

# Arizona Application Submission User Guide

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## 2022 Rural Fire Capacity Grant Program Application Submission Guide

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## 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](mailto: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:

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. A navigation bar at the top contains five tabs: Overview, Eligibility, Financial, Contact, and Files. The 'Summary' tab is active. The page is divided into two columns. The left column contains a table with the following information:

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:	

The right column is titled 'Summary:' and contains the following text:

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.

## 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.

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. A navigation bar at the top contains five tabs: Overview, Eligibility, Financial, Contact, and Files. The 'Files' tab is active, highlighted with a red box and a red arrow. The page is divided into two columns. The left column is titled 'Files:' and contains a list of files:

NOFA:	NOFA (10.9 kb)
FAQ:	FAQs (10.9 kb)

The right column is titled 'File Notes:' and contains the following text:

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.hudexchange.info/programs/home/](http://www.hudexchange.info/programs/home/).

# Beginning the application process

**Government Organization**

Re-Entry Youth Program


Overview | Eligibility | Financial | Contact | Files

<b>ID:</b>	N/A
<b>Title:</b>	Re-Entry Youth Program
<b>Application Start Date:</b>	10/18/2018
<b>Application End Date:</b>	11/09/2018
<b>CFDA:</b>	N/A
<b>Reference URL:</b>	

**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.

## 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.

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

- a. First name
- b. Last name
- c. Email address
- d. Password

**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

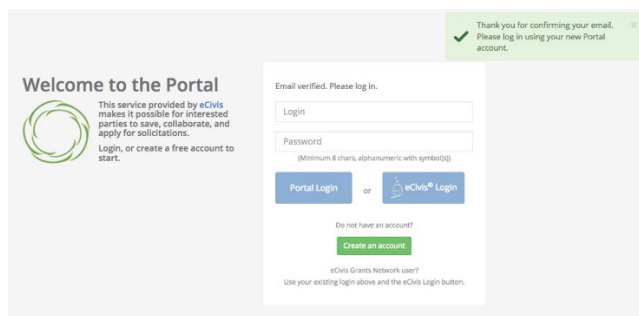
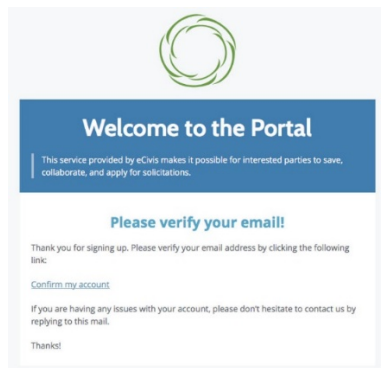
Email Address

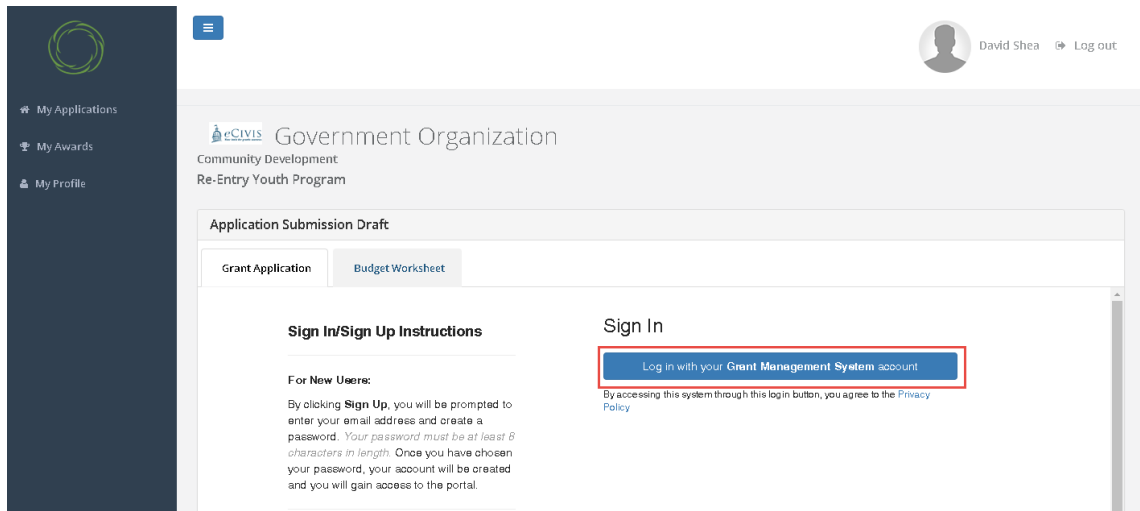
Passphrase

Weak

Sign Up

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



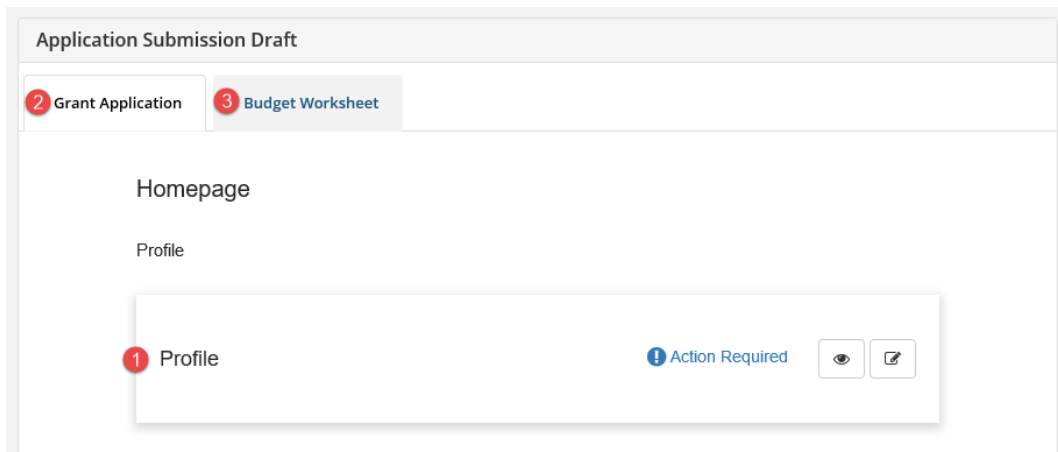


## Application Components

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:

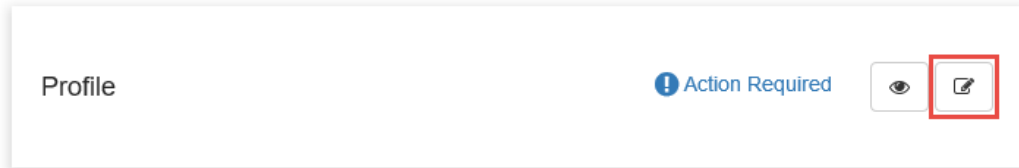
1. **Profile**
2. **Application**
3. **Budget Worksheet**



# Completing your profile

Homepage

Profile



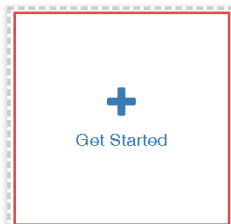
Profile



# Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Tab and the Budget Tab.

Profile



2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:

Profile ✔ Complete 👁 ✎

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*Untitled*

Created on 11/07/2018

Application Process

Profile

Profile ✔ Complete 👁 ✎

---

+

Add Another

*Untitled*

Created on 03/08/2019

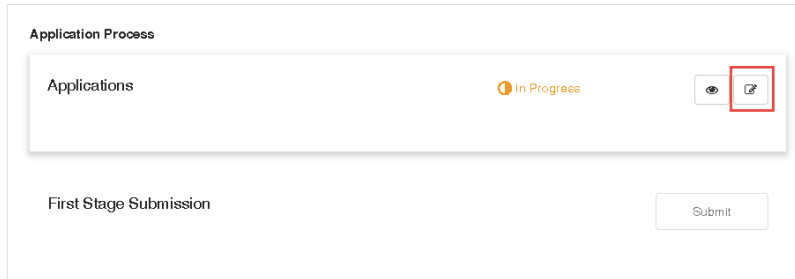
Application Process

## Completing the Application

The *Application* section contains 6 standard narrative fields, 3 program specific narrative fields, and additional required file uploads (if applicable). Refer to your program specific guidance on the appropriate content for each field.

1. Click on the Writing icon to begin completing your application:

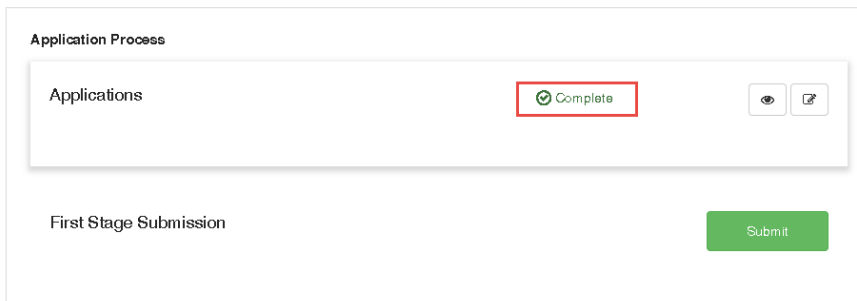
[Homepage](#) > *Untitled*



The screenshot shows a web interface titled "Application Process". Under the heading "Applications", there is a status indicator "In Progress" with a clock icon. To the right of the status are two icons: an eye icon and a pencil icon. The pencil icon is highlighted with a red rectangular box. Below the "Applications" section, there is a "First Stage Submission" label and a "Submit" button.

2. 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 full application select *Save*:

[Homepage](#) > Government Organization Application



The screenshot shows the same "Application Process" interface. The status indicator now says "Complete" with a checkmark icon, and this label is highlighted with a red rectangular box. The "Submit" button is now green.

3. Now let's work on the Budget portion of your submission **BEFORE** clicking on Submit.

## Completing the Budget

The Budget Worksheet can be located under the "Files" tab on the solicitation webpage:

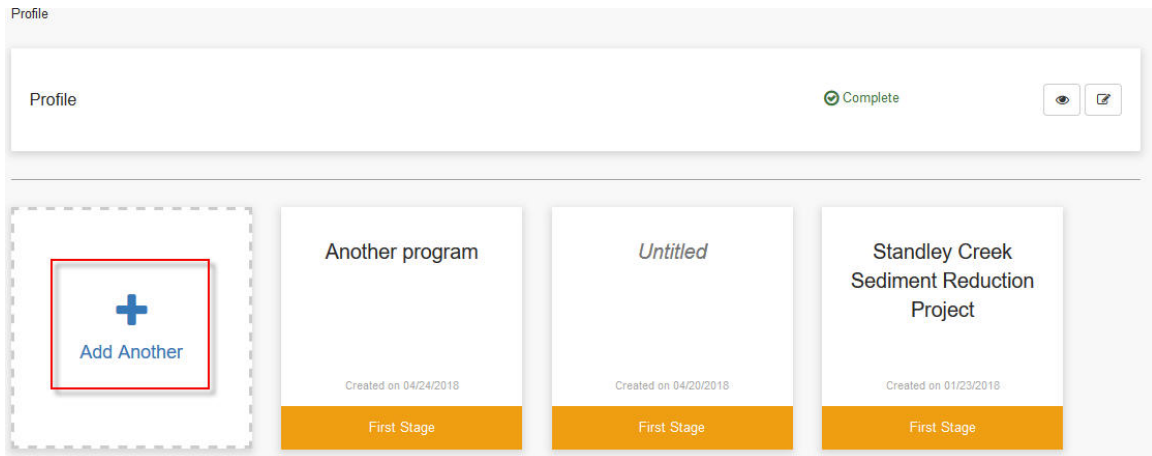


Please complete the Budget Worksheet and upload the document with your application.



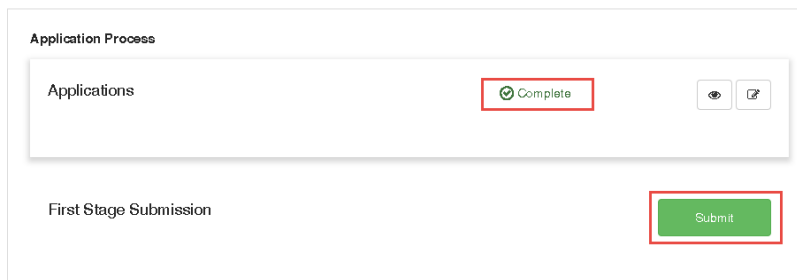
## Add another Application

For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.



## Submitting your application

[Homepage](#) > Government Organization Application



[Homepage](#) > Government Organization Application

