

Arizona Application Submission User Guide



2023 Urban and Community Forestry Grant Application Submission Guide *Technical instructions for using the eCivis system*

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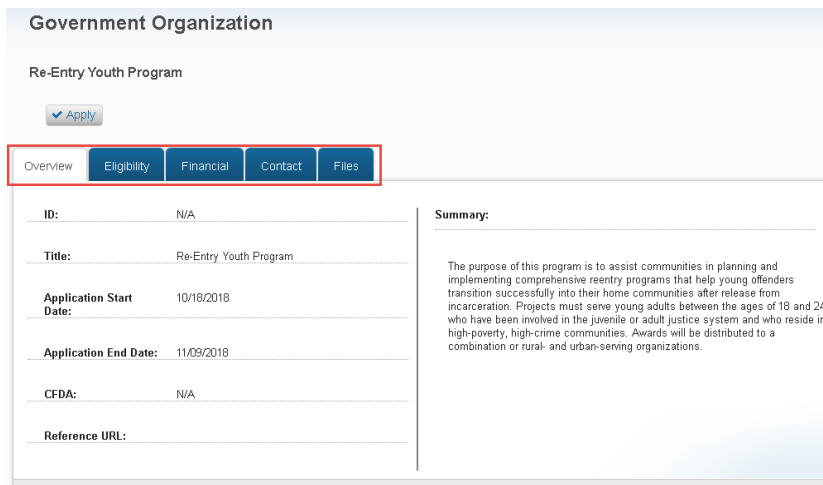


● Reviewing the solicitation

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.** 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. Below is an example:



The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top, there is an 'Apply' button. Below it, a navigation bar contains five tabs: 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Files' tab is highlighted with a red box. The main content area is split 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:	

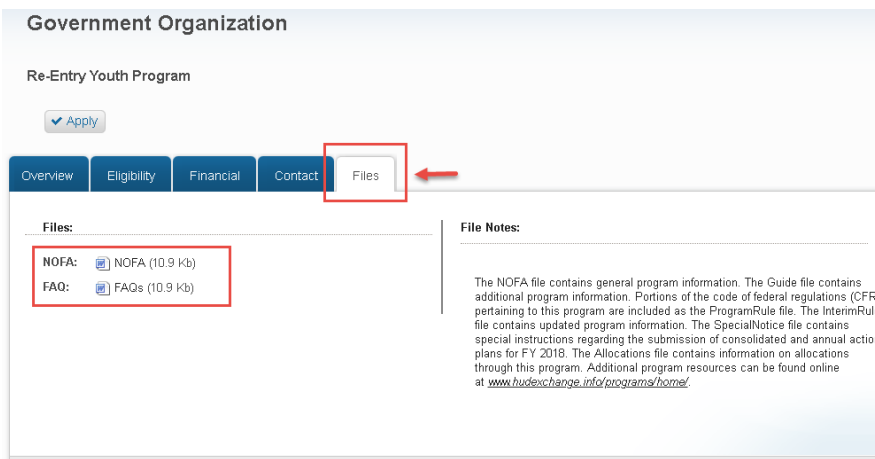
The right column is titled 'Summary:' and contains the following text:

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. Below is an example:

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



The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top, there is an 'Apply' button. Below it, a navigation bar contains five tabs: 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Files' tab is highlighted with a red box and a red arrow points to it. The main content area is split 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.budexchange.info/programs/home/.

- **Beginning the application process**

1. 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. Below is an example:

Government Organization

Re-Entry Youth Program

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 of rural- and urban-serving organizations.

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

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))

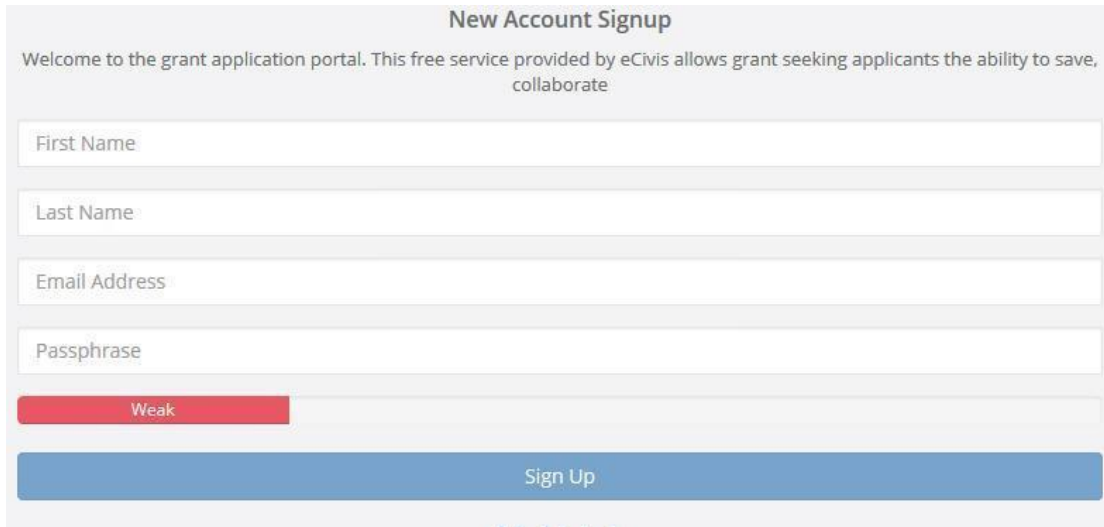
Portal Login or eCivis® Login

Do not have an account?

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

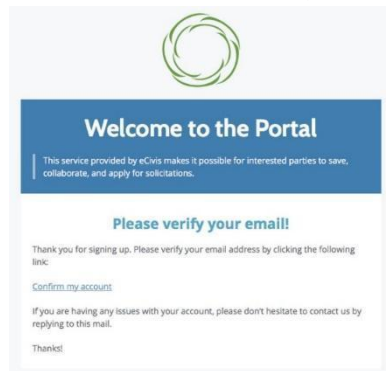
3. On the *Create an account page*, enter basic information:

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

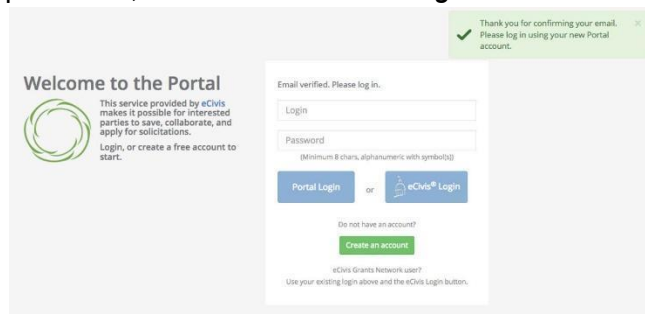


4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

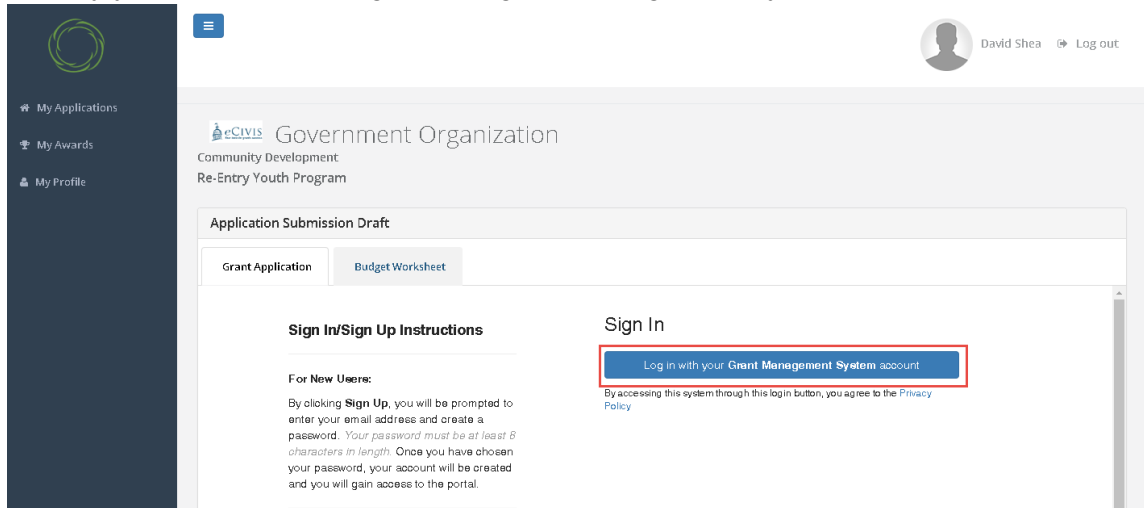
- In the email verification, click on “Please verify your email”



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



- 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:

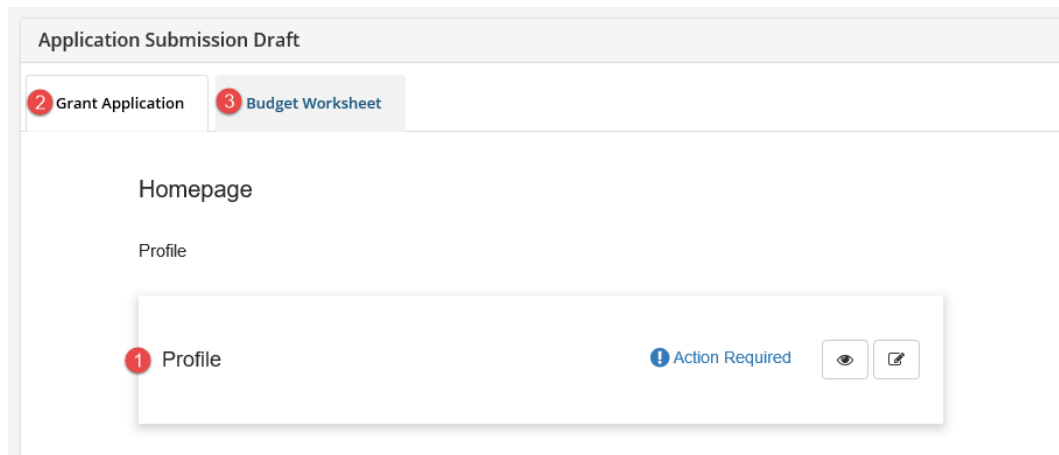


• Application Components

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

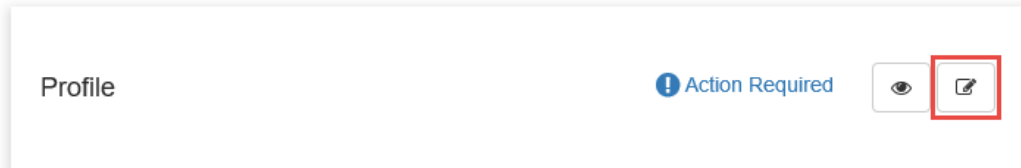


Completing your profile

1. To begin working on the profile, click on the pencil icon:

Homepage

Profile



2. Complete all required fields, marked with a red asterisk. If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select *Save*. Your profile will need to be completed prior to starting the application:

Profile

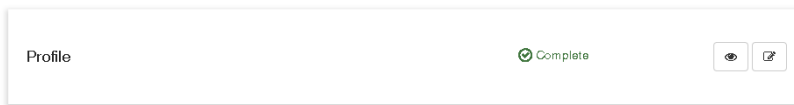


Starting the Application

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.

1. From the Grant Application Tab click on *Get Started* to access your application:

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 👁 ✎

Untitled

Created on 11/07/2018

Application Process

3. Some solicitations will allow you to submit more than one application. To start a new application, click on *Add Another*. To continue work on an application that was already started, click on the yellow box titled *Application Process*:

Profile

Profile ✔ Complete 👁 ✎

+

Add Another

Untitled

Created on 03/08/2019

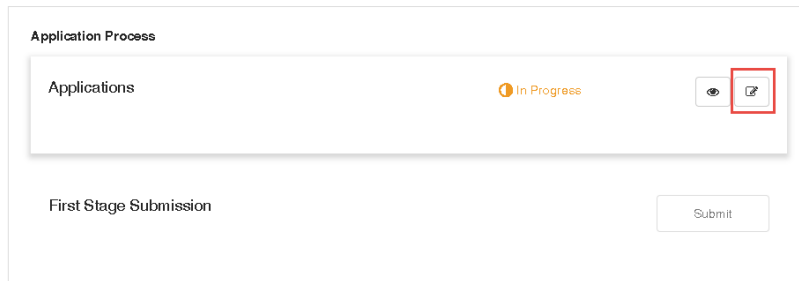
Application Process

Completing the Application

The *Application* section contains narrative fields, and additional required and optional 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:

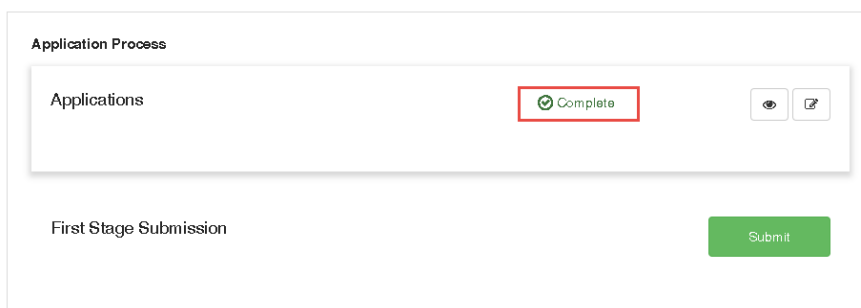
[Homepage](#) > *Untitled*



The screenshot shows a web interface titled "Application Process". It features a main section labeled "Applications" with a status indicator "In Progress" and a red box highlighting a writing icon. Below this is a "First Stage Submission" section with 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

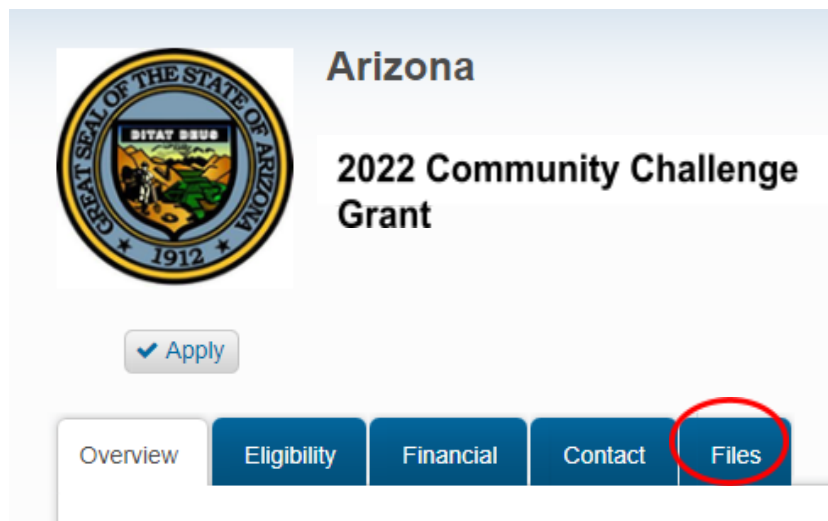


The screenshot shows the same "Application Process" interface. The "Applications" section now has a "Complete" status indicator and a red box around the "Complete" button. The "Submit" button is now green.

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:

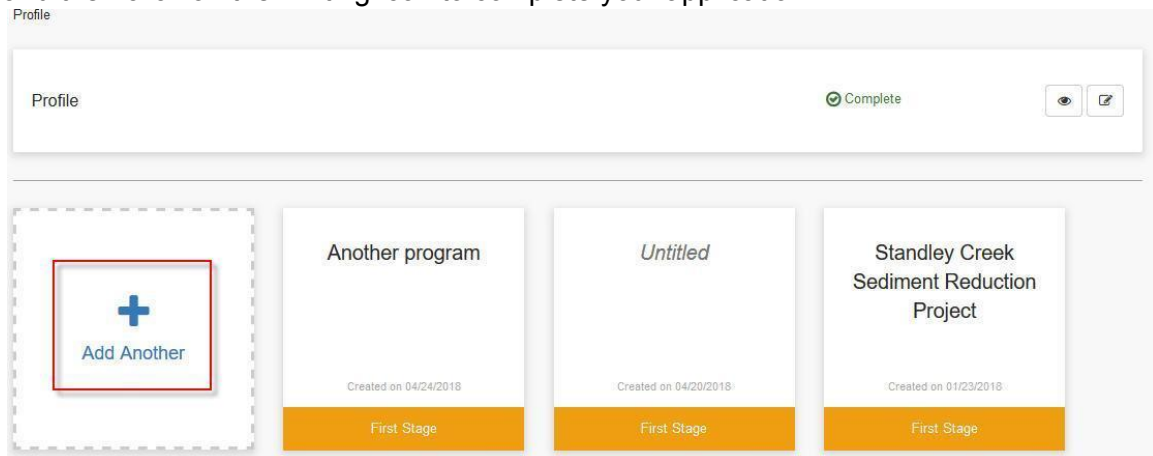


Please complete the Budget Worksheet and upload the document with your application.

Add another Application

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

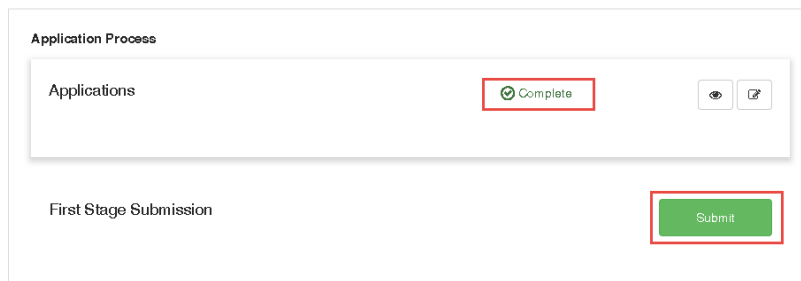
1. Select this option and complete the Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application:



• Submitting your application

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

[Homepage](#) > Government Organization Application



2. Your application has been submitted and is now Under Review:

[Homepage](#) > Government Organization Application

Application Process

Applications 👁 ✎

First Stage Submission ✔ This has been submitted.

Congratulations! Your application has been successfully submitted.

Note: You will not receive a confirmation email once the application is submitted, but can contact the DFFM Invasive Plant Program to verify it has been received.