

Arizona Application Submission User Guide

2020 VFA Grant Program Application Submission Process



Arizona Department of Forestry and Fire Management

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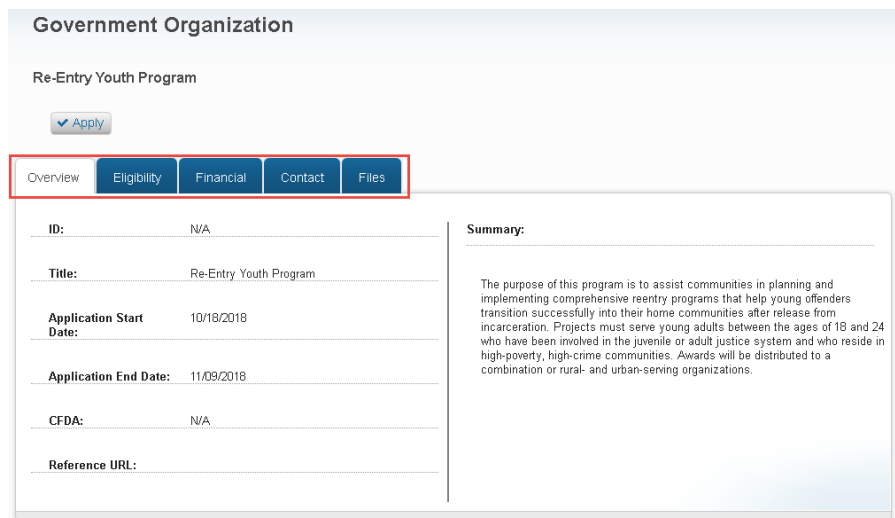
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1. Reviewing the solicitation

The solicitation is broken up into five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab a program contact is listed for additional program related questions. For any technical questions on the submission portal contact eCivis staff at support@ecivis.com. In the **Files** tab you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application.



Government Organization

Re-Entry Youth Program

Apply

Overview Eligibility Financial Contact Files

ID: N/A

Title: Re-Entry Youth Program

Application Start Date: 10/18/2018

Application End Date: 11/09/2018

CFDA: N/A

Reference URL:

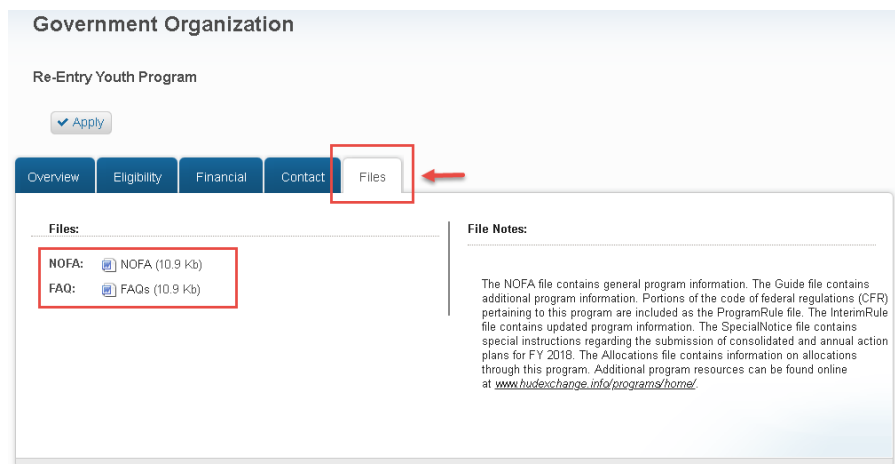
Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination or rural- and urban-serving organizations.

2. Downloading the required documents

Before beginning the application process, it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

Click on the title of the file to download the document.



Government Organization

Re-Entry Youth Program

Apply

Overview Eligibility Financial Contact Files

Files:

NOFA: NOFA (10.9 Kb)

FAQ: FAQs (10.9 Kb)

File Notes:

The NOFA file contains general program information. The Guide file contains additional program information. Portions of the code of federal regulations (CFR) pertaining to this program are included as the ProgramRule file. The InterimRule file contains updated program information. The SpecialNotice file contains special instructions regarding the submission of consolidated and annual action plans for FY 2018. The Allocations file contains information on allocations through this program. Additional program resources can be found online at www.budgetchange.info/programs/home/.

3. Beginning the application process

When you are ready to begin the application process, click on the “Apply” button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents.

Government Organization


Re-Entry Youth Program

Overview | Eligibility | Financial | Contact | Files

ID:	N/A	Summary: The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.
Title:	Re-Entry Youth Program	
Application Start Date:	10/18/2018	
Application End Date:	11/09/2018	
CFDA:	N/A	
Reference URL:		

If you are a current eCivis user, you can enter your eCivis username and password to log in. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account.

Welcome to the Portal



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.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

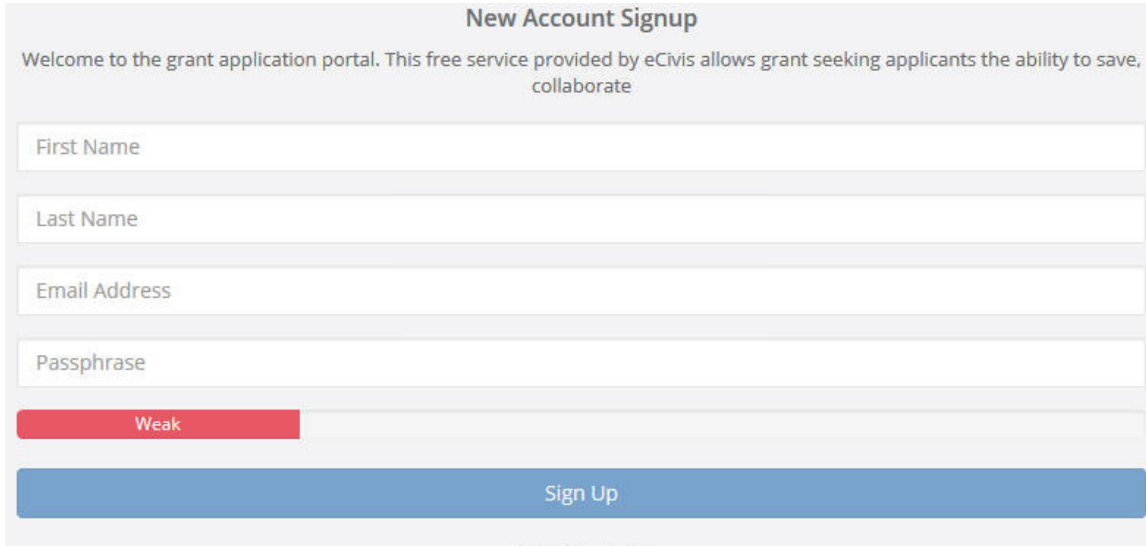
Do not have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

On the *Create an account* page, enter basic information:

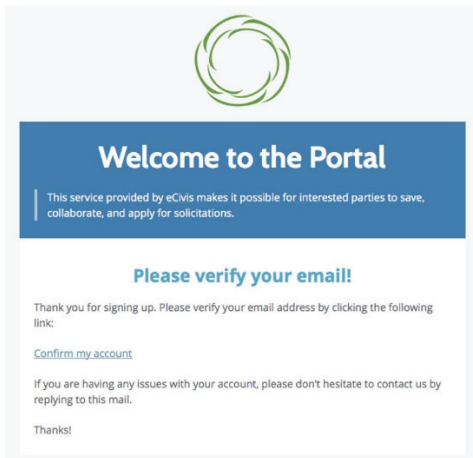
1. First name
2. Last name
3. Email address
4. Password



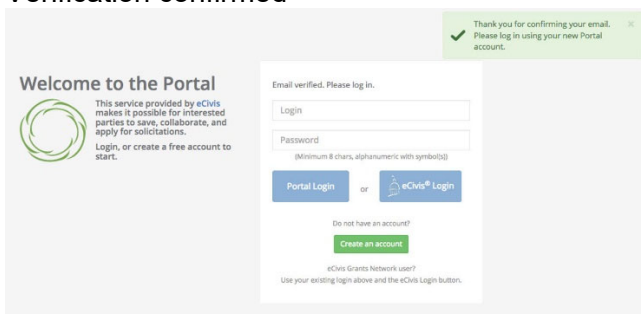
The image shows a 'New Account Signup' form. At the top, it says 'Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate'. Below this are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Passphrase'. Under the 'Passphrase' field, there is a red bar with the word 'Weak' in white. At the bottom of the form is a large blue button labeled 'Sign Up'.

After clicking *Sign up* you will be sent an email confirming your email address to complete the process.

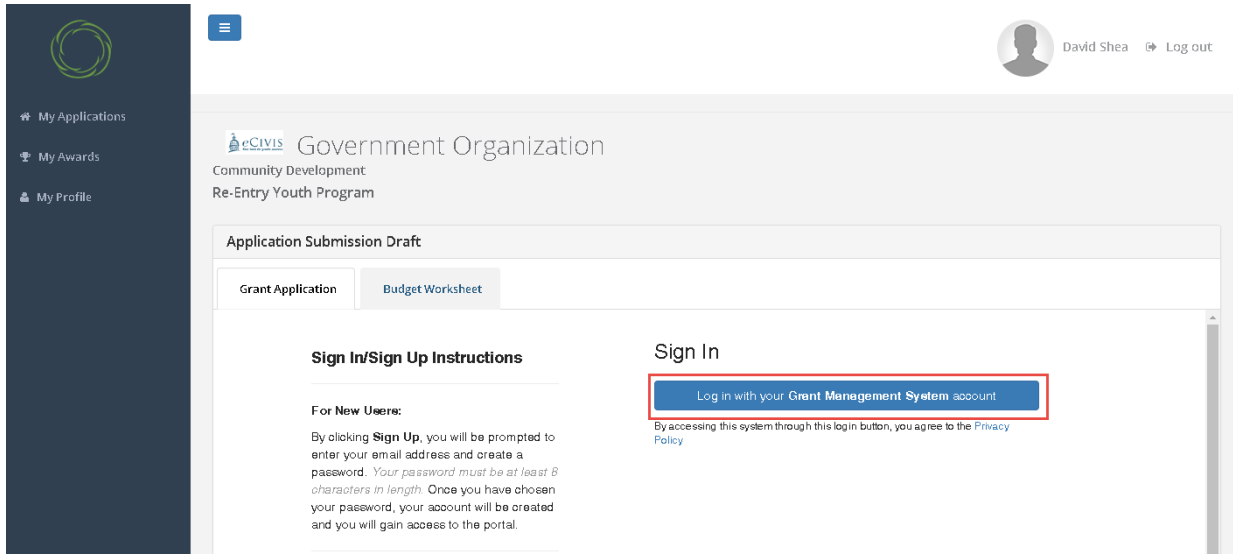
Email verification



Verification confirmed



Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need to verify your account and log into the grant management system.



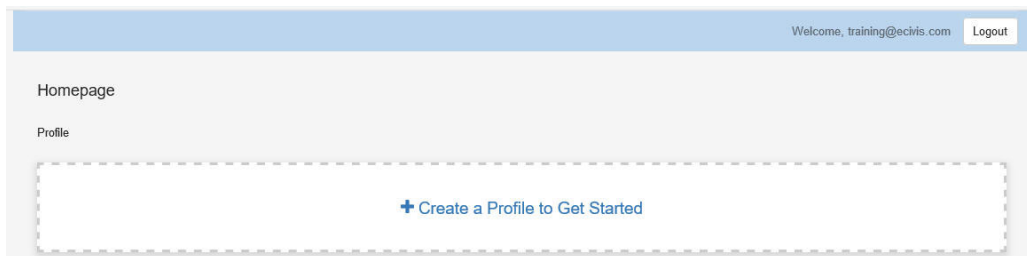
4. Completing your profile

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

There are three primary sections to the application:

1. Profile
2. Application
3. Budget

To begin working on the profile click on *Create a Profile to Get Started*



Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your profile select *Save*.

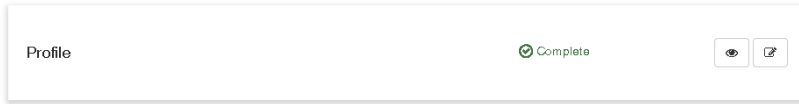
Profile





5. Starting the Application

The main section of your submission is the Application Tab. From the Grant Application Tab click on *Get Started* to access your application.

Profile



Profile Complete  

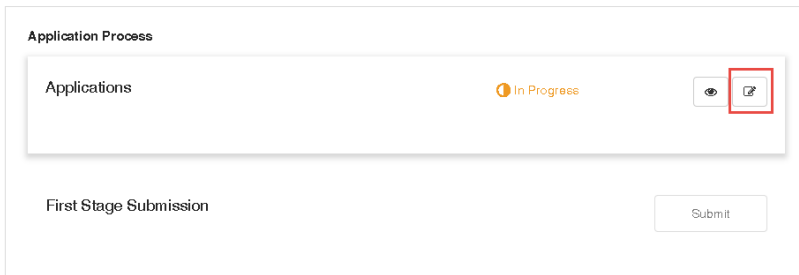


6. Completing the Application



The *Application* section contains standard narrative fields, program specific fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

Click on the Writing icon to begin completing you application.

[Homepage](#) > *Untitled*



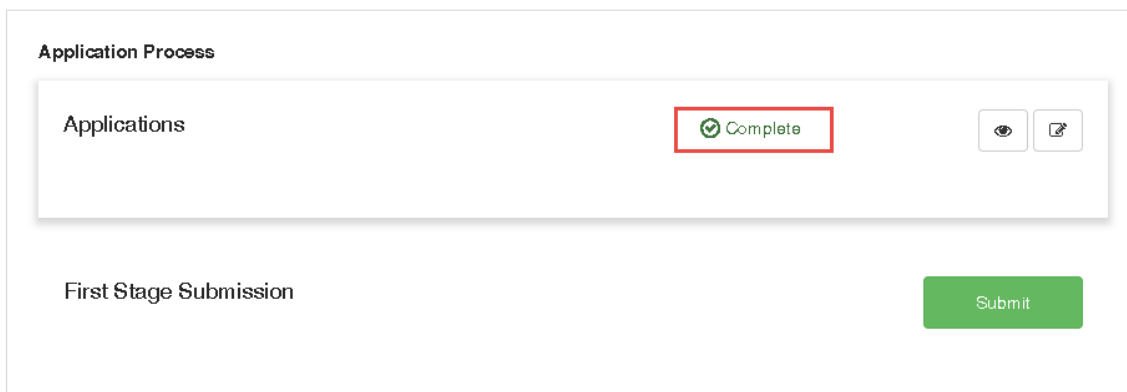
Application Process

Applications In Progress  



First Stage Submission

Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete you application select *Save*.

[Homepage](#) > Government Organization Application



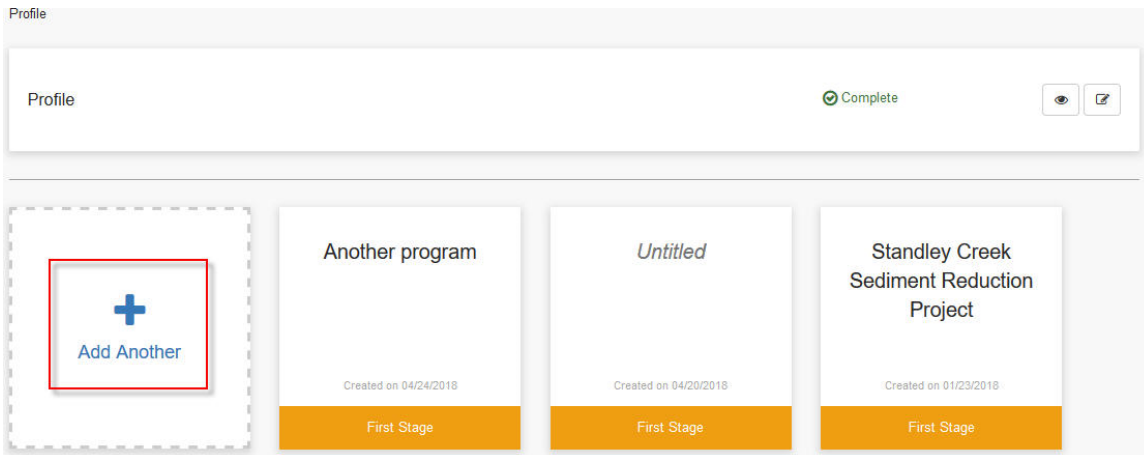
Application Process

Applications Complete  

First Stage Submission

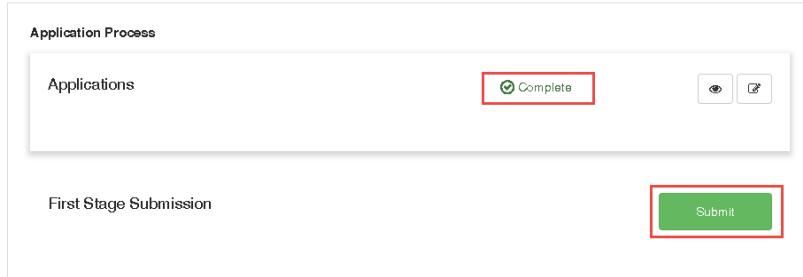
7. Submitting your application

NOTE: For programs allowing multiple applications from the same organization, you will see the option to *Add Another*. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. If returning to complete your application, that you had previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application.



Once you have completed your application and your budget, click on *Submit* to send your application to the funding agency.

[Homepage](#) > Government Organization Application



Your application has been submitted and is Under Review.

[Homepage](#) > Government Organization Application

