'Edit' button, which is highlighted by a red arrow. Below this field is another field labeled 'Text Box' and 'Comments', also with an 'Edit' button.

5) Click "See Advanced Options":



The screenshot shows the 'See Advanced Options' dialog for the 'Programmatic Narrative' field. The dialog has a title bar with '# Number' and '* Programmatic Narrative' and a 'Close' button. Below the title bar, there is a paragraph of text: 'Number fields allow a user to add numbers or currencies to a form. Negative numbers are allowed by default. If you want to prevent negative numbers, set your minimum value to zero in advanced options.' Below this text are several options: a checked 'Required' checkbox, a 'Decimal Places' dropdown menu set to '0', and an unchecked 'Set number to currency' checkbox. At the bottom, there is a 'See advanced options' button, which is highlighted by a red arrow.

6) Enter minimum and maximum values:



The screenshot shows the 'Validation Options' section. It has two input fields: 'Minimum Value' and 'Maximum Value'. The 'Minimum Value' field contains the number '0' and is highlighted with a red box. Below it is the text: 'Minimum number value a user is allowed to input when filling out this field.' The 'Maximum Value' field contains the number '10' and is also highlighted with a red box. Below it is the text: 'Maximum number value a user is allowed to input when filling out this field.'

6. Publishing Your Solicitation

After you have finalized your Application and Review forms, email support@ecivis.com in the following format:

Subject: Solicitation Ready to Publish

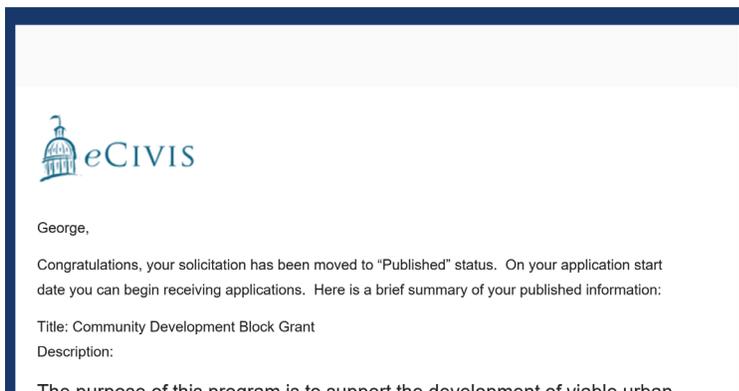
Body:

- Program Name
- Primary Workspace owner email
- Agency/Department name
- Desired publish date/time*
 - *by default programs will be published within 3 hours of the request. Only include a desired published date if it is more than 3 hours

NOTE: You will need to notify eCivis support also if you make any updates to your forms at any time. Any new form fields will need to be activated to appear on applications.

The eCivis support team will notify you when the solicitation has been published and will provide the external solicitation link and reviewer portal link. You will also receive a system email notification:

 eCivis Support <support@ecivis.com>
Your eCivis program solicitation has been published
 Anthony Torres
 There are problems with how this message is displayed, click here to view it in a web browser.



You can always check the status of your program on the Program Dashboard in eCivis. The solicitation will move the "Published" status in the program list when this is ready:

Link	Order Review	\$100,000.00	Actions
Childhood Development - Social & Economic Development Strategies	Published	\$3,000,000.00	Actions

7. Sharing Your Solicitation

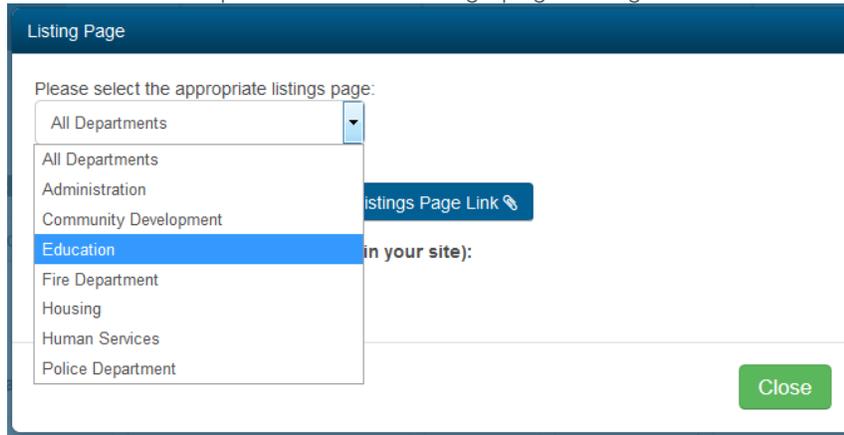
7.1. Sharing Your Public Solicitations Listings Page

The *Public Solicitations Listings* page contains any open programs that are marked “Public” and can be shared as a department-specific listing or organization-wide listing.

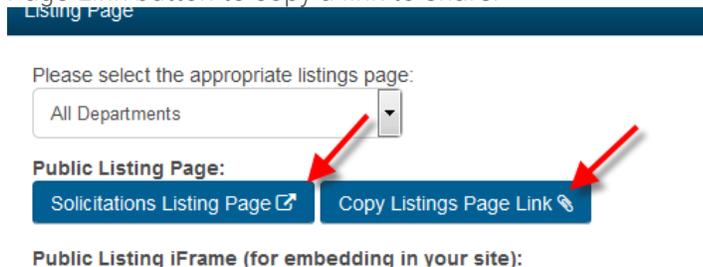
- 1) In the Program Dashboard located under the Grant Management menu, return to *Subrecipient Management*.
- 2) At the top of your page, click the Public Solicitations Listings Page button:



- 3) Select either a department-wide listings page or organization-wide listings page:



- 4) Click the Solicitations Listing Page button to visit the page, or click the Copy Listings Page Link button to copy a link to share:



- 5) The page will display only open programs. Each program name is a hyperlink to the specific external solicitation page:

Programs available for Solicitation

Administration		
Solicitation Name	Application Start Date	Application End Date
Historic Preservation Trust	12/11/2016	12/30/2020
Electric Bus Fleet Implementation	01/15/2019	03/15/2020
Transportation (TEST KW)	01/01/2020	02/07/2020

Community Development		
Solicitation Name	Application Start Date	Application End Date
Community Development Block Grant	01/01/2020	03/15/2020

Education		
-----------	--	--

- 6) To embed the listings page in an existing webpage, typically for your organization's website, use the iFrame link provided. You can access this by clicking the Copy Hosted Listings Link (iFrame) button:

Public Listing iFrame (for embedding in your site):

Copy Hosted Listings Link (iFrame) 

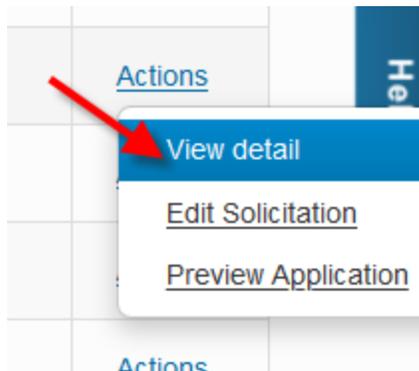
7.2. Reviewing and Sharing an External Solicitation Page

You should receive the link to your solicitation by email from eCivis but you can follow the steps below to access this page at any time

- 1) In the Program Solicitations table, find the name of your program, and click the Actions button:

PROGRAM	TITLE	STATUS REVIEW	\$ AMOUNT	ACTIONS
Human Services	Childhood Development - Social & Economic Development Strategies	Published	\$3,000,000.00	Actions

- 2) Click "View Detail":



- 3) In the Program Detail Page, click the Ext. Solicitation Listing button:



- 4) Review your solicitation by clicking through all tabs to ensure all details are correct:



- 5) Copy and paste the URL that displays in your browser. This is the same link that is shared with you when eCivis support completes publishing your solicitation:

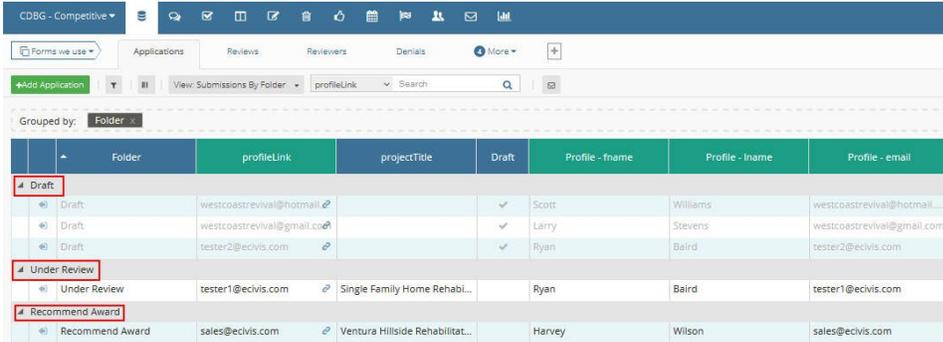


- 6) Applicants will click the Apply button to open Portal and begin their entry. When your application end date arrives, this button will disappear:



8. Monitoring the Application Process

Once you are logged into your application workspace, click on the Data tab to see the status of all of your applications. The Data tab contains dynamic feedback of each application from the early stages of draft, under review, awarded, etc. It also provides you will relevant data captured in each of those stages:

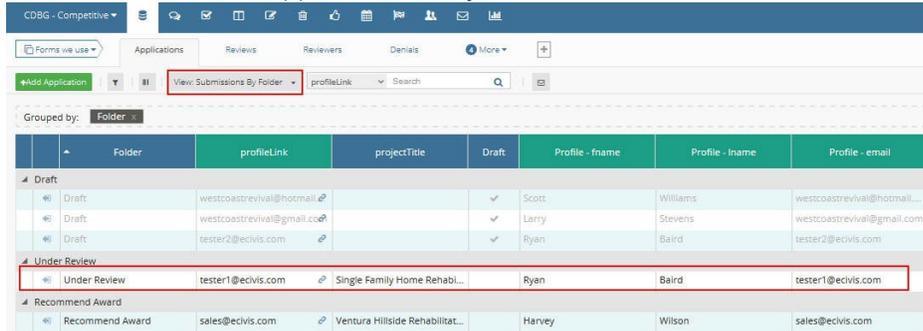


Folder	profileLink	projectTitle	Draft	Profile - fname	Profile - lname	Profile - email
Draft	westcoastrevival@hotmail.com		✓	Scott	Williams	westcoastrevival@hotmail.com
Draft	westcoastrevival@gmail.com		✓	Larry	Stevens	westcoastrevival@gmail.com
Draft	tester2@ecivis.com		✓	Ryan	Baird	tester2@ecivis.com
Under Review	tester1@ecivis.com	Single Family Home Rehabil...		Ryan	Baird	tester1@ecivis.com
Recommend Award	sales@ecivis.com	Ventura Hillside Rehabilitat...		Harvey	Wilson	sales@ecivis.com

8.1. Re-Opening an Application to Draft Status

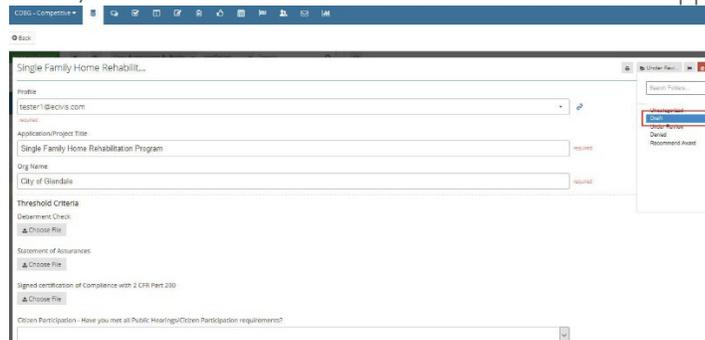
- 1) From the Data tab you will see the status of all of your applications. You can change the view of your table by selecting "View: Submissions by Folder."

Select the submitted application that you want to move back into a draft status:



Folder	profileLink	projectTitle	Draft	Profile - fname	Profile - lname	Profile - email
Draft	westcoastrevival@hotmail.com		✓	Scott	Williams	westcoastrevival@hotmail.com
Draft	westcoastrevival@gmail.com		✓	Larry	Stevens	westcoastrevival@gmail.com
Draft	tester2@ecivis.com		✓	Ryan	Baird	tester2@ecivis.com
Under Review	tester1@ecivis.com	Single Family Home Rehabil...		Ryan	Baird	tester1@ecivis.com
Recommend Award	sales@ecivis.com	Ventura Hillside Rehabilitat...		Harvey	Wilson	sales@ecivis.com

- 2) The current status of the application will be in the upper right corner of the application form. Click on the status button and select "Draft" from the dropdown menu, and click the Save button at bottom left of the application form:



Single Family Home Rehabilitation

Profile: tester1@ecivis.com

Applications/Project Title: Single Family Home Rehabilitation Program

City of Glendale

Threshold Criteria

Determination Check: Choose File

Statement of Assurances: Choose File

Signed certification of Compliance with 2 CFR Part 200: Choose File

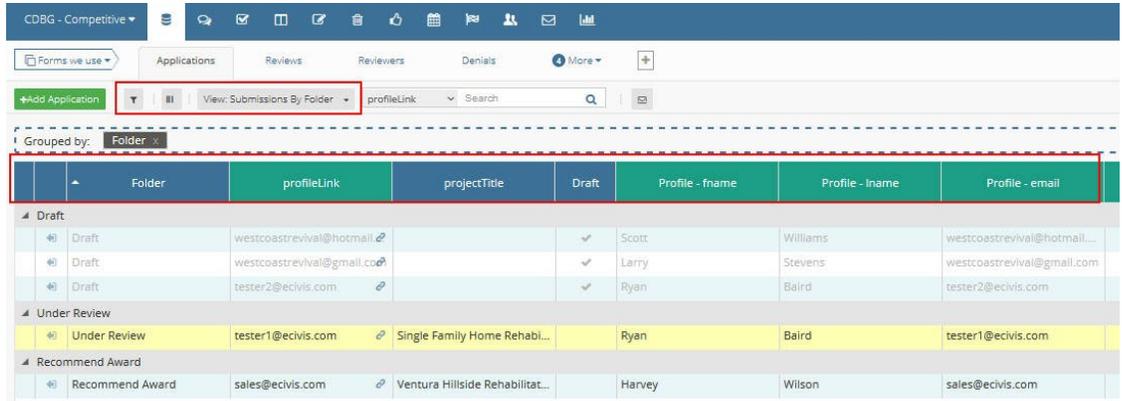
Citizen Participation - Have you met all Public Hearings/Citizen Participation requirements?

Save

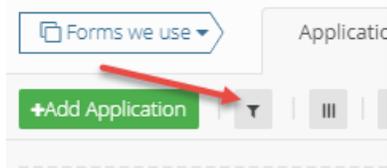
Unassigned
Draft
Under Review
Denied
Recommended Award

8.2. Running Ad Hoc Reports on Application Data

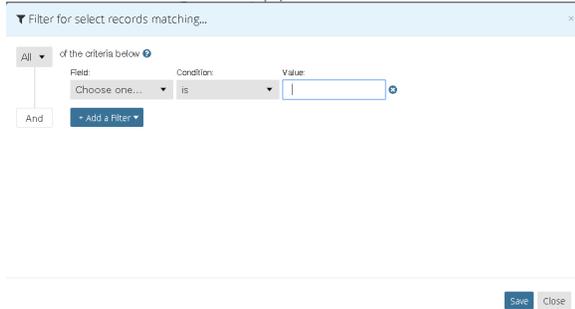
- 1) From the Data tab you will see the status of all of you applications. You can filter what applications and applications data will be displayed in the table through two filters:



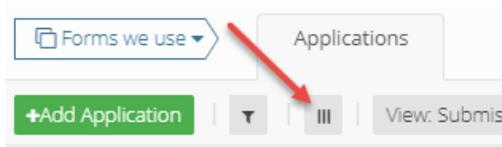
- 2) The first is the Filter icon:



This tool allows you to use conditional rules to filter data captured in the application form as well as the application status and some profile information:



- 3) The second is the Show/Hide Columns icon:



This tool allows you to select any data points captured during the application process which include data fields from the profile form and subsequent scoring data once the application has been reviewed. Columns can be moved and data sorted even as

needed:

	Folder	Profile - company	Profile - name	projectTitle	Program Specific Criteria #4	4 - Scope of Work	5 - Project Timeline	6 - Collaborative Elements and Partners
▲ Draft								
● Draft			Jeff					
● Draft			Jay	County of Jay Youth Employ...	Have youth shadow the cou...	The youth will meet two tin...	We will have three cohorts ...	We will work with the Fire, S... We I
▲ Under Review								
● Under Review	Subrecipient Inc.	Jason		Youth Employment Education	Employ youth to combat rec...	Contract staff to teach clas...	24 week program to hire. re...	School district, local municip... The
● Under Review	Government Organization	David		Community Disaster Relief		Test	Test	Test

- You can then select to export your current table view or all available data points available in the Show/Tools. Data will export to a .CSV file format:

The screenshot shows the 'Applications' tab in the review system. A table lists applications with columns for Folder, profileLink, projectTitle, Draft status, Profile - f-name, and Profile - l-name. The 'Form Tools' menu is open, showing options like 'Edit Form', 'Import', 'Export All', and 'Export Current View' (which is highlighted with a red box).

	A	B	C	D	E	F	G
1	Folder - Name	Project Title	Program Specific Crite	4 - Scope Of Work	5 - Project Timeline	6 - Collaborative Elem	7 - Sustainability Plan
2	Awarded	Citywide Educate You	The County will seek f	The County Training S	The return to the com	In pursuit of better tre	Funding will support s
3	Awarded	Pasadena FTHB	First time home buyer	everything!	til next year	first credit union	We will plan with the
4	Awarded	New Treatment and Ri	The County will seek	The Rhode Island	Funding will support a	In pursuit of better	Table 1 shows project
5	Awarded	Pathway to Peace	Goal is to identify the	Cops have identified r	1 year	Sacramento City Coun	General Funds have b
6	Awarded	Building Stronger Fam	Eliminate Bullying	Identify and prevent t	6 months	School Staff	TBD
7	Awarded	Jason Portt - Re-Entry	Test	Test	Test	Test	Test
3	Awarded	Community Wide Youth Outreach		Have youth shadow th	The youth will meet t	We will have three col	We will work with the
3	Awarded	County Youth Program		The County will seek	Funding will support a	In pursuit of better tre	Table 1 shows project
0	Draft						
1	Draft	County of Jay Youth Er	Have youth shadow th	The youth will meet	We will have three col	We will work with the	We launched the pilot
2	Under Review	Youth Employment Ed	Employ youth to com	Contract staff to teach	24 week program to hi	School district, local m	The local municipality
3	Under Review	Community Disaster Relief		Test	Test	Test	Test
4	Under Review	Community Disaster R	Test	Test	Test	Test	Test

8.3. Printing Applications and Associated Documents

You have a print option available for every application form and any associated documents linked to the application.

- From the Data tab you will see all of you applications. Select the application that you want to print. In the upper right corner of the application form select the printer icon:

The screenshot shows the application form for 'Community Disaster Relief'. The status is 'Under Review'. In the top right corner, there is a printer icon (represented by a printer symbol) which is highlighted with a red box. Below the title, there is a 'Profile' dropdown menu and a 'required' label. The main form field is labeled '1. Application/Project Title' and contains the text 'Community Disaster Relief', also with a 'required' label.

- 2) You will see a print preview. Click the Print button to continue:

Community Wide Youth Outreach
 Profile : g david. shea@gmail.com

1. Application/Project Title : Community Wide Youth Outreach

2. Program/Project Congressional District (check all that apply) :
5

3. Program/Project Legislative District (check all that apply) :
9

4. Scope of Work : Have youth shadow the county fire department and sheriff's department to learn on-the-job skills and employment skills within the county structure

5. Project Timeline : The youth will meet two times per week for 8 hours per day under the direction of the Fire department and Sheriff Department. They will learn soft skills, how the county works, and youth empowerment, too. They will also go on field trips to get real-life experience of each department.

6. Collaborative Elements and Partners : We will have three cohorts within a year for the spring, summer and fall. We will take the winter off to reconvene and evaluate the program. Each cohort will consist of up to 35 youth.

7. Sustainability Plan : We will work with the Fire, Sheriff, Probation, Board of Supervisors, Parks and Rec, and Workforce Development departments to get this completed

8. Evaluation Plan : We launched the pilot program and it worked. We will model our

8.4. Contacting Your Applicants in Zengine

- 1) From the Data tool in your workspace click the Email icon:

Folder	projectTitle	Program Specific: Criteria #4	4. Scope of Work	5. Project Timeline	6. Collaborative Elements and Partners	7. Sustainability Plan
Draft						
Draft	County of Jay Youth Employ...	Have youth shadow the cou...	The youth will meet two tin...	We will have three cohorts ...	We will work with the Fire, S...	We launched the pilot progr...
Under Review						
Under Review	Youth Employment Education	Employ youth to combat rec...	Contract staff to teach classe...	24 week program to hire, re...	School district, local municip...	The local municipality wants...
Awarded						
Awarded	Pasadena FTHB	First time home buyers	everything!	08 next year	first credit union	We will plan with the credit ...
Awarded	New Treatment and Resocial...	The County will seek future ...	The Rhode Island Training Sc...	Funding will support approx...	In pursuit of better treatmen...	Table 1 shows projected ad...
Awarded	Pathway to Peace	Goal is to identify the main ...	Cops have identified main ou...	1 year	Sacramento City Council, Pa...	General Funds have been m...

- 2) This form will allow you to select and filter recipients and also allow you to pull data fields in from their profile and application form:

Who should receive this email?

1 Recipients Form

2 Email Field This is the field you're using for the email address.

3 Filter Recipients

From Name

Reply To

Send To

Subject

Body

P

9. Assigning Reviewers to Submissions

9.1. Reviewer Portal URL

When you email support@ecivis.com to publish your grant program, you will be notified when it is available and also sent the link to access the reviewer portal.

Example: https://webportalapp.com/portal/applications_example

Once you have added your reviewers and assigned applications appropriately, this link can be distributed to the reviewers to begin the review process.

9.2. Adding/Editing Application Reviewers

- 1) Reviewers will automatically be transferred from the Review tab in Grants Network:

Solicitation Edit

Overview ✓ Eligibility ✓ Financial ✓ Contact ✓ Files ✓ **Review ✓** Submission ✓

Step 6 of 7 * = Require

Please enter review committee members:

Review Committee		
David	Shea	dshea@ecivis.com
Anthony	Torres	atorres@ecivis.com
Kelly	Young	kyoung@ecivis.com

Add Reviewer >

Review notes may be used to provide instructions to representative that will help them in designing the a process for your solicitation. Once you have marked your customer service representative will follow up to confirm your program details. These notes will not a

Add Peter to the workspace. He will be editing the reviewing its appearance to applicants.

- 2) You can remove a user by selecting the red trash can icon in Grants Network:

Solicitation Edit

Overview ✓ Eligibility ✓ Financial ✓ Contact ✓ Files ✓ Review ✓ Submission ✓

Step 6 of 7 * = Require

Please enter review committee members:

Review Committee		
David	Shea	dshea@ecivis.com
Anthony	Torres	atorres@ecivis.com
Kelly	Young	kyoung@ecivis.com

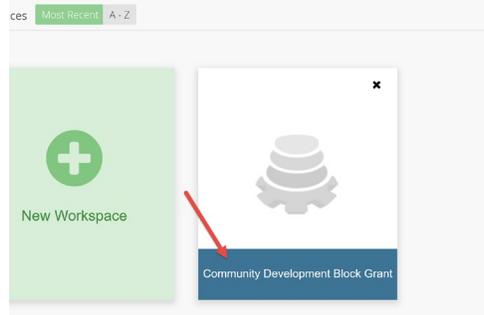
Add Reviewer >

Review notes may be used to provide instructions to representative that will help them in designing the a process for your solicitation. Once you have marked your customer service representative will follow up to confirm your program details. These notes will not a

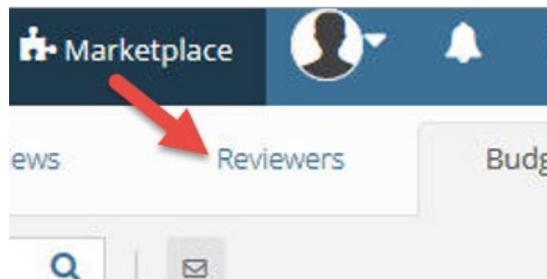
Add Peter to the workspace. He will be editing the reviewing its appearance to applicants.

9.3. Assigning Applications to Reviewers

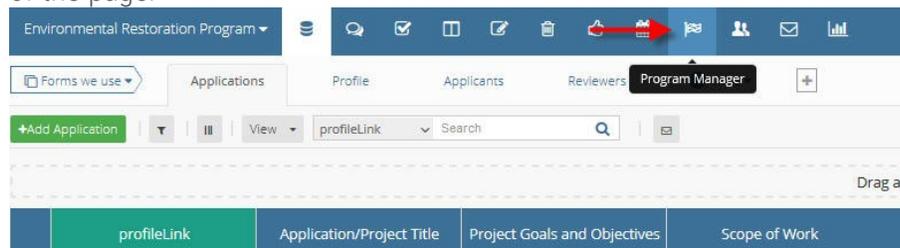
- 1) Log into your Zengine account.
- 2) Select the workspace title that matches the program title you wish to access:



- 3) Select the Reviewers tab:



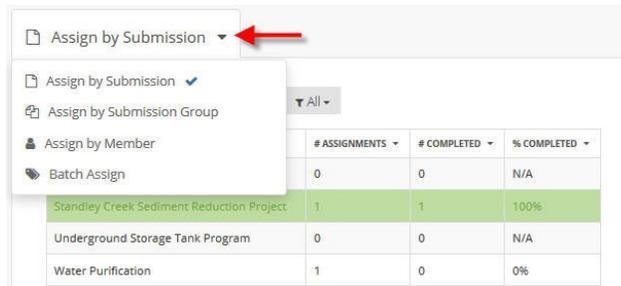
- 4) To assign applications to reviewers, click the Program Manager (flag icon) at the top of the page:



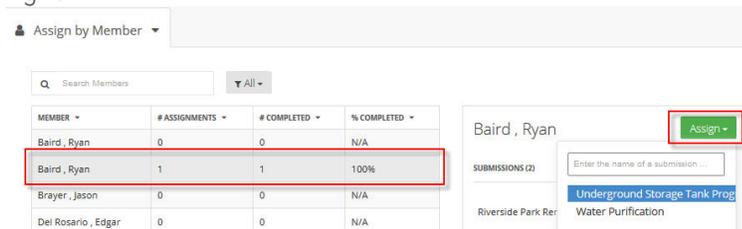
On the following page, click Edit Assignments:



- 5) Assignments can be made by submission, group, or member. Select the method of assignment in the top left corner:



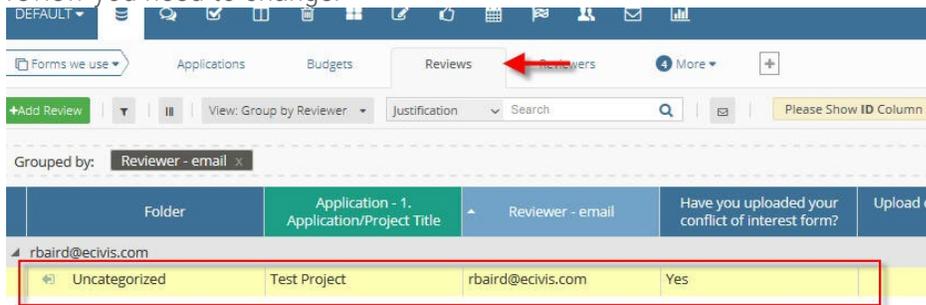
- 6) After selecting your assignment method, choose the submission, group, or member on the left side and the submission, group, or member it will be assigned to on the right:



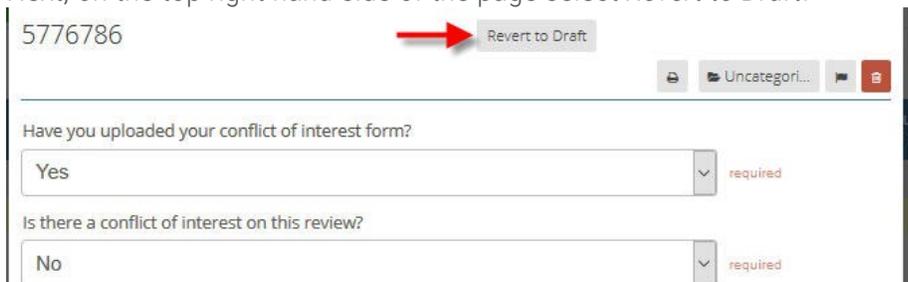
9.4. Re-Opening a Review

If a reviewer needs to edit a review that has already been submitted, you can re-open it for them.

- 1) To reopen a review that has already been submitted, go to the *Review* tab. Select the review you need to change:



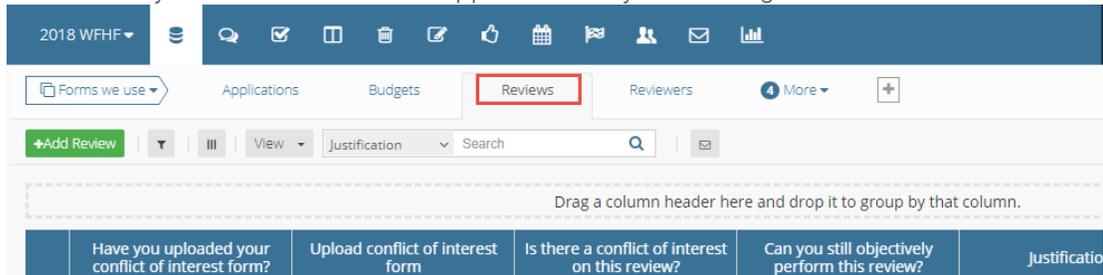
- 2) Next, on the top right hand side of the page select *Revert to Draft*:



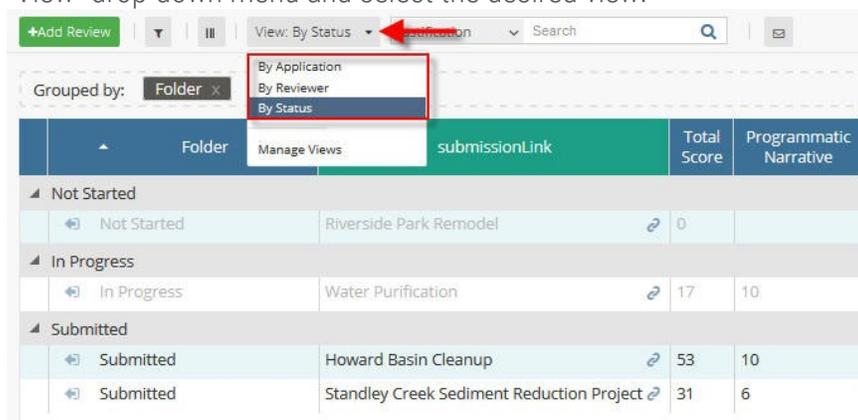
10. Reviewing Feedback/Scores

There are two primary forms where you can begin reviewing each reviewer's application feedback and scores.

- 1) First, select the Review form. This form contains the feedback and category scoring submitted by the reviewer for each application they were assigned to review.



- 2) The default view is to group reviews by status (not started, in progress, or submitted). However, you can regroup by application and by reviewer. To change your view click on the "View" drop-down menu and select the desired view:



- 3) The applicant's total score can be seen in the Total Score column. Use the bar at the bottom to scroll left and right:

10. Program Specific Criteria #3 (Organization Capability)	Comments	Total Score	submissionLink
8	no previous projects listed, ...	76	Mountain Club Hazardous Hu
6	No previous project specifi...	79	Mountain Club Hazardous Elli
7	The section does not refer...	82	Mountain Club Hazardous C

The second form to review is the Application form. On the Application form, each applicant's average score is included at the bottom of each record. Use the bar at the bottom to scroll left and right:

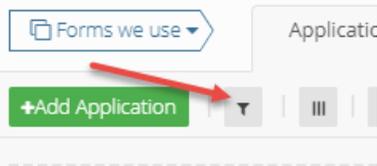
Letters	Average Score	# of Awards	# of Reviews	# of Denials	Total Awarded A
2018 WFHF Sprt Ltrs-OFD.p...	74.14	0	7	0	0.00
PNF Letter of Support.pdf	76.00	0	7	0	0.00
	69.86	0	7	0	0.00
Letters of support.pdf	77.86	0	7	0	0.00
	58.17	0	6	0	0.00
Letters of Support.pdf	78.00	0	7	0	0.00

10.1. How to run ad hoc reports on review data

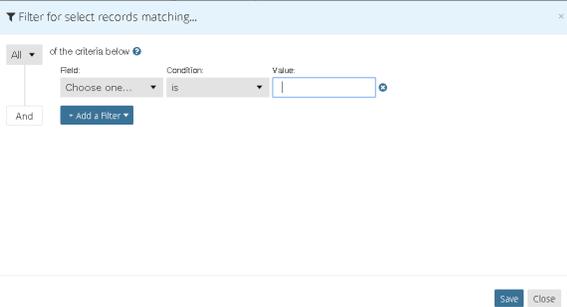
From the Data tab you will see the status of all of you reviewer evaluations. You can filter what evaluation and evaluation data will be displayed in the table through two filters.

reviewerLink	Collaboration and Partnerships	Comments	Program Specific Criteria #1	Comments	Total Score	submissionLink	Reviewer Assignment Tag	Review Submission Date
Young, Kelly					0	Pathway to Peace	typeIndividual	
Young, Kelly					0	Building Stronger Families	typedynamic	
Young, Kelly					0	Pasadena FTHB	typedynamic	
Young, Kelly					0	County Youth Program	typeIndividual	
Torres, Anthony					0	Pasadena FTHB	typeIndividual	
Torres, Anthony					0	County Youth Program	typeIndividual	
Shea, Dave	10		5		75	New Treatment and Resociali	typeIndividual	01/24/2019
Shea, Dave					0	County of Jay Youth Employe	typeIndividual	
Shea, Dave	4		0		28	Pasadena FTHB	typeIndividual	07/02/2019
Shea, Dave					0	Pathway to Peace	typeIndividual	

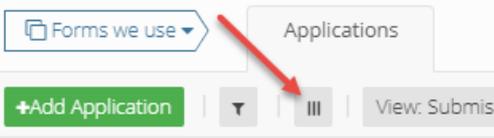
1) Click on the Filter button:



This tool allows you to use conditional rules to filter data captured in the evaluation form as well as the evaluation status and some profile information.



2) Click on the Show/Hide Columns button:



This tool allows you to select any data points captured during the application and review/evaluation process which include data fields from the profile form and subsequent scoring data once the application has been reviewed. Columns can be moved and data sorted even as needed.

reviewerLink	Collaboration and Partnerships	Comments	Program Specific Criteria #1	Comments	Total Score	submissionLink	Reviewer Assignment Tag	Review Submission Date
Young, Kelly					0	Pathway to Peace	type:individual	
Young, Kelly					0	Building Stronger Families	type:dynamic	
Young, Kelly					0	Pasadena FTHB	type:dynamic	
Young, Kelly					0	County Youth Program	type:individual	
Torres, Anthony					0	Pasadena FTHB	type:individual	
Torres, Anthony					0	County Youth Program	type:individual	
Shea, Dave	10		5		75	New Treatment and Resociali	type:individual	01/24/2019
Shea, Dave					0	County of Jay Youth Employ	type:individual	
Shea, Dave	4		0		28	Pasadena FTHB	type:individual	07/02/2019
Shea, Dave					0	Pathway to Peace	type:individual	

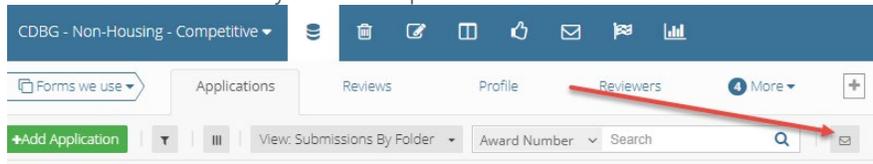
- 3) You can then select to export your current table view or all available data points available in the Show/Tool. Data will be exported in a .CSV file format, which you can then report on in whatever format you need to.

reviewerLink	Collaboration and Partnerships	Comments	Program Specific Criteria #1	Comments	Total Score	submissionLink	Reviewer Assignment Tag	Review Submission Date
Young, Kelly					0	Pathway to Peace	type:individual	
Young, Kelly					0	Building Stronger Families	type:dynamic	
Young, Kelly					0	Pasadena FTHB	type:dynamic	
Young, Kelly					0	County Youth Program	type:individual	
Torres, Anthony					0	Pasadena FTHB	type:individual	
Torres, Anthony					0	County Youth Program	type:individual	
Shea, Dave	10		5		75	New Treatment and Resociali	type:individual	01/24/2019

	A	B	C	D	E	F	G
1	Folder - Name	Project Title	Program Specific Crite	4 - Scope Of Work	5 - Project Timeline	6 - Collaborative Elem	7 - Sustainability Plan
2	Awarded	Citywide Educate Yout	The County will seek f	The County Training Si	The return to the com	In pursuit of better tre	Funding will support s
3	Awarded	Pasadena FTHB	First time home buyer	everything!	til next year	first credit union	We will plan with the
4	Awarded	New Treatment and Ri	The County will seek	The Rhode Island	Funding will support a	In pursuit of better	Table 1 shows project
5	Awarded	Pathway to Peace	Goal is to identify the	Cops have identified r	1 year	Sacramento City Coun	General Funds have b
6	Awarded	Building Stronger Fam	Eliminate Bullying	Identify and prevent	6 months	School Staff	TBD
7	Awarded	Jason Portt - Re-Entry	Test	Test	Test	Test	Test
8	Awarded	Community Wide Youth Outreach		Have youth shadow th	The youth will meet t	We will have three col	We will work with the
9	Awarded	County Youth Program		The County will seek	Funding will support a	In pursuit of better tre	Table 1 shows project
0	Draft						
1	Draft	County of Jay Youth Er	Have youth shadow th	The youth will meet	We will have three col	We will work with the	We launched the pilot
2	Under Review	Youth Employment Ed	Employ youth to com	Contract staff to teach	24 week program to hi	School district, local m	The local municipality
3	Under Review	Community Disaster Relief		Test	Test	Test	Test
4	Under Review	Community Disaster R	Test	Test	Test	Test	Test

10.2. Contacting Reviewers

- 1) From the Data tool in your workspace select the Email icon:



- 2) This form allows you to select and filter recipients, and also allows you to pull data fields in from their profile and application form:

Who should receive this email?

Recipients Form: Applications

Email Field: [Empty] This is the field you're using for the email address.

Filter Recipients

From Name: [Empty]

Reply To: [Empty]

Send To: Recipients

Subject: [Empty] + Insert Field

Body: [Rich Text Editor] + Insert Field

- 3) You can send an email to all Reviewers by clicking the drop-down menu for "Recipients Form," and selecting "Reviewers":

Recipients Form: Applications

Email Field: [Empty]

From Name: [Empty]

Dropdown Menu:

- Applications
- Reviews
- Profile
- Reviewers
- Denials
- Email Tracker Stats
- Applicants
- Reviews OLD
- Budget
- Email Tracker Stats
- Email Tracker Stats

- 4) Select the email address field for recipients in the "Email Field" drop-down. This is from where you are taking the email address for your Reviewers:

Email Field: [Empty]

Dropdown Menu:

- Profile: Email
- Profile: 2 Email

NOTE: In most cases, "Profile: Email" will be the correct choice.

- 5) Add a "From Name," "Reply To" email address, "Subject," and "Body" of your email:

From Name: Marc Opsal

Reply To: mopsal@ecivis.com

Send To: Recipients

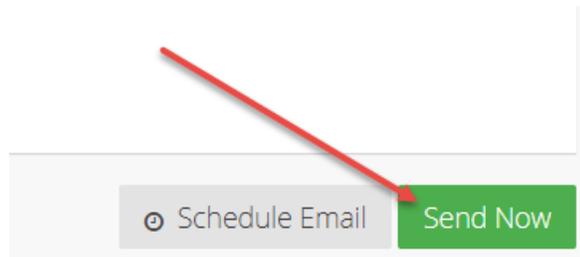
Subject: Thank you for your reviews!

Body:

Hello Reviewers,

Thank you for your attention in rating and reviewing the applications for this year's grant.

- 6) If you wish to send your email immediately, click the Send Now button in the lower right corner:



However, if you wish to schedule the email to automatically send at a later date and/or time, click the Schedule Email button.

This will open a pop-up that lets you select a date and time for the email to be sent:

Schedule Email

Scheduled emails are sent within a 2-hour window starting at the date + time set below. Depending on the volume of emails being sent, their delivery will occur at some point within that window. When would you like to send this email?

03/04/2020 

03 : 20 PM

All times are in Eastern Time (ET)

Once you have set a date and time, your email will appear in the **Scheduled** tab until the date specified arrives. It will then move to the **Sent** tab while the emails are being transmitted. This scheduled email will not be sent if the filter results exceed 25,000 emails. Are you sure you want to continue?

You will not be able to save until you enter a date time in the future.

Save + Continue Cancel

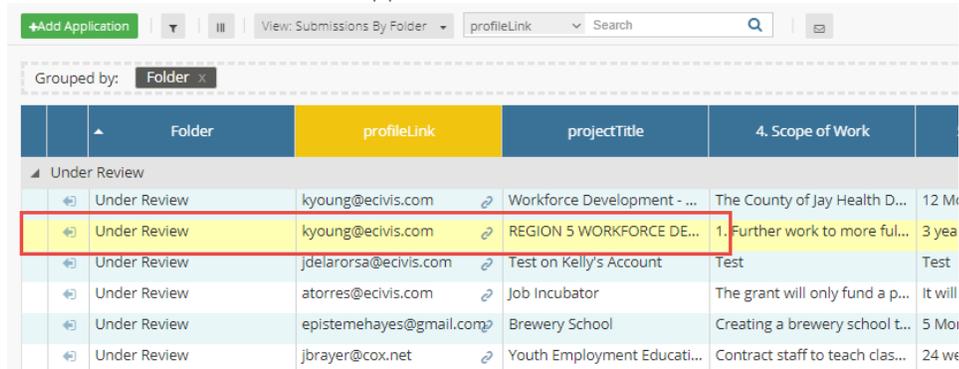
Fill out the desired send date and time, and click the Save + Continue button.

11. Making Award Recommendations and Denials

11.1. Making an Award

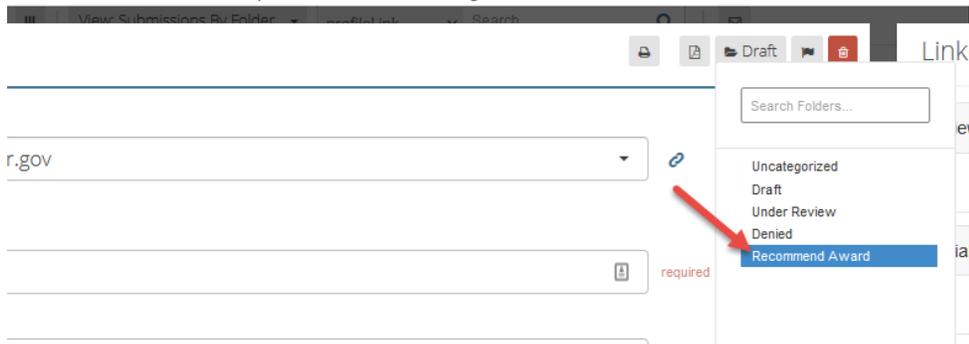
The subrecipient will not be notified of their award until the Award Recommendation Approval task has been completed. They will see their application as *Under Review* in their Portal.

- 1) After you have completed the review/scoring process and have determined who receive an award, select the application to be awarded:

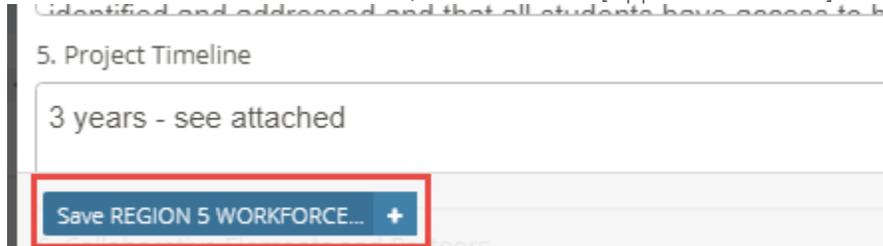


Folder	profileLink	projectTitle	4. Scope of Work
Under Review	kyoung@ecivis.com	Workforce Development - ...	The County of Jay Health D... 12 M
Under Review	kyoung@ecivis.com	REGION 5 WORKFORCE DE...	1. Further work to more ful... 3 ya
Under Review	jdelarorsa@ecivis.com	Test on Kelly's Account	Test
Under Review	atorres@ecivis.com	Job Incubator	The grant will only fund a p... It will
Under Review	epistemehayes@gmail.com	Brewery School	Creating a brewery school t... 5 Mo
Under Review	jbrayer@cox.net	Youth Employment Educati...	Contract staff to teach clas... 24 we

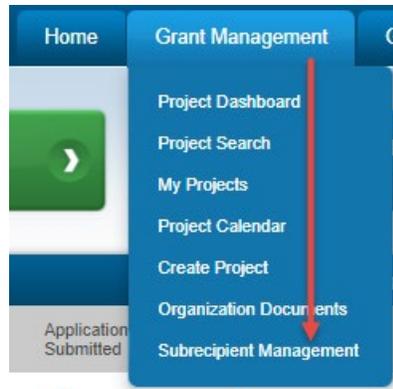
- 2) Select the folder drop down and change Under Review to Recommend Award:



- 3) At the bottom left of this window, click the Save [Application Name] button:



- 4) Log into Grants Network and from the Grant Management tab, select "Subrecipient Management":



- 5) From the list of programs, click “Actions,” and select “View detail”:

Community Development	Community Development Block Grant	Published	\$951,500.00	Actions
Police Department	Cyber Terrorism Prevention Program	Published	\$1,730,000.00	View detail
Education	Distance Education - Insular Areas FY 20/21	Published	\$1,289,183.31	Edit Solicitation
				Preview Application

- 6) The applicant that was moved into the Recommend Award folder in Zengine will now appear under Pending Awards Awaiting Recommendation:

Program Detail

Workforce Development Program (WDP) Grant - FY 2019 Published

Department: Workforce Development
 Total Funding: \$1,250,000.00
 Application Period: 01/14/2019 - 08/31/2019

[Edit](#) [Preview Application](#) [Ext. Solicitation Listing](#) [Application Workspace](#)

Award Recommendation Approval

You currently have no pending recommendation approvals. Click the reload button to refresh.

[Reload](#)

Search:

Pending Awards Awaiting Recommendation

Project	Recipient Name	Action
Brewery School	Jeff Winger	Create Recommendation
Job Incubator	Ulysses Grant	Create Recommendation
Government Organization Workforce Development Program	David Shea	Create Recommendation

- 7) From the row of the appropriate applicant, select “Create Recommendation”:

Search:

Pending Awards Awaiting Recommendation

Project	Recipient Name	Action
Brewery School	Jeff Winger	Create Recommendation
Job Incubator	Ulysses Grant	Create Recommendation
Government Organization Workforce Development Program	David Shea	Create Recommendation

8) Complete all available information on the following page:

Award Recommendation Approval Task Creation

Recipient: City of Springfield

Project: Downtown Housing Rehabilitation Project

External Note:* external
1000 characters remaining.

Internal Note:* internal
1000 characters remaining.

EIN: Award Number:

Project Type: Non-Construction Match Type: Cash

Cash Match Total: * \$ 0.00 In-Kind Match Total: \$ 0.00

Performance Period Start:* Performance Period End:*

NOTE: The External Note will be viewable by the Subrecipient. The Internal note will be for Approver use only.

9) Attach any applicable files.

Award notification files will be sent to the applicant as detailed notifications of their award details.

Award Files will be included as part of the files that the applicant will have to reference or fill in order to accept their award.

Award Notification File

The award notification file contains information specifically required in the Uniform Guidance. You may replace the default file, but please ensure it contains the necessary information as required by [2 CFR 200.331](#).

File Input 

Award Files

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

[Attach Files](#)

Search:

File Name	Uploaded Date	File Size	Actions
No files have been uploaded			

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

10) To review or revise the applicant's budget, select Award Budget.

11) Edit the Award Recommendation Total by identifying each distribution per funding source:

View/Edit Award Budget: [Award Budget](#)

Allocate Funding:
program.unallocatedProgramFunds[Sindex]

	Total Funding	Funding Available	Subrecipient Award
ORG0016 Community Development Block Grant	\$ 851,500.00	\$ 851,500.00	\$ 0.00
Planning and Community Development General Fund FY2020	\$ 100,000.00	\$ 100,000.00	\$ 0.00
Award Total			\$ 0.00

12) Confirm or redefine the Financial Report task schedule that you will assign to the subrecipient:

Define an optional frequency for the Financial Report task [?](#)

[Reset to program default](#)

Frequency: Monthly

Interval:* Every 3 months

On:* A day of the month
 The last day of the month

Starting:* 03/31/2020

Until: 12/31/2020

13) Confirm or redefine the Activity Report task schedule that you will assign to the subrecipient:

Define an optional frequency for the Activity Report task [?](#)

[Reset to program default](#)

Frequency: Monthly

Interval:* Every 3 months

On:* A day of the month
 The last day of the month

Starting:* 03/31/2020

Until: 12/31/2020

14) Once you have completed all fields, click the Send for Approval button:

The screenshot shows a file upload area with columns for File Name, Uploaded Date, File Size, and Actions. Below the upload area, it says 'No files have been uploaded' and 'Showing 0 to 0 of 0 entries'. At the bottom, there are two buttons: 'Send for Approval' (highlighted with a red box) and 'Cancel'.

15) Once the recommendation has been created, the applicant will have been moved from the Pending section. It will now display on the Award Recommendation Approval task list for the first (if not only) individual in the Award Recommendation approval workflow set up from the Edit Solicitation page:

The screenshot shows the 'Program Detail' page for 'Workforce Development Program (WDP) Grant - FY 2019'. It includes a search bar, a table for 'Award Recommendation Approval', and a table for 'Pending Awards Awaiting Recommendation'. The 'Award Recommendation Approval' table has one entry:

Project	Recipient Name	Award Approved	Links
Job Incubator	Ulysses Grant	\$40,000.00	Award Package Application

11.2. Making a Denial

1) After you have completed the review/scoring process and have determined who will NOT be awarded, open the Denials form.

The screenshot shows a software interface with a table of applications and a sidebar menu. The table has columns for 'profileLink', '1. Application/Project Title', and '2. Program/Project Congressional District (check all that apply)'. The sidebar menu has options for 'Awards', 'Denials', 'Profile', and 'Applicants'. A red arrow points to the 'Denials' option.

2) Select the Add Denial button on the top left side of the page to begin entering a denial:



- 3) On the Denial form, complete the following fields:

Submission: Select the application you want to deny.

External Message: Enter a message for the denied applicant.

- 4) After all applicable fields have been updated, click "Save New Denial" at the bottom of the form.



- 5) After saving the new denial, an email will be sent to the applicant notifying them of the denial including the External Message.

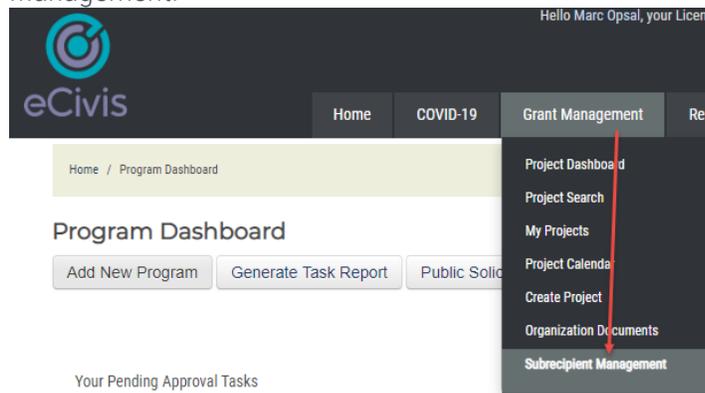
12. Initiating a Direct Award

In some circumstances, you will not require applications in order to award grant funds. In these cases, you can initiate a direct award. This is also referred to as the “Simplified Award Process.”

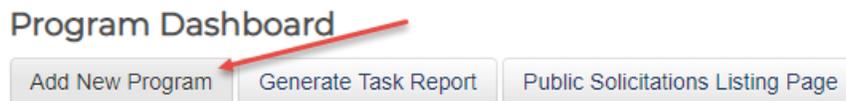
12.1. Creating a Simplified Subaward Solicitation

To award funds directly, you must create a solicitation that can support direct funds. This is called a Simplified Subaward Solicitation.

- 1) Hover over the Grant Management Tab in Grants Network, and click on Subrecipient Management:



- 2) Click on the “Add New Program” button:



- 3) A pop-up will appear. Enter the name of your program, select Simplified Subaward Process, select the department under which this solicitation falls, and choose whether the solicitation will be Public or Private:

Create New Program

Please enter a name for your new program:

Please select a solicitation type:

Please select a department:

Program Setup Tip:

The information provided here assists applicants who are seeking out funding assistance. This information will be visible publicly if the "Public" radio button is checked.

Listing:
 Public
 Private

Create Program
Cancel

NOTE: You *must* select "Simplified Subaward Process" to initiate direct funds.

- 4) Click "Create Program."
- 5) Fill in the necessary solicitation details. For more information on how to complete this, see section 4.2. in this guide.
- 6) Click "Publish Solicitation."

12.2. Initiating a Direct Award

Once your solicitation has been completed, you are ready to award funds directly to organizations.

- 1) Go to your solicitation page, and click "Initiate Direct Award":

Program Detail

Covid-19 Emergency Healthcare Fund Published

Department: Health and Human Services
 Total Funding: \$10,000,000.00
 Application Period: N/A

Add Misc Task
Edit Solicitation
Preview Application [↗](#)
Ext. Solicitation Listing [↗](#)
Close Program

Award Recommendation Approval

You currently have no pending recommendation approvals. Click the reload button to refresh.

Initiate Direct Award

- 2) A pop-up will appear. Fill in the subrecipient's email address, the Project title, and add a note that explains the email they will receive.

This will allow you to initiate an award recommendation that is not tied to an application.

Subrecipient email:*

Project title:*

External note:*

H1 H2 H3 **B** *I* U ☰ ☷ ☹ ☺ 🔗

Congratulations! You have been awarded funds from the Covid-19 Emergency Healthcare Grant. This award can be accepted by following the link below.

4854 characters remaining.

NOTE: The award can be sent to any email address because the recipient will need to sign into his or her Portal account to accept the award. This means you can send emails directly to recipients, even if their email is different from the email address connected to their Portal account.

You do not need to use the email address that the subrecipient uses for their Portal account.

In the external note, you can enter dynamic text, so you can resize, bold, italicize, and edit the text to look how you wish.

3) The subrecipient will receive an email like this:



We are pleased to inform you that a direct award has been initiated for the following program:

Grantor: Opsal Municipality - Demo
Program Name: Covid-19 Emergency Healthcare Fund
Project Title: Covid-19 Emergency Healthcare Funds

Note from grantor:

Congratulations! You have been awarded funds from the Covid-19 Emergency Healthcare Grant. This award can be accepted by following the link below.

To complete the award initiation please use the following link. If you already have a eCivis Portal account you may use that to sign in, or you will be able to create a free account to manage this award:

[Initiate Direct Award](#)

Sincerely,

eCivis Support Team

support@ecivis.com

(877) 232-4847, option 2, 8am-5pm PT

4) When the subrecipient clicks on the "Initiate Direct Award" link in the email, he or she will be taken to Portal. Once they sign-in, they will enter basic information, and click Continue:

Opsal Municipality - Demo
Covid-19 Emergency Healthcare Fund
Before Opsal Municipality - 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:

EIN:

Project Title:

Authorized Representative

Full name:

Email Address:

Address:

Address 2:

City:

State:

Zip:

Phone:

Phone Ext:

- 5) The subrecipient will be asked if they are sure they entered the correct information. They will confirm by clicking OK.
- 6) After the confirmation above, the subrecipient will be taken to a Portal dashboard and see the following confirmation message, and will see the award listed in their "My Awards" section.

