



# eCivis Portal User Guide for Subrecipients

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

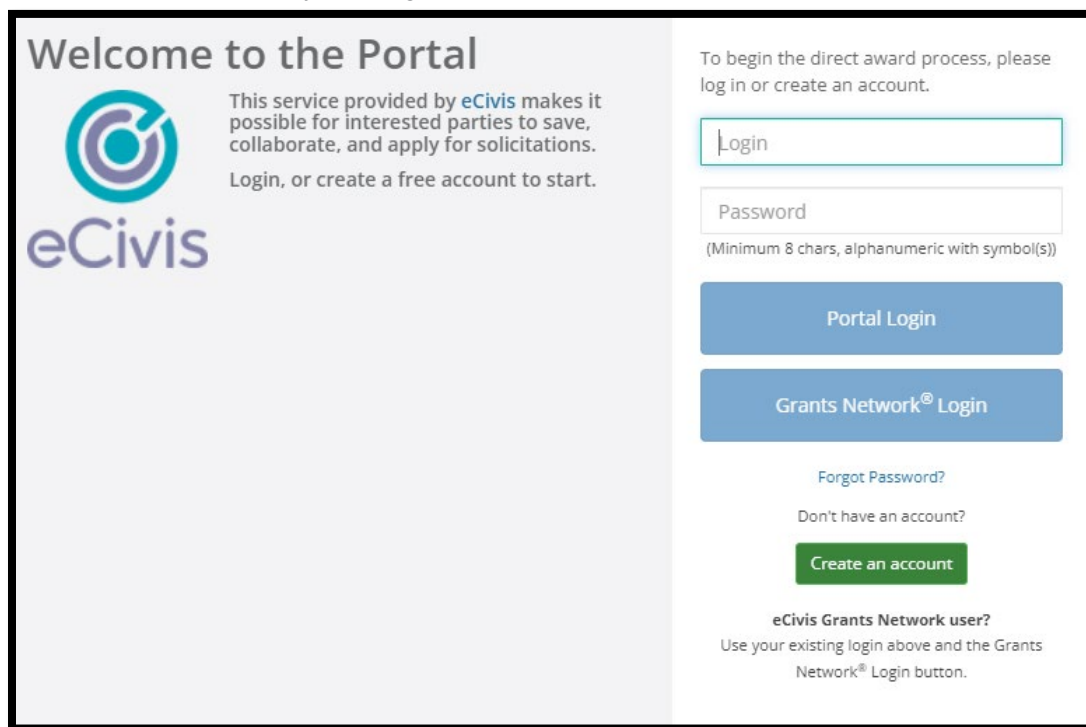
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## 1. Creating an Account

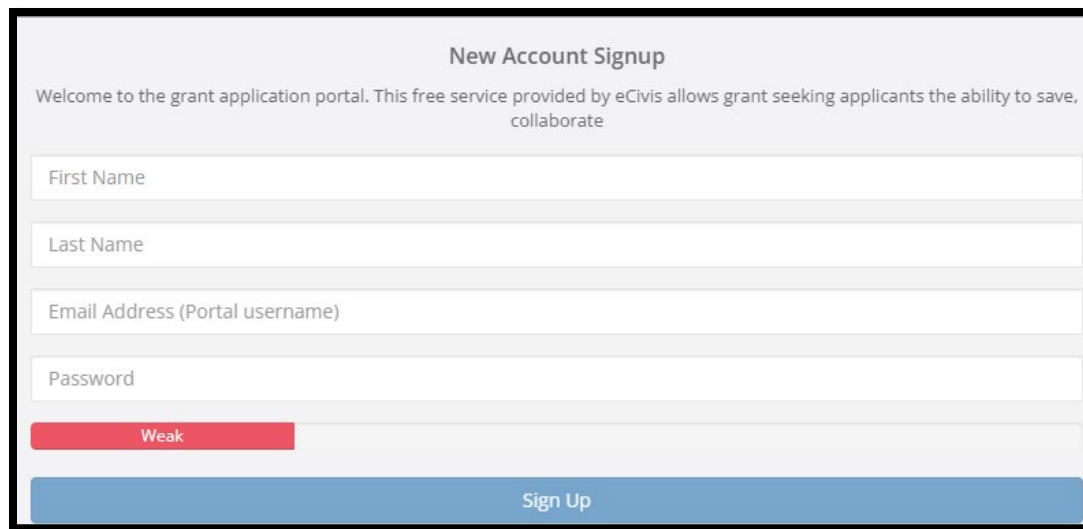
If you are an eCivis Grants Network user, when creating an account, your email address will recognize you as an active eCivis user. When you login to the portal, you will click the Grants Network Login button. If you are an external user, not known to eCivis Grants Network, you will login by clicking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

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



The screenshot shows the eCivis Portal login page. On the left, there is a 'Welcome to the Portal' section with the eCivis logo and a description: 'This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.' On the right, there is a login form. It starts with the instruction 'To begin the direct award process, please log in or create an account.' Below this are two input fields: 'Login' and 'Password'. The password field has a note: '(Minimum 8 chars, alphanumeric with symbol(s))'. There are two blue buttons: 'Portal Login' and 'Grants Network® Login'. Below these buttons are two links: 'Forgot Password?' and 'Don't have an account?'. There is a green button labeled 'Create an account'. At the bottom, there is a section for 'eCivis Grants Network user?' with the instruction 'Use your existing login above and the Grants Network® Login button.'

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



**New Account Signup**

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

First Name

Last Name

Email Address (Portal username)

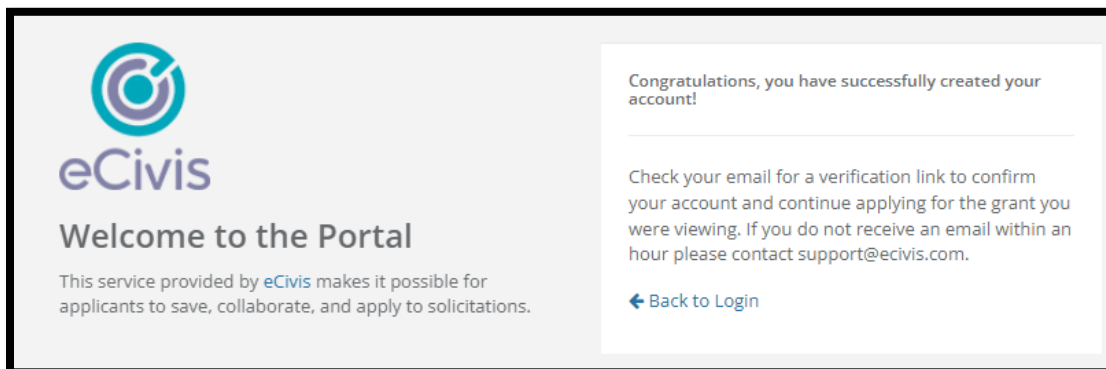
Password

Weak

Sign Up

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

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



  
**eCivis**

**Welcome to the Portal**

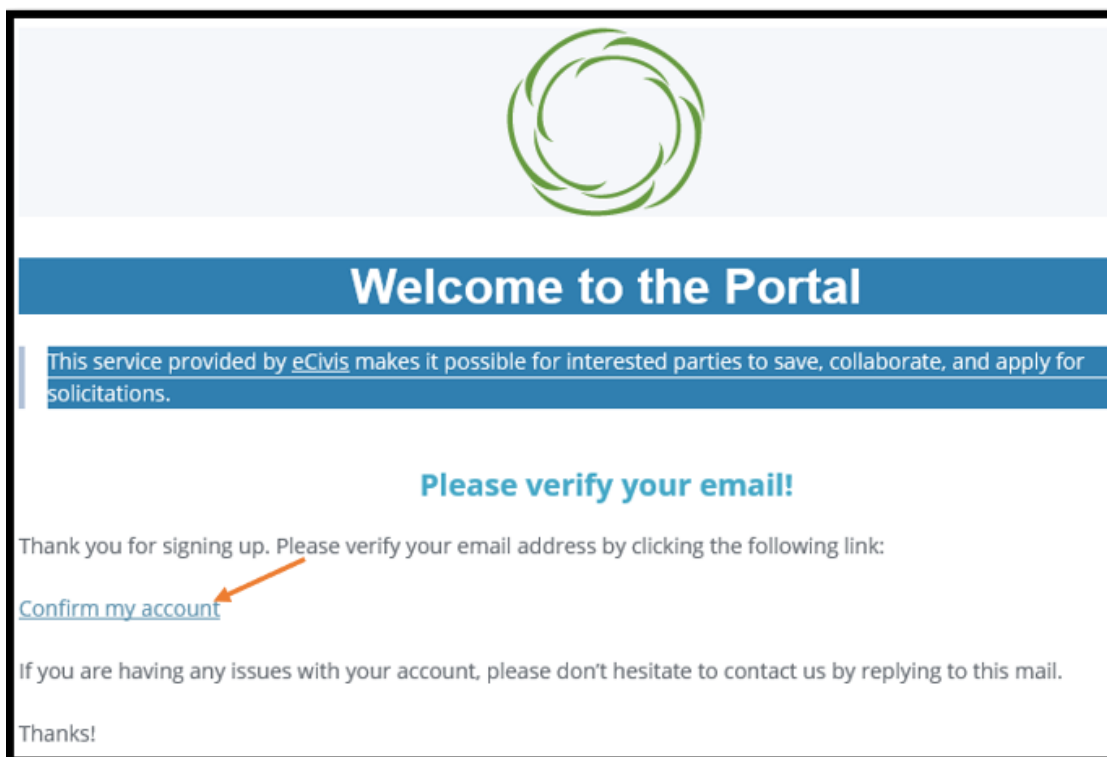
This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations.

**Congratulations, you have successfully created your account!**

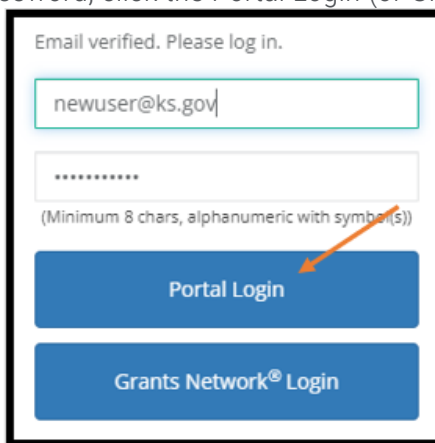
Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com.

[← Back to Login](#)

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

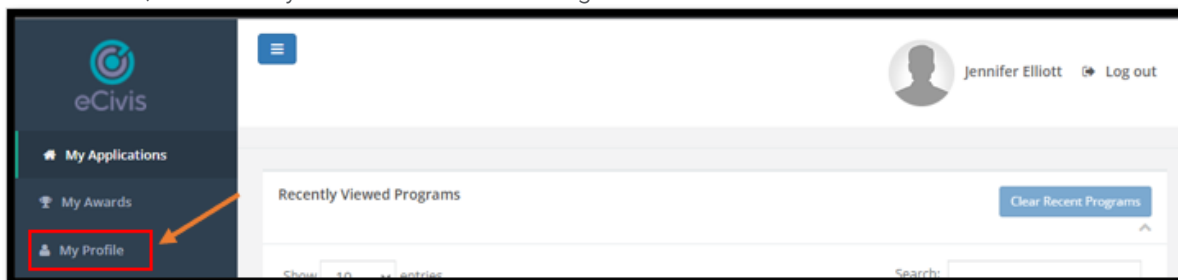


- 6) Enter your username and password, click the Portal Login (or Grants Network Login) button.



The image shows a login form. At the top, it says "Email verified. Please log in." Below this are two input fields. The first field contains the email address "newuser@ks.gov". The second field contains a masked password "\*\*\*\*\*". Below the password field is a note: "(Minimum 8 chars, alphanumeric with symbol(s))". There are two blue buttons: "Portal Login" and "Grants Network® Login". An orange arrow points to the "Portal Login" button.

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



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

**eCivis**

My Applications

My Awards

My Profile

**My Profile**

**Applicant Information**

First Name\*: Jennifer

Last Name\*: Elliott

Email: newuser@ks.gov

Title:

Company:

Company Website:

City:

State\*: Kansas

**Organization Information**

Organization Name:

Employer Identification Number (EIN):

DUNS:

UEI:

Authorized Representative:

Business/Finance Representative:

Organization Address

Address:

Address 2:

City:

State:

County:

Congressional District/Region:

Zip:

Phone:

Fax:

Cancel Update Profile

## 2. Completing and Submitting an Application

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

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

The screenshot shows a web browser window with the URL [https://gn.ecivis.com/GO/gn\\_redir/T/g5u2yuugzpqe](https://gn.ecivis.com/GO/gn_redir/T/g5u2yuugzpqe). The page title is "Kansas Demo" and the subtitle is "JE Dog Rescue 101". There is an "Apply" button with a checkmark icon. Below the navigation bar, the "Overview" tab is selected, showing the following details:

|                         |                   |
|-------------------------|-------------------|
| ID:                     | N/A               |
| Title:                  | JE Dog Rescue 101 |
| Application Start Date: | 06/11/2022        |
| Application End Date:   | 07/31/2022        |
| CFDA:                   | N/A               |
| Reference URL:          |                   |

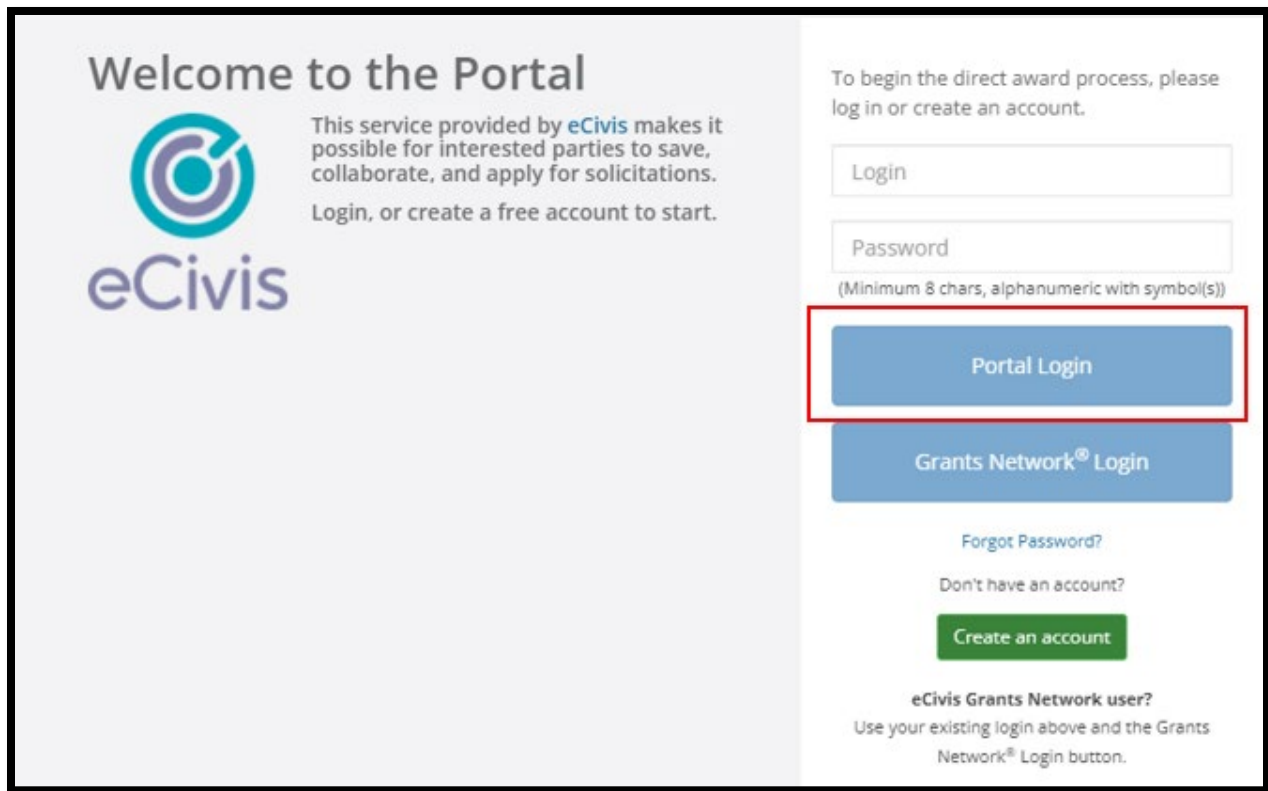
On the right side, under the "Summary" heading, there is a "Sample Overview" section with the following text:

This grant program is part of our commitment to enhancing shelter dogs' quality of life by allowing them to engage in natural social behaviors. Play Yard Renovation Grants Play Yard Renovation Grant are available to active members that have completed in-person play-group training seminars or mentorship conducted by the JE Dog Rescue 101. Grant funds must be used to construct or improve play yards to bring them into compliance with DPFL's recommendations.

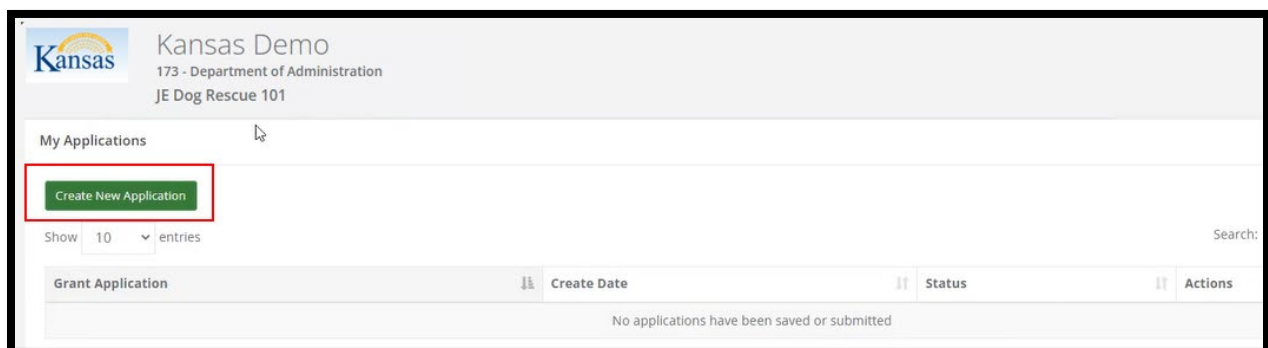
1. Overview – Provides a high level of description of the funding opportunity.
  2. Eligibility - Provides the type of applicant (non-profit, private sector, local government, etc.).
  3. Financial – Provides details of the funding available, such as number of awards, match required, etc.
  4. Contact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



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



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



6) The applicant is required to sign in again. Click the Sign In button.

The screenshot shows the 'Kansas Demo' header with the Kansas logo, address '173 - Department of Administration', 'JE Dog Rescue 101', and contact email 'jennifer.elliott@ks.gov'. Below is the 'Application Submission' section. On the left, 'Sign In/Sign Up Instructions' are provided for new and returning users. On the right, a 'Sign In' button is highlighted with a red box and an orange arrow pointing to it. The button text is 'Log in with your credentials again to access your application's account.'

7) Confirm how to log in to the Portal (Portal Login or eCivis Login). For non-eCivis users, select Portal Login. Enter username and password, click Log In.

The screenshot shows the same 'Kansas Demo' header. Below the 'Application Submission' section, a 'Portal' login modal is displayed. The modal has a green circular logo and the word 'Portal'. It has two tabs: 'Log In' (selected) and 'Sign Up'. The 'Log In' tab contains a username field with 'jrelliott68@gmail.com', a password field with masked characters, a 'Don't remember your password?' link, and a blue 'LOG IN >' button. A red box highlights the entire login form area, and an orange arrow points to the 'LOG IN >' button.

8) The first step in the application process is to create a Profile. Click the Open button.

Kansas Demo  
173 - Department of Administration  
JE Dog Rescue 101

For any questions related to this program solicitation please contact [jennifer.elliott@ks.gov](mailto:jennifer.elliott@ks.gov)

Application Submission

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

Profile Action Required Open

- 9) Under the Profile section, enter all required data and additional information as needed. Standard sections under Profile are Applicant information, Organization Information and Organization Address. When complete, click the Create Profile button.
- 10) The next step is to begin the Application Process, click the Application Process button. Notice the Profile is still accessible and can be edited.

Application Submission

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

Profile Complete Edit

To begin, click the "Application Process" button below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled

Created on 07/12/2022

Application Process

- 11) Click the Open button next to Action Required.

Application Submission

Order by: Newest to Oldest

## Untitled

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

### Applications

The button will update to reflect how you can interact with this step.

Action Required

Open

- 12) The application page will open, enter data in all required and relevant fields, upload documentation as necessary, complete a budget and enter goals if required. Notice the instructions on the page regarding saving or saving draft. Click the Save Draft button to return and finish the application at a later date.

Application Submission

## Applications

Save Draft Mark Complete Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Last saved at 2:41:36 PM

**Application/Project Title \***

JE Dog Rescue 101

**Org Name \***

Rescue Spa

Org Name Help Text: For state Agency enter 3-digit agency number and Agency name

**Fiscal Year \***

☐ Federal  
☐ State  
☒ Calendar  
☐ Other

Fiscal Year Help Text: Define the type of financial fiscal year your Organization uses. Federal - October through September, State - July through June, Calendar - January through December, or Other

- 13) The budget and goals are listed in a separate section, to access one or the other, click Actions and select either Edit Budget or Edit Goals. Note: In most cases a Budget will be required when completing an application.

Application Budget and Goals

Show 10 entries Search:

| Project Title | Create Date | Status | Total Requested | Actions                                                             |
|---------------|-------------|--------|-----------------|---------------------------------------------------------------------|
| N/A           | 05/09/2022  | Draft  | \$0.00          | <a href="#">Edit Budget &gt;</a><br><a href="#">Edit Goals &gt;</a> |

Showing 1 to 1 of 1 entries

14) After the application is complete, budget and/or goals added, to submit the application for review click the Mark Complete button.

### Budget Worksheet

Did you complete your application budget? \*

☒ Yes  
☐ No

### Application Goals

Did you complete your application goals?

☐ Yes  
☒ No

**Please complete your application goals PRIOR to submitting your application.**  
To complete your goals, click "Save Draft" and scroll to the bottom of the page. In the Application and Goals section under "Actions" column, click on "Edit Goals".

Last saved at 2:46:35 PM

Save Draft **Mark Complete** Close

15) A message will appear when the application has successfully been submitted.

Order by: Newest to Oldest

## JE Dog Rescue 101

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### Application Process

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted.

### Applications

The button will update to reflect how you can interact with this step.

[View](#)

16) To monitor the status, click the My Applications link on the left side toolbar. Current status is *Under Review*.

The screenshot displays the eCivis user interface. On the left, a dark sidebar contains the eCivis logo and three menu items: 'My Applications' (highlighted with a red box), 'My Awards', and 'My Profile'. The main content area is white and features two sections. The first section, 'Recently Viewed Programs', includes a 'Show 10 entries' dropdown and a table with columns 'Grant Application', 'Last Viewed', and 'Solicitation Link'. It contains a message: 'No applications have been recently viewed' and 'Showing 0 to 0 of 0 entries'. The second section, 'My Applications', also has a 'Show 10 entries' dropdown and a table with columns 'Program Solicitation', 'Due Date', and 'Status'. The table lists one application: 'JE Dog Rescue 101' with a due date of '07/31/2022' and a status of 'Under Review' (highlighted with a red box). The application details are: 'JE Dog Rescue 101' and 'Kansas Demo, 173 - Department of Administration'.

**My Applications**

Show 10 entries

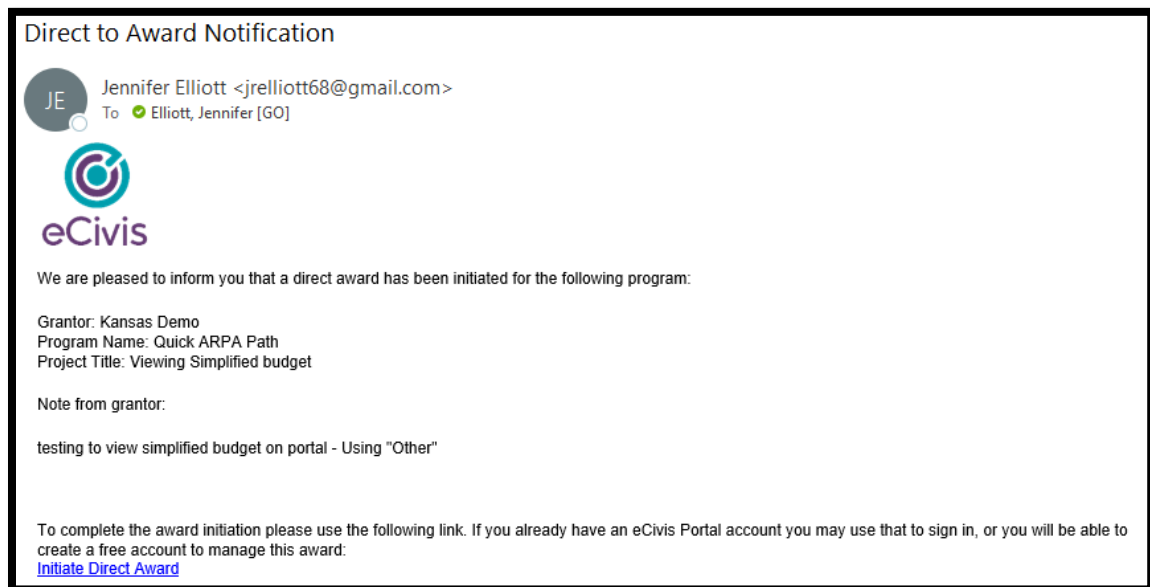
| Program Solicitation                                                                      | Due Date   | Status       |
|-------------------------------------------------------------------------------------------|------------|--------------|
| JE Dog Rescue 101<br>JE Dog Rescue 101<br>Kansas Demo, 173 - Department of Administration | 07/31/2022 | Under Review |

### 3. Accepting an Award

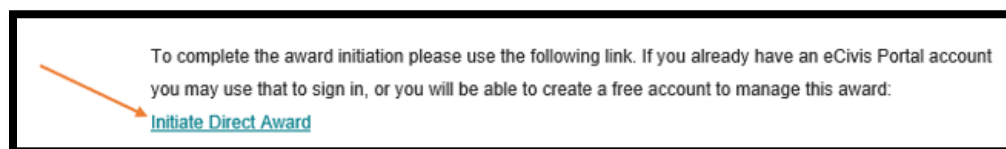
There are steps for two types of awards. Direct award is an award to a subrecipient that by-passes the application process. The other is an award from an application submitted by the subrecipient.

#### 3.1. Accepting a Direct Award

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



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



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

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

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

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

**Kansas Demo**  
Quick ARPA

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

**Direct Award Initiation**

**Organization Details**

Organization Name: \* 173 - Department of Administration

EIN:

Project Title: \* Testing with Profile set up

**Authorized Representative**

Full name: \* Jennifer Elliott

Email Address: \* jennifer.elliott@ks.gov

Address: \* 700 SW Harrison

Address 2: \* Ste 300

City: \* Topeka

State: \* Kansas

Zip: \* 66604

Phone: \* 785-296-6260

Phone Ext:

**Continue** **Decline Award**

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

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

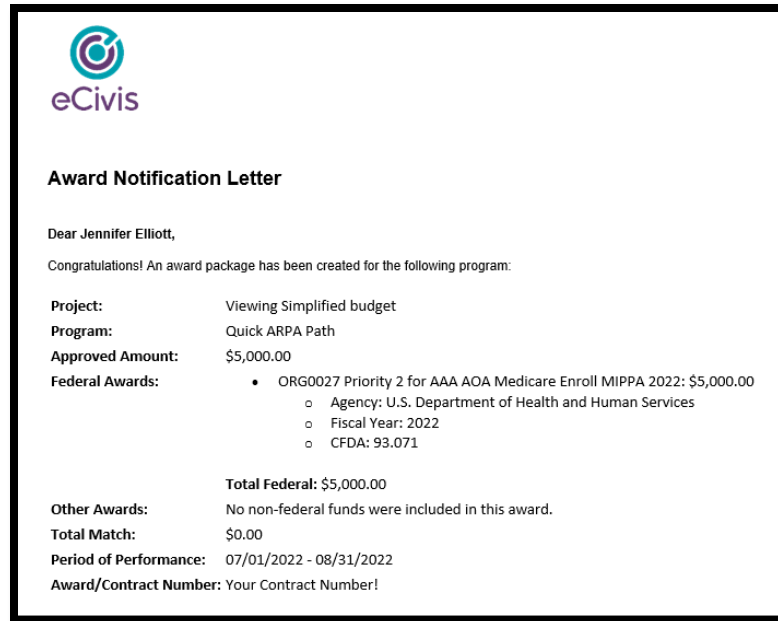
**Cancel** **OK**

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

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

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

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



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

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

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

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

My Awards

Show 10 entries

Search:

| Grant Title     | Project Title             | Award/Contract Number | Award Status       | Notification Date | Performance Period | Role  | Actions                         |
|-----------------|---------------------------|-----------------------|--------------------|-------------------|--------------------|-------|---------------------------------|
| Quick ARPA Path | Viewing Simplified budget | Your Contract Number! | Pending Acceptance | N/A               | 7/1/22 - 8/31/22   | Owner | <div>Accept/Decline Award</div> |

Showing 1 to 1 of 1 entries

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

**Award Acceptance**  
Quick ARPA Path Pending Acceptance

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

DOWNLOAD FILES      FINALIZE BUDGET      ATTACH FILES

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

**Award Files**

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

Continue Decline Award Back

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

**Award Acceptance**  
Quick ARPA Path Pending Acceptance

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

DOWNLOAD FILES      FINALIZE BUDGET      ATTACH FILES

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

**Budget Stage:** Awarded

**Actions**

**Budget Summary**

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

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

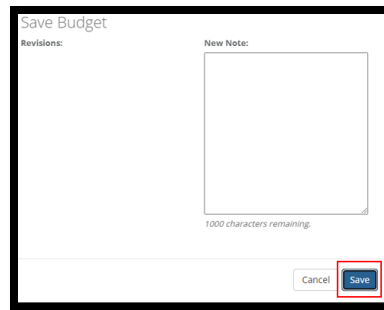
**Budget Narrative**

Enter your budget narrative below.

Enter message to Grantor

Save Narrative

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



Save Budget

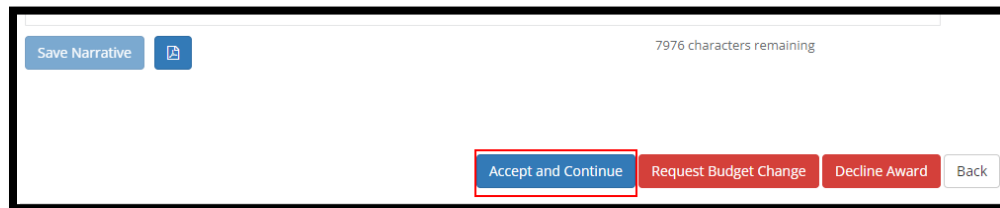
Revisions:

New Note:

1000 characters remaining

Cancel Save

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



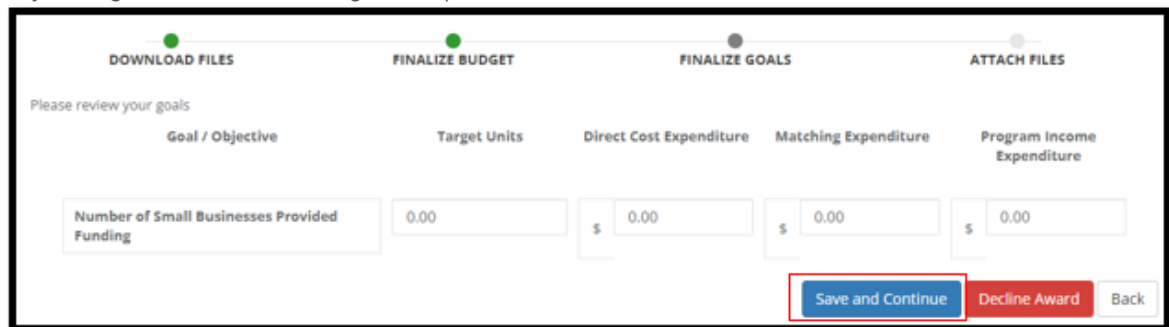
Save Narrative

7976 characters remaining

Accept and Continue Request Budget Change Decline Award Back

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

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



DOWNLOAD FILES FINALIZE BUDGET FINALIZE GOALS ATTACH FILES

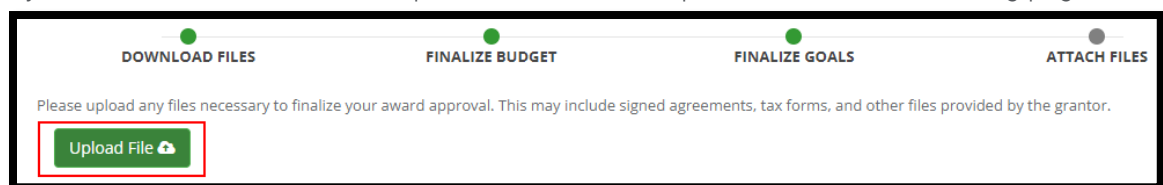
Please review your goals

| Goal / Objective                            | Target Units | Direct Cost Expenditure | Matching Expenditure | Program Income Expenditure |
|---------------------------------------------|--------------|-------------------------|----------------------|----------------------------|
| Number of Small Businesses Provided Funding | 0.00         | \$ 0.00                 | \$ 0.00              | \$ 0.00                    |

Save and Continue Decline Award Back

Select "Save and Continue" at the bottom of the page.

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

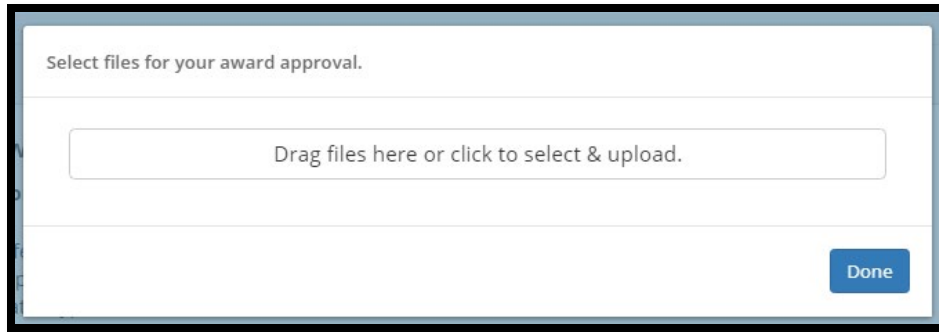


DOWNLOAD FILES FINALIZE BUDGET FINALIZE GOALS ATTACH FILES

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

Upload File

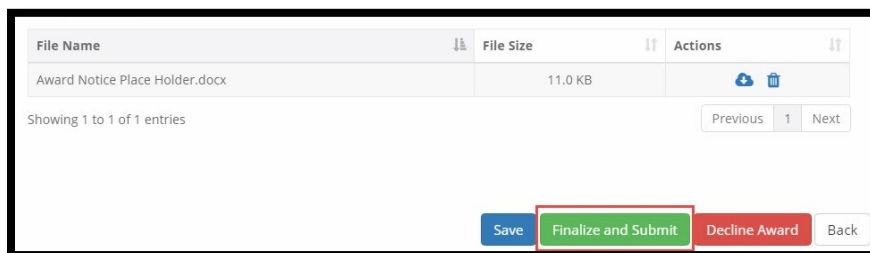
Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser.



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



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



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

### Accept Award

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

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

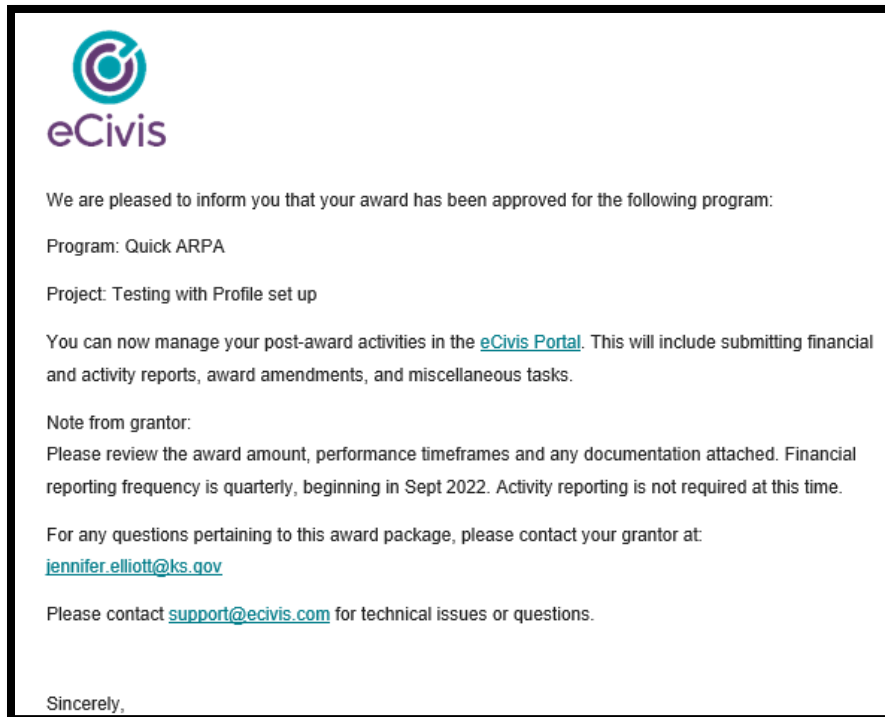
4940 characters remaining.

Cancel
Save

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

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

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



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

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

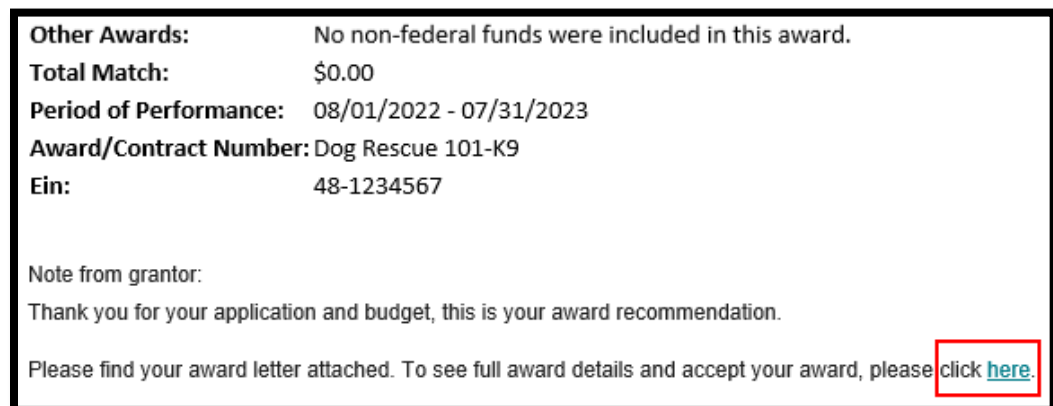
### 3.2. Accepting an Application Award

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

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



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



- 2) Log into Portal and click on the appropriate Award title, or from the Actions column, select Accept/Decline Award:

**My Awards**

Show  entries Search:

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

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

**Award Acceptance**

**JE Dog Rescue 101** Pending Acceptance

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

DOWNLOAD FILES
FINALIZE BUDGET
FINALIZE GOALS
ATTACH FILES

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

**Award Files**

| File Name                               | File Size | Actions                  |
|-----------------------------------------|-----------|--------------------------|
| Approval File: SAMPLE award letter.docx |           | <a href="#">Download</a> |
| SAMPLE award letter.docx                | 11.9 KB   | <a href="#">Download</a> |
| Sample required fields.xlsx             | 4.0 MB    | <a href="#">Download</a> |
| SAMPLE sub acceptance .docx             | 11.7 KB   | <a href="#">Download</a> |

[Continue](#)
[Decline Award](#)
[Back](#)

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

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

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

Budget Stage: Awarded

Actions:

**Budget Summary**

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

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

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

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

8000 characters remaining

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

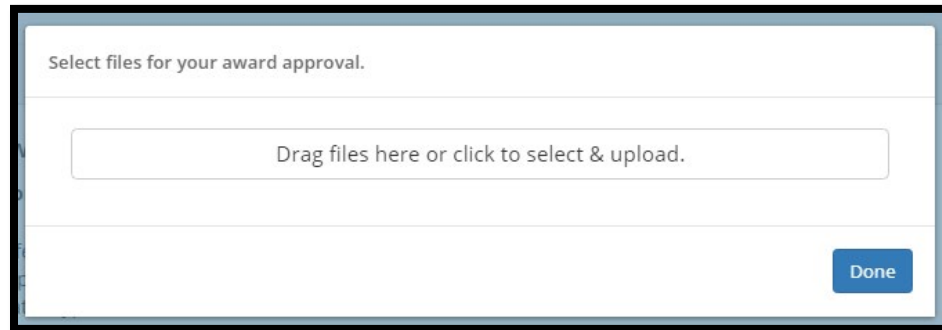
- 7) If you need to attach files to accept the award, select Upload Files on the following page:

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

[Upload File](#)

Award Files

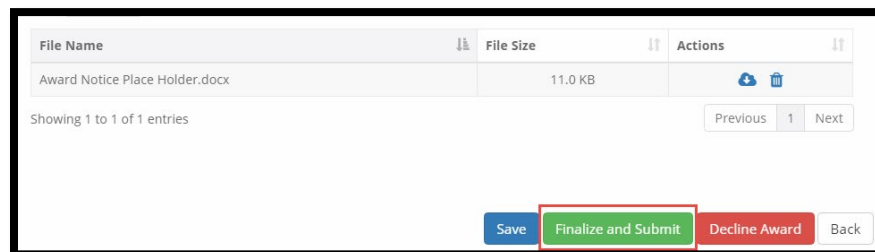
Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:



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



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



## 4. Accessing Your Awards

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

The screenshot shows the 'My Awards' page in the eCivis system. The left sidebar contains navigation links: 'My Applications', 'My Awards' (selected), and 'My Profile'. The top right shows the user's name 'Jennifer Elliott' and a 'Log out' button. The main content area displays a table of awards. The table has 8 columns: Grant Title, Project Title, Award/Contract Number, Award Status, Notification Date, Performance Period, Role, and Actions. The table contains 13 rows of data. The first row is highlighted. The table is paginated, showing 1 to 10 of 13 entries.

| Grant Title                                            | Project Title                                   | Award/Contract Number   | Award Status         | Notification Date | Performance Period | Role        | Actions |
|--------------------------------------------------------|-------------------------------------------------|-------------------------|----------------------|-------------------|--------------------|-------------|---------|
| PY22 Temporary Assistance for Needy Families (TANF)    | TANF Test 4                                     | JenniferTest001         | Awarded              | 05/03/2022        | 4/1/22 - 3/30/23   | Owner       |         |
| Quick ARPA                                             | Testing with Profile set up                     | 2022-008 Contract       | Awarded              | 05/27/2022        | 6/1/22 - 5/31/23   | Owner       |         |
| Quick ARPA                                             | A0003 - 24/7 Facility Staff Plan                | Agency Award/Contract # | Awarded              | 05/16/2022        | 6/1/22 - 6/30/23   | Owner       |         |
| Quick ARPA                                             | A0001 - UI Trust Fund - House Bill 2196         | 29600-3756-3536         | Awarded              | 04/19/2022        | 7/1/21 - 7/1/21    | Owner       |         |
| Re-Entry Youth Program                                 | County Youth Program                            | 123456789               | Awarded              | 08/29/2019        | 1/1/18 - 12/18/19  | Team Member |         |
| State Fiscal Recovery Fund - State Agencies            | GO/RO Testing                                   | K50001                  | Awarded              | 03/14/2022        | 4/1/22 - 3/31/23   | Owner       |         |
| TEST 1 - KDADS SUBSTANCE ABUSE                         | Beacon Test                                     | FY22-001                | Awarded              | 05/13/2022        | 5/1/22 - 4/30/23   | Owner       |         |
| ARPA SLFRF - SPARK Connectivity Allocations            | Test matching                                   | JRE-00001               | Pending Direct Award | N/A               | 5/1/22 - 4/30/23   | Owner       |         |
| ARPA SLFRF - SPARK Economic Revitalization Allocations | ISA-22-KDC-0001 - Vacant Space Business Program | N/A                     | Pending Direct Award | N/A               | Not specified      | Owner       |         |
| Quick ARPA                                             | A0003 - KDADS - 24/7 Facility Staff Pay Plan    | N/A                     | Pending Direct Award | N/A               | Not specified      | Owner       |         |

Showing 1 to 10 of 13 entries

Previous 1 2 Next

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

team member.

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

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

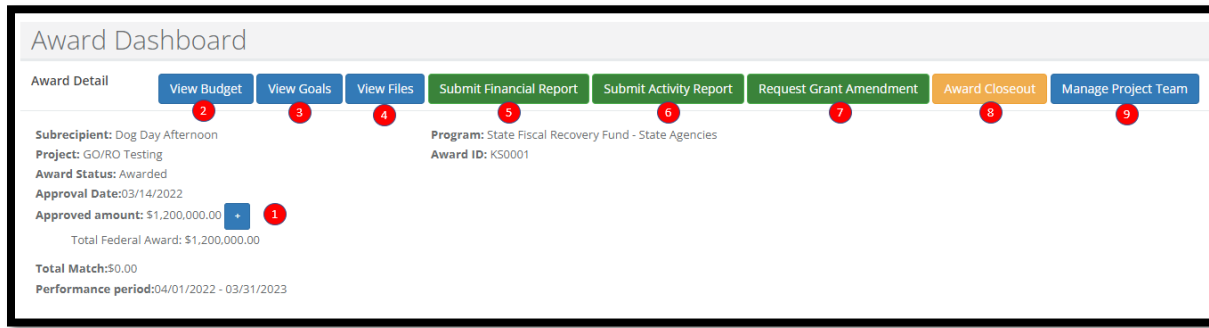
- **Awarded:** Manage Award

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

## 5. Navigating your Award Management Tools

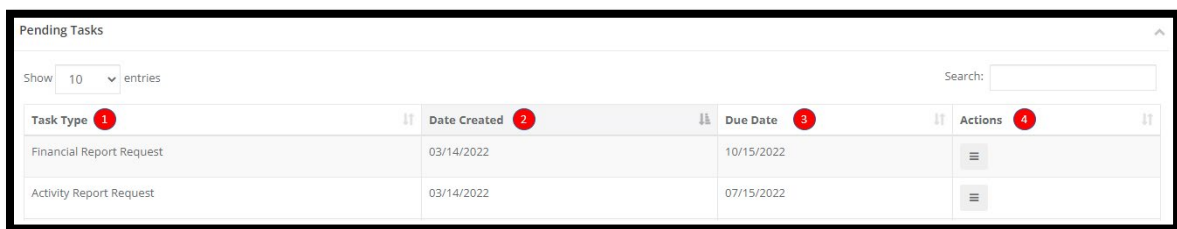
You can click on each grant title to access its Award Dashboard. The Award Dashboard contains: Award Detail, Pending Tasks, Award Activity, and Award Amendments.

### 5.1. Award Detail Section



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

### 5.2. Pending Tasks Section



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

### 5.3. Award Activities Section

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

| Report <sup>1</sup> | Reporting Period <sup>2</sup> | Created By <sup>3</sup> | Date Created <sup>4</sup> | Current Status <sup>5</sup> | Actions <sup>6</sup>        |
|---------------------|-------------------------------|-------------------------|---------------------------|-----------------------------|-----------------------------|
| Financial Report    | 07/01/2019 -- 07/31/2019      | David Shea              | 09/12/2019                | Approved / Paid             | <a href="#">View Report</a> |
| Financial Report    | 06/01/2019 -- 06/30/2019      | David Shea              | 09/12/2019                | Approved / Paid             | <a href="#">View Report</a> |
| Activity Report     | 09/01/2019 -- 09/30/2019      | David Shea              | 09/12/2019                | Rejected                    | <a href="#">View Report</a> |

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

---

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

## 6. Manage Project Team

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

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

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

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

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

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

| Award Dashboard |                            |                                         |                                        |                                         |                                |                                     |
|-----------------|----------------------------|-----------------------------------------|----------------------------------------|-----------------------------------------|--------------------------------|-------------------------------------|
| Award Detail    | <a href="#">View Files</a> | <a href="#">Submit Financial Report</a> | <a href="#">Submit Activity Report</a> | <a href="#">Request Grant Amendment</a> | <a href="#">Award Closeout</a> | <a href="#">Manage Project Team</a> |

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

**Project Team**

**Award Detail**

**Quick ARPA** Awarded

Awarded by: Kansas Demo

Approved amount: \$50,000.00

Match type:

Performance period: 04/01/2022 -03/31/2023

**Project Team**

**Add Team Member**

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

**Add Project Team Member**

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

**Email address:**

dean.vellenga@ks.gov

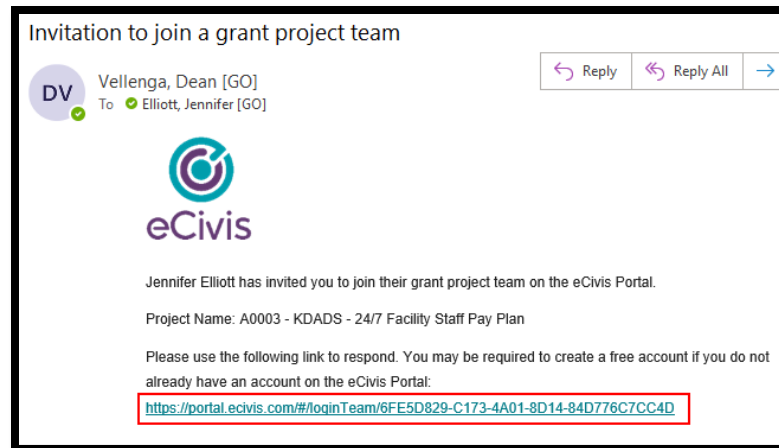
☐ Receive notifications for this award.

Cancel **Add Member**

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

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

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



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

**My Awards**

Show 10 entries Search:

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

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

**Project Team**

**Award Detail** [Back to Award Detail](#)

**Quick ARPA** Awarded

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

**Project Team**

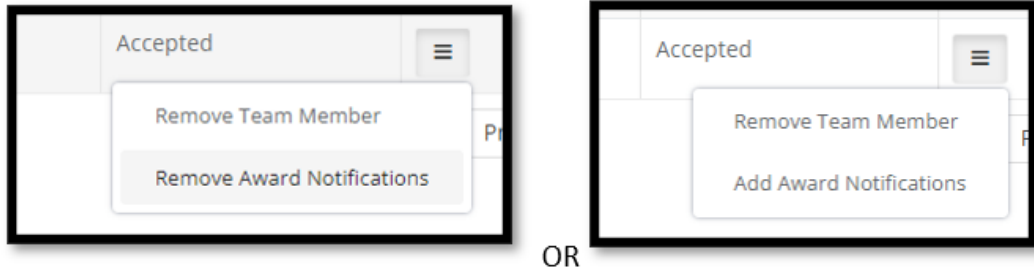
[Add Team Member](#)

Show 10 entries Search:

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

Showing 1 to 1 of 1 entries Previous 1 Next

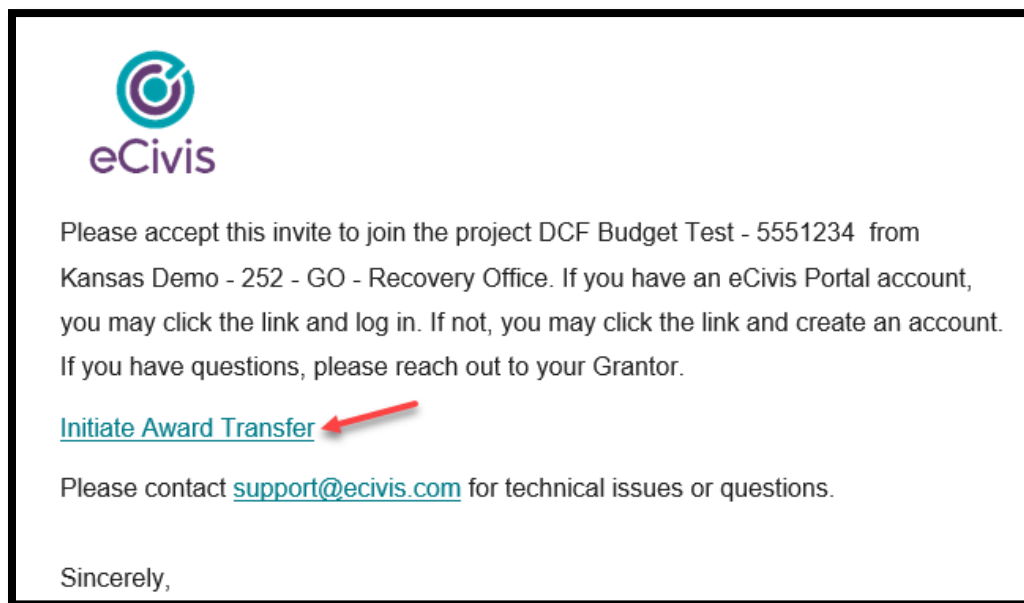
- 9) To manage email preferences for the Team Member, click on Actions and the option to either Add Award notifications or Remove Award notifications will appear.



## 6.1 Accept Transfer Award Ownership

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

To accept the transfer of ownership, click the link labeled Initiate Award Transfer.



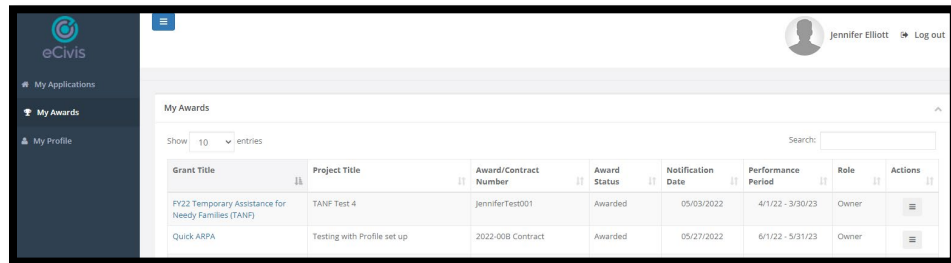
NOTE: If the new Owner does not have an eCivis Portal account, best practice is to first create the account, then return to the email link to accept the transfer of ownership. See 1. Creating an Account for more information.

## 7. Submitting Reports to the Grantor

### 7.1. Submitting Financial Reports

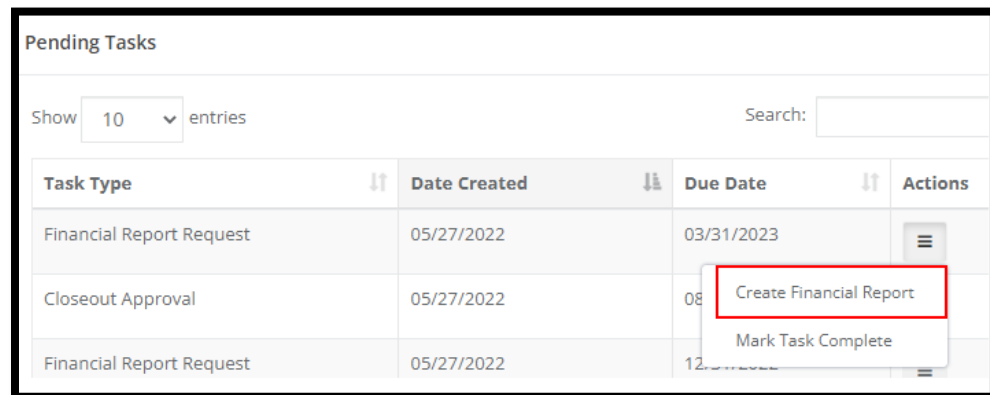
From the Award Dashboard, you can submit a Financial Report directly to the Grantor.

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

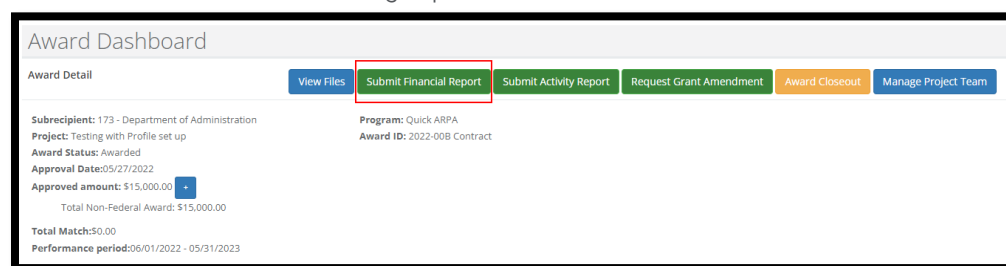


- 2) You can submit a financial report by selecting an existing report under Pending Tasks by clicking on Actions, then "Create Financial Report", or by clicking on "Submit Financial Report". Using an existing pending task should be used by default.

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



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



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

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

**Pending Financial Report Requests:**

**Due Date:**  ▼ Create Report

Cancel Continue with New Report

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

Award Detail Back to Award Detail

**AZ911 FY20 Grant-TEST 2** Awarded

Awarded by: Arizona Sub Recipient Portal

Approved amount: \$100,000.00

Match type:

Cash match: \$0.00

In-Kind match: \$0.00

Performance period: N/A

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

**Award Financial Overview** ⌵

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

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

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

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

Financial Report Details

Reporting Period: \*

04/01/2022 - 05/31/2022

04/01/2022 05/31/2022 Apply Cancel

< Apr 2022 May 2022 >

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

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

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

Financial Report Details

Reporting Period: \*

04/01/2022 - 05/31/2022

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

☐ Reimbursement Request

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

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

☐ Reimbursement Request

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

### Financial Report Narrative \*

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

</>
H1
H2
H3
B
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☷
☶
☵
🔗

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

Find our attached SFRF Tracking spreadsheet as well.

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

### Financial Report Files

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

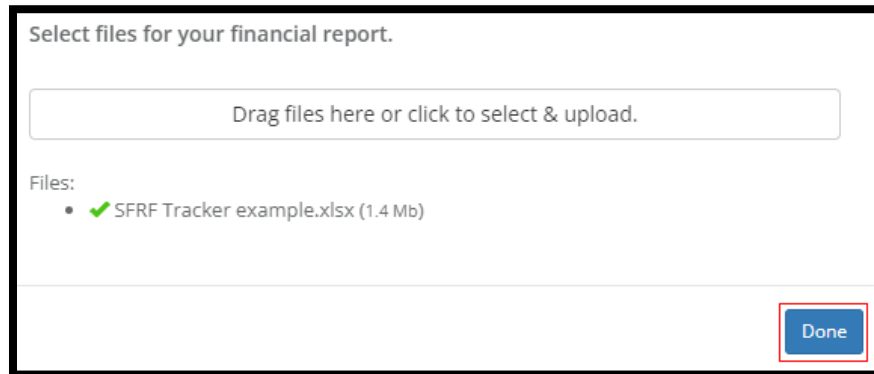
Upload File

Show 10 entries
 Search:

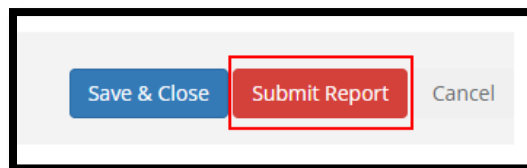
| File Name                           | File Size | Actions |
|-------------------------------------|-----------|---------|
| No files are available for download |           |         |

Showing 0 to 0 of 0 entries
Previous
Next

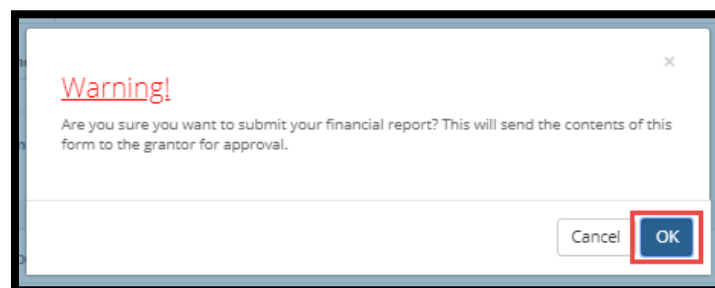
In the pop-up box, either drag a file or browse and upload. Once the file has successfully been attached, click "Done".



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



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



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

**Award Activities**

Show  entries Search:

| Report           | Reporting Period         | Created By       | Date Created | Current Status   | Actions                     |
|------------------|--------------------------|------------------|--------------|------------------|-----------------------------|
| Financial Report | 04/01/2022 -- 04/15/2022 | Jennifer Elliott | 05/10/2022   | Approved / Paid  | <a href="#">View Report</a> |
| Financial Report | 04/01/2022 -- 05/31/2022 | Jennifer Elliott | 06/03/2022   | Pending Approval | <a href="#">View Report</a> |

Showing 1 to 2 of 2 entries Previous 1 Next

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

**Award Activities**

Show  entries Search:

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

- **Pending Approval:** The Financial Report has not been reviewed.
- **Approved/Awaiting Payment:** The Financial Report has been reviewed and is waiting for payment.
- **Approved/Paid:** The reimbursement is complete.
- **Rejected:** Grantor has rejected.

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

**Pending Tasks**

Show  entries Search:

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

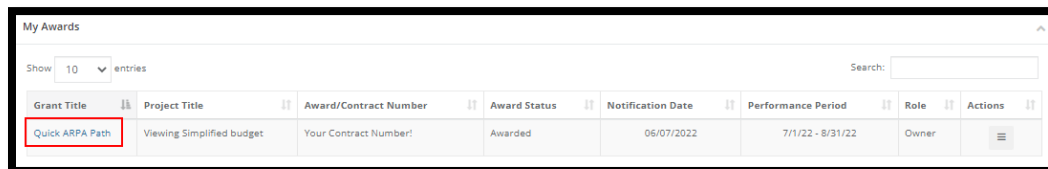
Create Financial Report

**Mark Task Complete**

## 7.2. Submitting Miscellaneous Reports

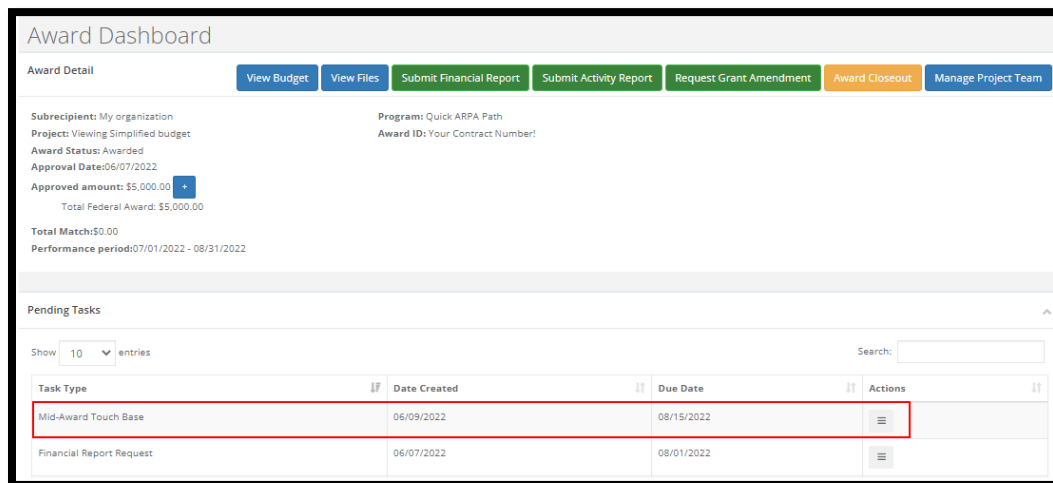
Miscellaneous reports will not appear as a reoccurring or activity task, they will be ad hoc in nature. If the Grantor is requesting a miscellaneous report, it will be identified with a task name specific to the report requirements, i.e., "Project's Annual Recovery Plan Narrative".

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



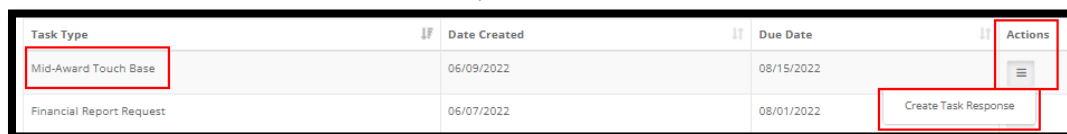
| Grant Title     | Project Title             | Award/Contract Number | Award Status | Notification Date | Performance Period | Role  | Actions |
|-----------------|---------------------------|-----------------------|--------------|-------------------|--------------------|-------|---------|
| Quick ARPA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

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



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

Click on Actions, then Create Task Response.



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

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

Mid-Award Touch Base - 08/15/2022

**Award Detail**

Quick ARPA Path **Awarded**

Awarded by: Kansas Demo

Approved amount: \$5,000.00

Match type:

Performance period: 07/01/2022 -08/31/2022

Mid-Award Touch Base - 08/15/2022

**Task Note:**

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

**Subrecipient Response: \***

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

**Task Files**

Please upload any files necessary for your task. \*

**Upload File**

Show 10 entries

| File Name                           | File Size |
|-------------------------------------|-----------|
| No files are available for download |           |

Showing 0 to 0 of 0 entries

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

**Submit Task** Cancel

**Warning!**

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

Cancel **OK**

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

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

### 7.3. Submitting Activity Reports

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

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

| Grant Title                                         | Project Title               | Award/Contract Number | Award Status | Notification Date | Performance Period | Role  | Actions |
|-----------------------------------------------------|-----------------------------|-----------------------|--------------|-------------------|--------------------|-------|---------|
| FY22 Temporary Assistance for Needy Families (TANF) | TANF Test 4                 | JenniferTest001       | Awarded      | 05/03/2022        | 4/1/22 - 3/30/23   | Owner |         |
| Quick ARPA                                          | Testing with Profile set up | 2022-009 Contract     | Awarded      | 05/27/2022        | 6/1/22 - 5/31/23   | Owner |         |

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

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

| Award Detail                                                                                                                                                                                                                                                                                                     | View Budget | View Files | Submit Financial Report | Submit Activity Report | Request Grant Amendment | Award Closeout | Manage Project Team |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------------------|------------------------|-------------------------|----------------|---------------------|
| <b>Subrecipient:</b> Jennifer's direct award<br><b>Project:</b> TANF Test 4<br><b>Award Status:</b> Awarded<br><b>Approval Date:</b> 05/03/2022<br><b>Approved amount:</b> \$740,000.00<br>Total Federal Award: \$740,000.00<br><b>Total Match:</b> \$0.00<br><b>Performance period:</b> 04/01/2022 - 03/30/2023 |             |            |                         |                        |                         |                |                     |
| <b>Program:</b> FY22 Temporary Assistance for Needy Families (TANF)<br><b>Award ID:</b> JenniferTest001                                                                                                                                                                                                          |             |            |                         |                        |                         |                |                     |

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

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

**Pending Activity Report Requests:**

**Due Date:**  [Create Report](#)

[Cancel](#) [Continue with New Report](#)

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

Pending Tasks

Show  entries Search:

| Task Type                | Date Created | Due Date   | Actions                                                                      |
|--------------------------|--------------|------------|------------------------------------------------------------------------------|
| Activity Report Request  | 05/03/2022   | 04/15/2022 | <a href="#">Create Activity Report</a><br><a href="#">Mark Task Complete</a> |
| Financial Report Request | 05/03/2022   | 04/15/2022 |                                                                              |
| Activity Report Request  | 05/03/2022   | 05/15/2022 |                                                                              |

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

**Award Detail** [Back to Award Detail](#)

**Detailed Report Option** Awarded

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

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

**Activity Report**

**Reporting Period: \***

[Apply](#) [Cancel](#)

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

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

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

**Report Narrative: \***

testing the functionality of the activity report

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

Financial Report Files

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

**Upload File**

Show 10 entries Search:

| File Name                           | File Size | Actions |
|-------------------------------------|-----------|---------|
| No files are available for download |           |         |

Showing 0 to 0 of 0 entries Previous Next

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

Select files for your financial report.

Drag files here or click to select & upload.

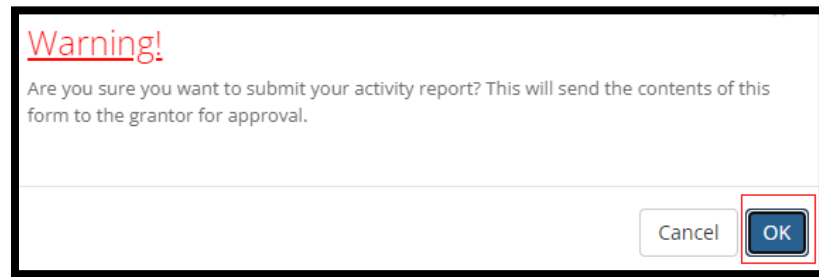
Files:

- ✓ SFRF Tracker example.xlsx (1.4 Mb)

**Done**

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

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



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

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

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

**Pending Approval:** The Activity Report has not been reviewed.

**Rejected:** Grantor has rejected.

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

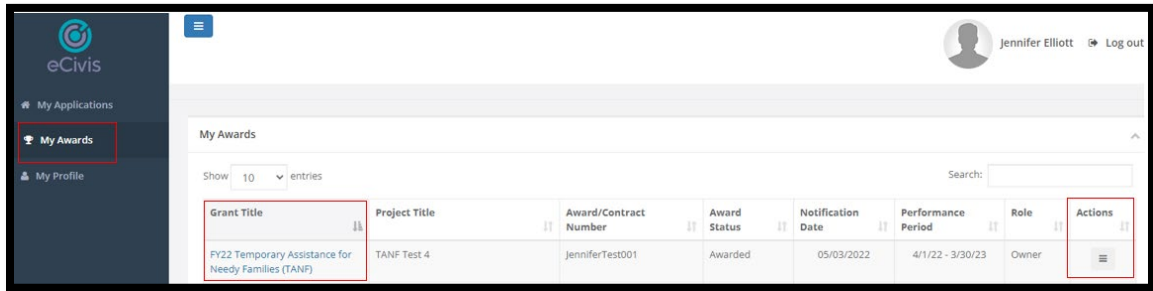
| Pending Tasks            |              |            |                                                                               |
|--------------------------|--------------|------------|-------------------------------------------------------------------------------|
| Show 10 entries          |              | Search:    |                                                                               |
| Task Type                | Date Created | Due Date   | Actions                                                                       |
| Financial Report Request | 05/03/2022   | 04/15/2022 | <div> <div>Create Financial Report</div> <div>Mark Task Complete</div> </div> |
| Activity Report Request  | 05/03/2022   | 04/15/2022 |                                                                               |
| Financial Report Request | 05/03/2022   | 05/15/2022 |                                                                               |

## 8. Grant Amendment

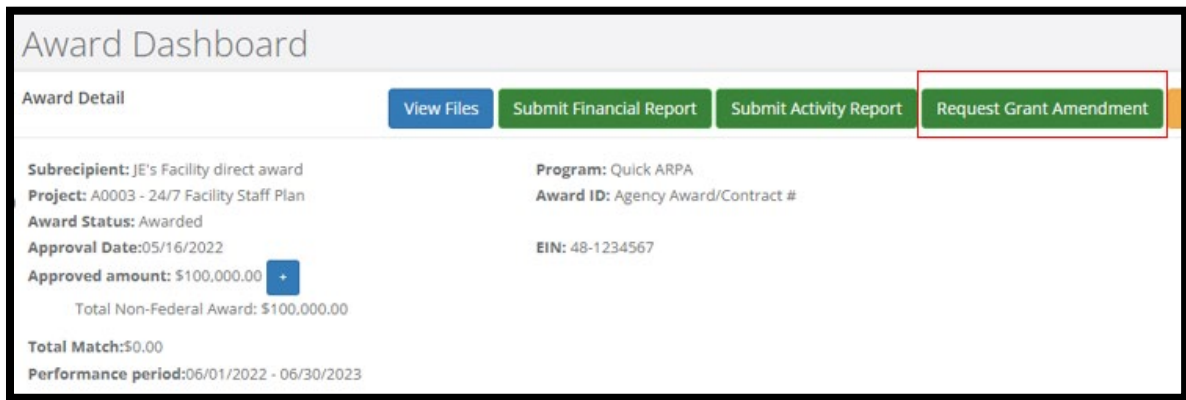
Either a Subrecipient or a Grantor can initiate a Grant Amendment. If an amendment is needed, please reach out to your Grantor prior to clicking the Request Grant Amendment button. The Grantor may prefer to initiate an amendment and use that process.

### 8.1. Subrecipient initiated Grant Amendment

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



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



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

Performance Period End:\*  

Cancel Save and Continue

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

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

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

☒ This amendment includes a financial change

Budget Stage: Post-Award

Actions   

Budget Summary

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

9. Other

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

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

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

Grant Amendment

AWARD DETAILS

FINANCIAL INFORMATION

ATTACH FILES

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

Upload File

### Amendment Files

Show 10 entries

Search:

| File Name                   | File Size | Actions |
|-----------------------------|-----------|---------|
| No files have been uploaded |           |         |

Showing 0 to 0 of 0 entries

Previous

Next

### Amendment Narrative:

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

H1

H2

H3

B

I

U

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

7929 characters remaining

Back

Cancel

Submit Amendment

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

## Submit Amendment

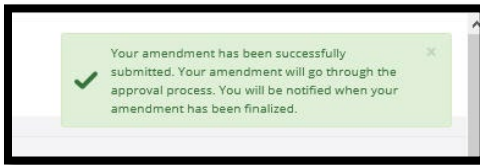
Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:

5000 characters remaining.

Cancel

Save

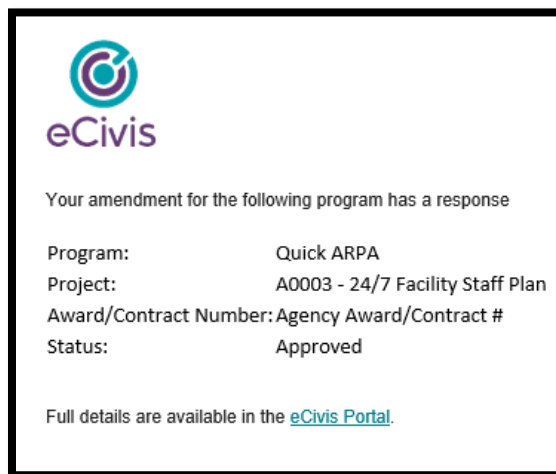
7) You will be notified that your amendment was successfully submitted.



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

| Award Amendments |                  |                                |
|------------------|------------------|--------------------------------|
| Show             | 10               | entries                        |
| Created Date     | Status           | Actions                        |
| 06/07/2022       | Pending Approval | <a href="#">View Amendment</a> |

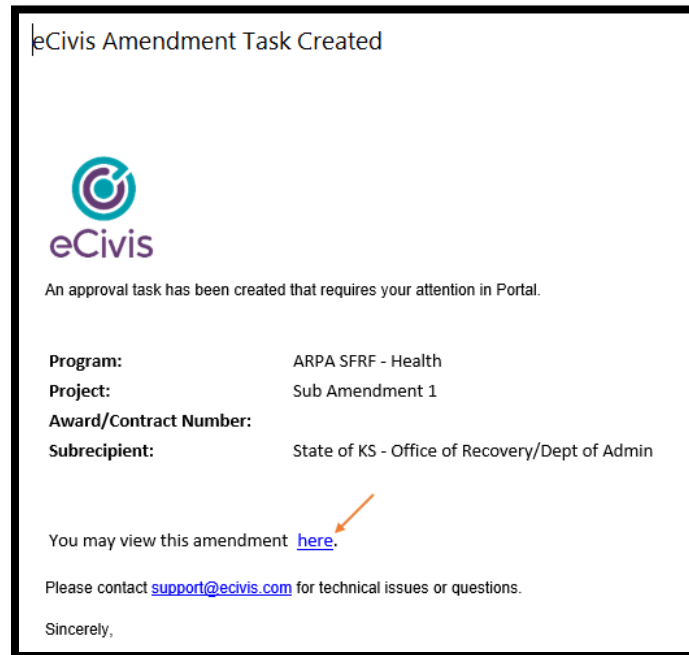
- 9) Once the Grantor approves the Grant Amendment, you will receive an email notification and will see the status change from Pending Approval to Approved.



| Award Amendments            |          |                                | <a href="#">Request Grant Amendment</a> |
|-----------------------------|----------|--------------------------------|-----------------------------------------|
| Show                        | 10       | entries                        | Search: <input type="text"/>            |
| Created Date                | Status   | Actions                        |                                         |
| 06/07/2022                  | Approved | <a href="#">View Amendment</a> |                                         |
| Showing 1 to 1 of 1 entries |          |                                |                                         |
|                             |          | Previous                       | 1 Next                                  |

## 8.2. Grantor initiated Grant Amendment

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



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

| Award Amendments |                                 |                   |                              |
|------------------|---------------------------------|-------------------|------------------------------|
| Show             | 10                              | entries           | Search: <input type="text"/> |
| Created Date     | Status                          | Amendment Type    | Actions                      |
| 04/06/2023       | Pending Subrecipient Acceptance | Grantor Amendment | <a href="#">Review</a>       |

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

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

**Grant Amendment**

AWARD DETAILS      FINANCIAL INFORMATION      ATTACH FILES

Please edit the appropriate information below.

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

Project Name:\* Sub Amendment 1

EIN: (12-1234567)

Performance Period End:\* 05/31/2024

Save Cancel Continue

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

**Grant Amendment**

AWARD DETAILS      FINANCIAL INFORMATION      ATTACH FILES

☒ This amendment includes a financial change

Award Amount:\* \$ 100,000.00

Match Type:\* N/A

Back Save Cancel Continue

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

**Grant Amendment**

AWARD DETAILS      FINANCIAL INFORMATION      FINALIZE GOALS      ATTACH FILES

Please suggest any updates to your goals.

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

Back Save Cancel Continue

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

### Grant Amendment

AWARD DETAILS

FINANCIAL INFORMATION

ATTACH FILES

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

Upload File

#### Amendment Files

Show 

10

 entries

Search:

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

Showing 1 to 2 of 2 entries

Previous

1

Next

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

### Amendment Narrative:

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

</>

H1

H2

H3

B

I

U

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

Uploading Internal file (1) - Sample Closeout Checklist

7874 characters remaining

Back

Accept

Reject

Cancel

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

| Award Amendments |                        |   |                   |                                |
|------------------|------------------------|---|-------------------|--------------------------------|
| Show             | 10                     | ▼ | entries           | Search: <input type="text"/>   |
| Created Date     | Status                 |   | Amendment Type    | Actions                        |
| 04/06/2023       | Pending Final Approval |   | Grantor Amendment | <a href="#">View Amendment</a> |

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

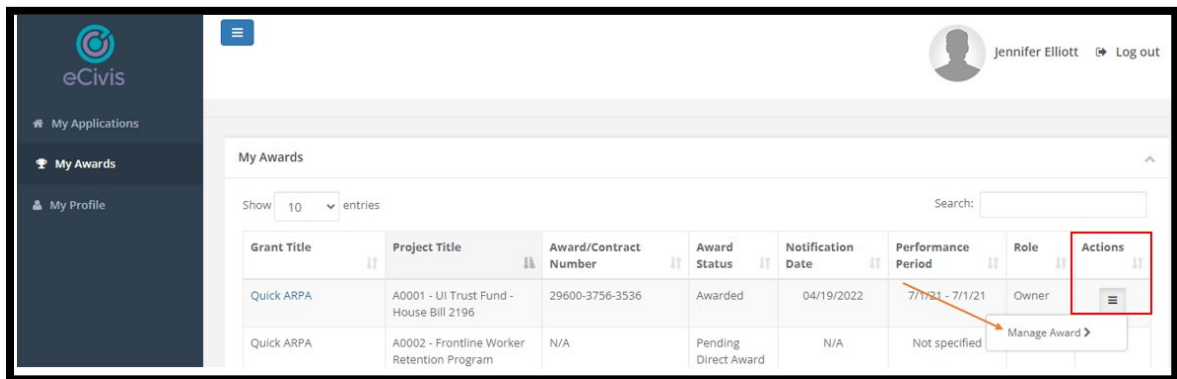
11) After final approval by the Grantor, the status will be Approved.

## 9. Award Closeout Process

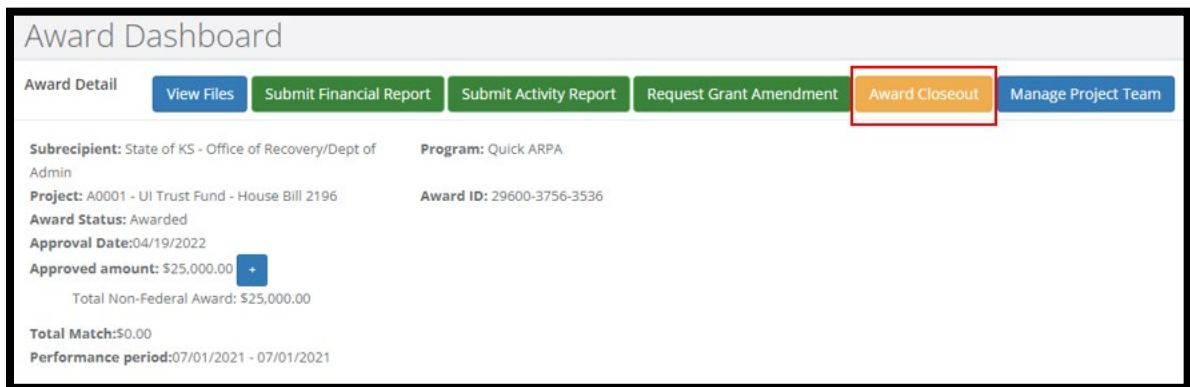
When you are ready to closeout your award, you must first reach out to the Grantor for further guidance. After reconciliation and subrecipient monitoring is complete and the Grantor agrees closeout is appropriate, you can officially close out your award.

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

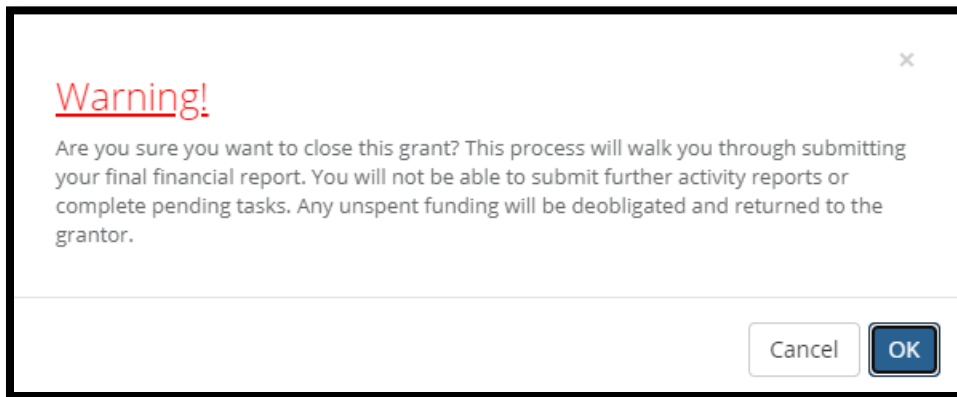
- 1) Click "My Awards" in the left-side navigation menu within your Portal account, then click the Action button, and "Manage Award."



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



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



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

**Financial Report Details**

**⚠ ATTENTION:** This is your final financial report. Please be sure you have completed all necessary performance reporting and assigned tasks prior to submitting this report. Any unspent funding will be unavailable for reimbursement after this report has been submitted.

**Reporting Period: \***

| Category             | Spend        | Match        | Award Approved              | Match Approved              | Award Remaining              | Match Remaining              | Total Remaining        |
|----------------------|--------------|--------------|-----------------------------|-----------------------------|------------------------------|------------------------------|------------------------|
| 1. Reported Spending | \$ 0.00      | \$ 0.00      | \$ 25,000.00                | \$ 0.00                     | \$ 25,000.00                 | \$ 0.00                      | \$ 25,000.00           |
| Report Total         | <b>Spend</b> | <b>Match</b> | <b>Total Award Approved</b> | <b>Total Match Approved</b> | <b>Total Award Remaining</b> | <b>Total Match Remaining</b> | <b>Total Remaining</b> |
|                      | \$ 0.00      | \$ 0.00      | \$ 25,000.00                | \$ 0.00                     | \$ 25,000.00                 | \$ 0.00                      | \$ 25,000.00           |
|                      | 0.00 %       | 0.00 %       |                             | 0.00 %                      | 100.00 %                     | 0.00 %                       | 100.00 %               |

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

**Financial Report Details**

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

**Reporting Period: \***

05/01/2022 - 05/31/2022

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

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

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

**Reporting Period: \***

05/01/2022 - 05/31/2022

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

☐ Reimbursement Request

6) Enter your final financial report narrative.

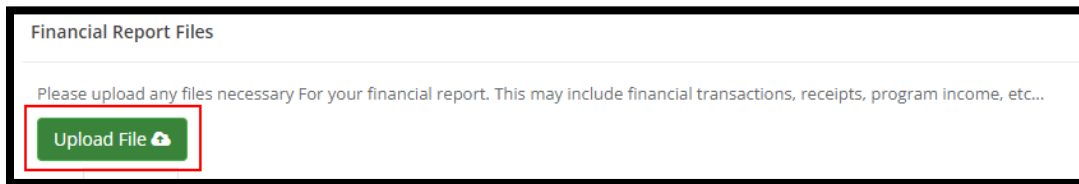
**Financial Report Narrative \***

Please develop your narrative below including key metrics, spending, and other relevant information.

**</>** **H1** **H2** **H3** **B** **I** **U** **☰** **☷** **☹**

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

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



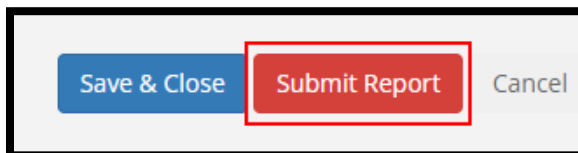
Financial Report Files

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

Upload File 

This screenshot shows a section titled "Financial Report Files". Below the title is a light gray box containing the instruction: "Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...". Below this box is a green button labeled "Upload File" with a small cloud upload icon to its right. A red rectangle highlights the "Upload File" button.

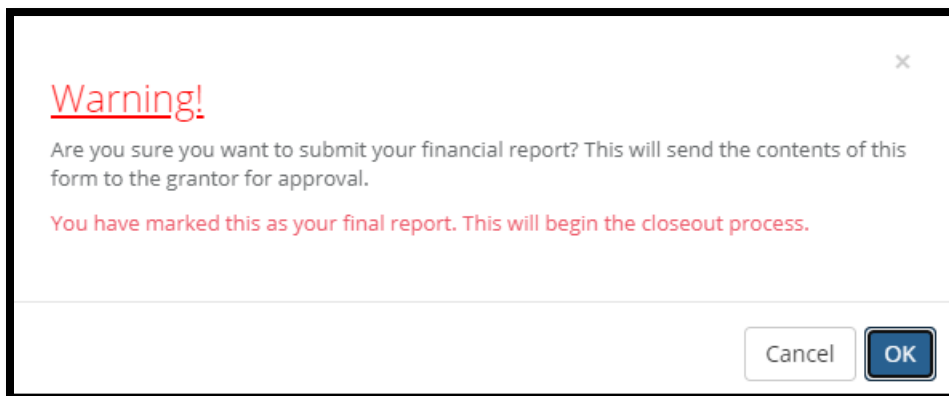
- 8) Click "Submit Report." You also have an opportunity to save your report and complete later.



Save & Close Submit Report Cancel

This screenshot shows three buttons in a row: "Save & Close" (blue), "Submit Report" (red), and "Cancel" (gray). A red rectangle highlights the "Submit Report" button.

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



Warning!

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

You have marked this as your final report. This will begin the closeout process.

Cancel OK

This screenshot shows a warning dialog box. At the top right is a close button (X). The title is "Warning!" in red and underlined. The main text asks: "Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval." Below this is a red line of text: "You have marked this as your final report. This will begin the closeout process." At the bottom right are two buttons: "Cancel" and "OK".

10) You are returned to the Award Dashboard.

**Award Dashboard**

**Award Detail** View Files

**Subrecipient:** State of KS - Office of Recovery/Dept of Admin  
**Program:** Quick ARPA  
**Project:** A0001 - UI Trust Fund - House Bill 2196  
**Award ID:** 29600-3756-3536  
**Award Status:** Closeout 1  
**Approval Date:** 04/19/2022  
**Approved amount:** \$25,000.00 +  
 Total Non-Federal Award: \$25,000.00  
**Total Match:** \$0.00  
**Performance period:** 07/01/2021 - 07/01/2021

2 This award has begun closeout. During this time you may not complete further tasks or reporting. Your grantor is currently reviewing your final report. Please contact them directly if you have any questions during this process.

**Award Activities**

Show 10 entries Search:

| Report <span>3</span>       | Reporting Period        | Created By       | Date Created | Current Status <span>4</span> | Actions |
|-----------------------------|-------------------------|------------------|--------------|-------------------------------|---------|
| Financial Report (Closeout) | 05/01/2022 - 05/31/2022 | Jennifer Elliott | 06/03/2022   | Pending Approval              |         |

Now you will see:

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

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

**Grant Closeout**

**EP** eCivis Portal <support@ecivis.com>  
 To: Elliott, Jennifer [GO]

1 If there are problems with how this message is displayed, click here to view it in a web browser.  
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this message.

awardCloseout.pdf  
 26 KB

Your award has been successfully closed:

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

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

Note from grantor:

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

Please contact [support@ecivis.com](mailto:support@ecivis.com) for technical issues or questions.

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

## **Appendix A - State Agency Naming Convention:**

### State Agency Naming Convention

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

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

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

## Appendix B – Monthly Financial Report Language:

Suggested language on items to include in monthly financial reports.

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