How to Submit an Application

Contents

Reviewing the Solicitation

Solicitations are public-facing notifications of available grant funding from different Rhode Island State Agencies. All active solicitations can be seen/reviewed by visiting this link. Solicitations are made up of 5 tabs:

1. Overview
2. Eligibility
3. Financial
4. Contact
5. Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal only, please utilize the RI GMS Support form. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Downloading the required documents

Before beginning the application process, make sure that all required documents are downloaded and completed. There will be space in your application to upload the completed documents. Click on the title of the file to download the document. Additional instructions for the file downloads can be found in the File Notes section:

Beginning the application process

When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. Note: The *Apply* button is visible beginning on the *Application Start Date*. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents:

If you have previously created a Portal account, enter your credentials and then click on the Portal Login button.

If this is your first time using the Portal, you will need to click on the green *Create an account* button to create your account.

On the *Create an account* page, enter the basic requested information and click *Sign Up*.

After clicking *Sign Up*, you will be sent an email confirming your email address to complete the process. In the email verification, click on "Please verify your email"

This will bring you back to the Portal login. Enter your full email address and the password you created, then click on Portal Login.

If this is your first time logging in, we encourage users to fill out as much of the "My Profile" tab as possible. This information will auto-populate into your future applications, reducing the amount of times you need to re-enter it.

Once you have logged in and verified your email address, you will be brought back to the landing page of the original application you desired to apply for. If not, click the *Apply* button on the solicitation again. Click on the green *Create New Application* button.

Prior to beginning the application, you will need to verify your account one more time and log in.

Application Components

Open any program guidance files found in the solicitation and use this reference to how each section of the application should be completed.

There are four primary sections to the application:

1. Application Profile
2. Application Submission
3. Application Budget
4. Application Goals

Completing the Application Profile

You will need to complete the profile before accessing the application. Once you have accessed the application portal, select Create New Application.

Open the Profile section

Complete the required fields in the profile. This will most commonly be information about your entity and contact information. Once you have completed all required fields, select *Create Profile.* If needed, you can always *Save Draft* and come back at any time.

Save Draft   **Create Profile**

Once you hit *Create Profile*, you will be brought back out to the Application Submissions homepage. You will see that your Profile has been marked complete.

Starting the Application

After you have completed your Profile, the application will be available. The two main sections of your submission are the Application Submission Section and the Application Budget and Goals Section.

From the Application Submissions section, click on the *Application Process* button to access the application
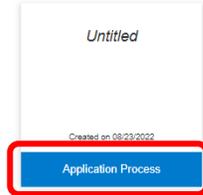
Completing the Application

The *Application* section contains the program specific fields for you to complete. Fields can include text boxes, radio buttons, drop-down menus, checkboxes, and file uploads. Refer to the program solicitation for specific guidance on the appropriate content for each field.

If needed, applications can also be downloaded as a PDF and printed. At the top of your application, click the blue arrow and choose the applicable option.

Note: Questions that have drop-down answer options and conditional formatting will not be visible when printed.

Complete all fields. At the bottom right side of the page you can select *Save Draft* to save your work and complete at a later time. If you have finished entering all information, you can select *Mark Complete*. Selecting *Close* will close out of the application. If you have unsaved changes when you try to close, you will receive a warning that any unsaved changes will be discarded.

Save Draft   Mark Complete   Close

Once you mark an application form complete, you will see the status change from *Action Required* to *Complete.* Some programs may have additional application forms for you to complete. If so, you will see the additional forms appear beneath your application (as shown below). Please refer to the program guidance and complete any supplemental application forms needed to apply.

If you have any questions regarding the content of your application, the program contact can be found at the top of your Portal page. You can also navigate to the *Contacts* tab of the solicitation to find more information on contacting the grantor agency for additional assistance.

Completing the Application Budget

To complete the budget, scroll down to your *Application Budget* section

Then click on the *Actions* icon and click *Edit Budget* to access the budget worksheet

As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Amount (Direct + Indirect), Match/Cost Share, and Program Income are calculated in the Budget Summary at the top of the page. Unless instructed otherwise by the state agency, we recommend using the default Match/Cost Share and Indirect Costs budget settings, listed as "Not Applicable." The "Not Applicable" settings are the easiest to use and allow you to enter budget line items for match and indirect costs, despite the name. For information on the other settings, see Appendix A.

- Total Direct Costs: sum of all Direct Costs across all budget categories
- Total Indirect Costs: sum of all Indirect Costs across all budget categories
- Total Amount: sum of all Direct Costs and Indirect Costs across all budget categories
- Match/Cost Share: sum of all Match/Cost Share across all budget categories
- Program Income: sum of Program Income line items in the *Program Income* section of the budget form

In the Budget Items section, you can add and/or adjust your budget item, add sub categories, and enter line item budget entries. Click on the Budget Item hyperlinked category name to begin adding budget entries. Once the budget category is open, click the gear icon and select *Add Table*.

Once you select *Add Table*, fields will pop up for you to build your budget. *Note: some fields may change based on your Indirect Costs and Match/Cost Share selection from the Budget Settings section shown above.*

1. Personnel

				Ext Cost	Direct Cost		Ind Cost	Cost Share
Personnel Totals:				$0.00	$0.00		$0.00	$0.00

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

Beneath each budget item you can add a table to begin entering specific line items. Using this table you can include specific budget line items:

- Title: the name of the budgeted item
- Description: explanation/detail on the budgeted item
- Unit: can be entered as a whole number or decimal if calculating a portion of an item
- Unit Cost: per unit cost (NOTE: if *Unit* and *Unit Cost* are used, the *Cost* and *Extended Cost* fields will automatically be populated with the *Unit* number multiplied by the *Unit Cost*)
- Extended Cost: this is intended to represent the total item cost
- Cost: total amount budgeted for this item
- Indirect Cost: this field can be calculated in different ways based on your budget settings (shown above). If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as Itemized, you can put any amount desired for this item in the Indirect Costs field. If included as Not Applicable, you can mark this budget item as Indirect Cost and the amount in the Cost field will be included in your total indirect costs.
- Cost Share: this field can be calculated in different ways based on your budget settings (shown above). If included as a percentage, you can check or uncheck this field to include it in your total Cost Share. If included as Itemized, you can put any amount desired for this item in the Cost Share field. If included as Not Applicable, you can mark this budget item as Cost Share and the amount entered in the Cost field will be included in your total Cost Share.

Add or remove rows by right clicking on the table and selecting from the available options:

				Ext Cost	D
Personnel Totals:				$0.00	

Title	Description	Units	Unit Cost	Extended Cost	Cost
		0.00	$0.00	$0.00	$0.00

⊞ Add Row

Insert row above
Insert row below
Remove row

For each line item add a Title, Description, Units and Unit Cost. Check to make sure your Item Types are entered correctly. You will not be able to save your budget if you have Title or Description fields that are blank. Make sure all fields are completed and if you have any extra blank rows, right click to remove them from your budget.

Direct Costs, Indirect Costs, and Cost Share should be entered in the table. The grey banner at the top of each budget category is a summation of everything entered in that category and cannot be edited.

Subcategories can also be created beneath budget categories to organize your budget as detailed as needed. To create a subcategory, click the gear icon and select *Add Subcategory*.
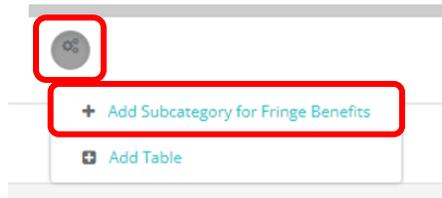
To edit the subcategories name, click the gear icon next to the title. Once renamed, you can select *Add Table* and begin building your budget.
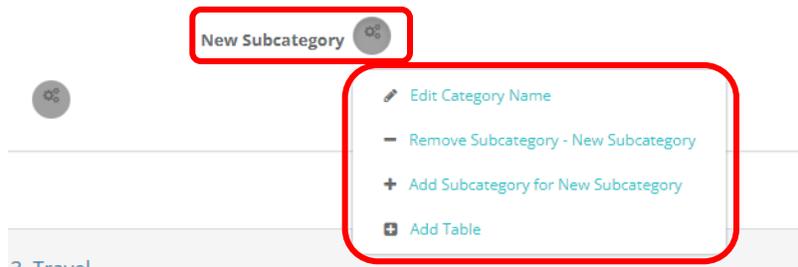
Below is an example of subcategories:

2. Fringe Benefits

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Fringe Benefits Totals:	$120.00	$120.00	$0.00	$0.00

Medical Insurance

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Medical Insurance	Jane Doe	1.00	$40.00	$40.00	$40.00		Direct Cost
Medical Insurance	Sally Smith	1.00	$40.00	$40.00	$40.00		Direct Cost

⊞ Add Row

Dental Insurance

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Dental Insurance	Jane Doe	1.00	$20.00	$20.00	$20.00		Direct Cost
Dental Insurance	Sally Smith	1.00	$20.00	$20.00	$20.00		Direct Cost

Note: If the grant program you are applying to requires Match or Indirect Costs input into your budget, refer to Appendix A at the end of this document for guidance on inputting Match/Cost Share and/or Indirect Cost line items.

At the bottom of the budget form is the Budget Narrative. Here you can provide additional detail, explanation, and/or justification to specific budget line items. The Budget Narrative is also fully compatible with Microsoft Word so that already developed narratives can be cut and pasted into this section. Once completed, click on *Save Narrative*. You can export your budget narrative by clicking on the PDF icon.

Budget Narrative

Enter your budget narrative below.

| </> | H1 | H2 | H3 | **B** | *I* | U̲ | ☰ | ☰ | ☰ | ☰ | % |

Save Narrative 📄

8000 characters remaining

Once you have finalized your application budget, click on the *Save* icon at the top of the page. You can also export a copy of your budget to Excel by clicking the Excel icon.

Click *Return to Application* to complete your Application Goals (if applicable) or to submit your application.

Completing the Application Goals

Some programs may have Goals built into their application process. To check and fill them in, scroll to the *Application Budget and Goals* section of the page.

Click on the Action icon and select *Edit Goals*

Once your goals form has opened you can review the different Goals and Subgoals entered by the grantor agency. Target units for your project can be entered in the first column. Lines that are greyed out cannot have information entered into them, since they are the summation of subgoal entries.

Direct Costs, Match, and Program Income can also be associated with goals. Please refer to the program guidance for instructions on what the grantor agency is requesting.

Once complete, click *Save Goals.* Once your goals have been saved, you can click *Return to Application.*

You can go back through your work to confirm everything is entered correctly in your Profile, Application Form(s), Budget, and Goals. Once you have confirmed all information is correct, you can proceed with submitting your application.

Adding Another Application

Some programs allow multiple applications from the same entity. If so, you will see the green *Create New Application* button at the top of the program page. If you need to submit multiple applications, select this option and complete the Application, Budget, and Goals sections for the 2nd submission. Repeat this process until desired submissions have been made. The Profile section is only completed once per program. Note: A 3rd party consultant **cannot** apply to the same program on behalf of multiple entities using the **same** eCivis Portal account/email address. Refer to Tips for Consultants assisting Applicants.

eCIVIS   Rhode Island- DEMO
Your tools for grants success.   EOC - Office of Housing and Community Development
CDBG Competitive PY2020 Test

My Applications

Create New Application

Show   10   ∨   entries

Grant Application
CDBG Competitive PY2020 Test
TEST
Rhode Island- DEMO, EOC - Office of Housing and Community Development

Showing 1 to 1 of 1 entries

Submitting your Application

Once all necessary sections of the application have been completed, the *Submit* button will turn green, allowing you to submit your application.

When your application has been submitted you will see the following confirmation.

After submitting an application, you can view the status of your application on the "My Applications" tab:

Click the *Actions* icon to view your application. From there you can view or print your submitting information. Once the application has been reviewed, you will be notified by the Grantor of an award or denial notice.
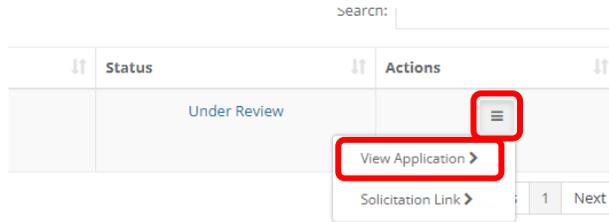
For any questions regarding the grant program you are applying to, please reach out to the agency contact found in the **Contact** tab of the posted solicitation.

For technical assistance for the submission portal only, please utilize the RI GMS Support form. Please include screenshots and as much detail as possible when submitting a request. Once submitted, a member of the RI Grants Management Office will reach out to you with technical assistance.

Appendix A: Application Budget Settings

If the grant program you are applying to requires Match or Indirect Costs input into your budget...

Open the Budget Settings by clicking the grey arrow. Budget Settings allow you to change how your indirect cost rate and cost share (match) is calculated.

From the Indirect Costs drop-down menu, there are several options to calculate your indirect costs:

- **Not Applicable:** this will remove indirect costs from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of item (Direct Cost, Indirect Cost, or Cost Share).

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- **De Minimus Rate:** this is the standard indirect cost rate (10%) that can be used for a Federal or Pass-through Grant if you do not have a negotiated rate.
- **Negotiated Rate:** this should be used if you have negotiated an indirect cost rate with your Federal or Pass-through agency you are applying to.

For both above options, the percentage will be applied to each budget line item you check off (the below example is with a 10% rate):

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	$100.00	$100.00	$10.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
Personnel	Jane Doe Salary	1.00	$100.00	$100.00	$100.00		☑	Direct Cost

- **Itemized:** this will change the indirect cost calculation from a percentage of a line item, to a manual entry amount.

1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	$100.00	$100.00	$10.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
Personnel	Jane Doe Salary	1.00	$100.00	$100.00	$100.00		$10.00	Direct Cost

From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

- **Not Applicable:** this will remove Match/Cost Share from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the item type (Direct Cost, Indirect Cost, or Cost Share).

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	$100.00	$100.00	$0.00	$10.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Jane Doe Salary (Match)	1.00	$10.00	$10.00	$10.00		Cost Share
Personnel	Jane Doe Salary	1.00	$100.00	$100.00	$100.00		Direct Cost

- **Percentage:** this will calculate your Match/Cost Share as a percentage of the budget items included (Below example is with 10% Cost Share rate):

	Ext Cost	Direct Cost	Ind Cost	Cost Share			
Personnel Totals:	$100.00	$100.00	$0.00	$10.00			

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Personnel	Jane Doe Salary	1.00	$100.00	$100.00	$100.00		☑	Direct Cost

- **Itemized:** this will change the Match/Cost Share calculation from a percentage to a manual entry amount.

	Ext Cost	Direct Cost	Ind Cost	Cost Share			
Personnel Totals:	$100.00	$100.00	$0.00	$10.00			

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Personnel	Jane Doe Salary	1.00	$100.00	$100.00	$100.00		$10.00	Direct Cost

- **Total Amount:** this allows you to enter a single total amount for your Match/Cost Share

Budget Settings

Indirect Costs	Not Applicable ⌄	0.00	%	
Match / Cost Share	Total Amount ⌄	5.00	%	$ 3,000.00

Please refer to the program guidance on indirect cost/match/cost share requirements.