



## Extending an Application Submission Deadline

If you need to extend the deadline for which applicants can apply to your competitive grant program, there are 2 places that will need to be updated.

The first is in your solicitation on the *Overview* tab. Navigate to your solicitation by hovering over the *Grant Management* tab and selecting *Subrecipient Management*. Select your program solicitation from the list. Once on the Program Detail page, hit *Edit Solicitation*.

### Program Detail

ABC housing Published

Department: Department of Administration

Total Funding: \$1,000,000.00

Application Period: N/A

Subrecipient Reporting ▾

Add Misc Task

Edit Solicitation

Preview Application ↗

Ext. Solicitation Listing ↗

On the *Overview* tab, enter the updated date for *Application End Date*. This controls the Apply button on the external solicitation that applicants see. Once the date in this field has passed, the apply button will be removed from the solicitation listing and applicants will no longer be able to create new applications.

The screenshot shows the 'Overview' tab selected in a navigation bar. Below the navigation bar, the 'Application End Date' field is highlighted with a red box and contains the date 08/31/2022. To the right, the 'Summary' section contains the text 'Funding to expand the number of low and moderate-income housing units'. At the bottom right, the 'Save' button is highlighted with a red box.

Once complete, make sure to hit *Save*.



The second place you will need to update is your Application Workspace (Zengine). The date and time in Zengine control the applicant's ability to hit the submit button in their application.

First, navigate to your program's application workspace in Zengine. From your Program Detail page in eCivis, select *Application Workspace*.

### Program Detail

**Restaurant Relief Program - DEMO** Published

Department: Department of Administration

Total Funding: \$500,000.00

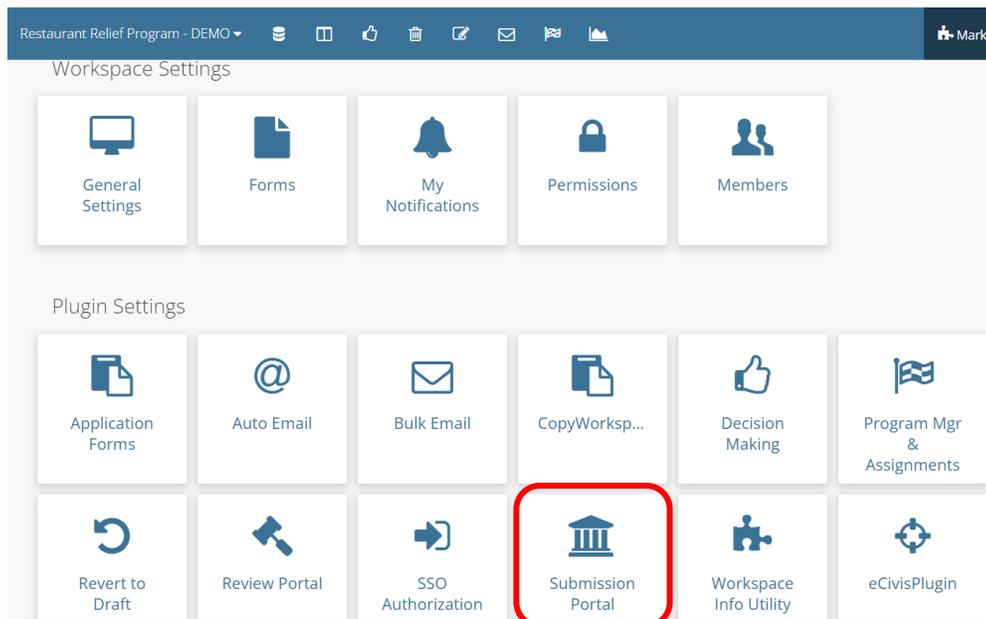
Application Period: N/A



Once in your application workspace, click the settings wheel in the upper right corner.



Under *Plugin Settings* select *Submission Portal*

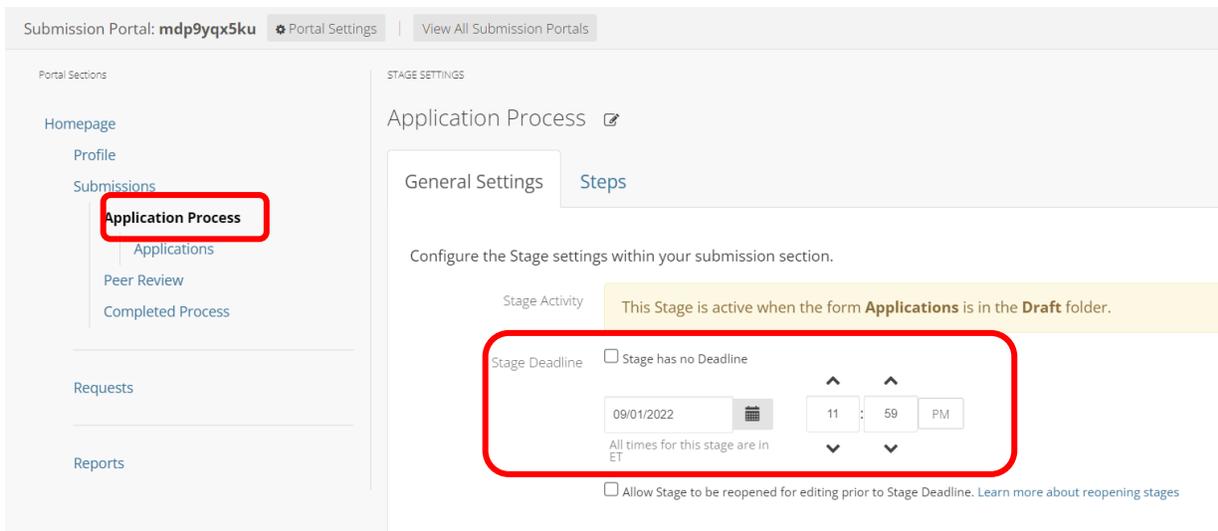




From the Submission Portals page, hit the edit icon



Once the submission portal is open, select *Application Process* from the menu. The stage deadline date and time can then be edited and updated. Be sure to enter the **same date that you entered in the Overview tab**. Your agency is responsible for communicating deadline date and/or time changes to potential applicants. If you set the **time earlier than 11:59 PM**, be sure to notify applicants.



Once updated, scroll down to the bottom of the page and hit *Save all settings*.

