



State of Indiana eCivis Grants Portal Subrecipient User Guide

Solicitation, Application, and Budget November 2023

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Definitions

Agency eCivis User – A user of eCivis Grants Network. This is a State of Indiana staff person using the system as a Grantee or Grantor. See Grantee and Grantor.

Application Workspace – An Application Workspace is created for authorized Agency eCivis users to view and create their application and evaluation forms outside of any State of Indiana required fields for competitive solicitations. It will also include the budget selected at solicitation, but it is not editable. The Application Workspace allows Agency eCivis users to identify application review team members, make application review assignments, and tabulate review results and scores. See also Solicitation and Zengine.

Default Application – Provided grant application fields for Indiana State Agency grant programs. These fields can be edited, hidden, and/or deleted. Additionally, grant application fields can be added (if needed) by the Agency eCivis user under the Default Application.

eCivis – The software vendor that created eCivis Grants Network (Indiana State Agencies as Grantees/Grantors) and eCivis Grants Portal (Applicants/Subrecipients to Indiana State Agencies' grant programs).

Grantee – Persons or organizations who receive funding from another party. Indiana State Agencies operate in the role of a Grantee when they receive funding from external parties like the Federal government. A Grantee is also referred to as a Subrecipient.

Grantor – Persons or organizations that provide grant funding to another party. Indiana State Agencies operate as Grantors when they distribute grant funds to Subrecipients (Grantees). Also, referred to as a Funder.

Notice of Funding Opportunity (NOFO) – A formal announcement of the availability of funding through a financial assistance program from an awarding agency.

Portal (eCivis Grants Portal) – The public-facing portal for Applicants of all Indiana State Agency grant programs released in eCivis Grants Network. URL: <https://portal.ecivis.com/#/login>.

Program – The release of funds to Subrecipients. Programs are also referred to as “grant programs.” For example, The Office of Community and Rural Affairs releases a grant program to accept applications for the Community Development Block Grant (CDBG) application.

Scorecard – A scorecard is a form a reviewer will use to numerically score an application. A scorecard will consist of multiple fields to evaluate an application and an accompanying numerical value to measure the strength of that field.

Solicitation – The public-facing notification of available grant funding. The solicitation setup in eCivis Grants Network creates either public-facing or internal content, dependent upon program-specific settings. See Notice of Funding Opportunity (NOFO).

Statewide Application – The grant application fields established by the State Budget Agency (SBA) that are included as part of all Indiana State Agency grant programs. These

fields are to remain intact for all grant programs and should not be edited and/or deleted. Only one field is required, Project Narrative, which Indiana State Agencies will need to direct their Applicants on the specific use of that field e.g., Executive Summary, Project Narrative, etc.

Workspace – See Application Workspace and Zengine.

Zengine – The third-party tool used for the configuration of online applications, application review forms, assignment of reviewers to applications, and online review and scoring of submitted grant applications. This is also referred to as the Application Workspace.

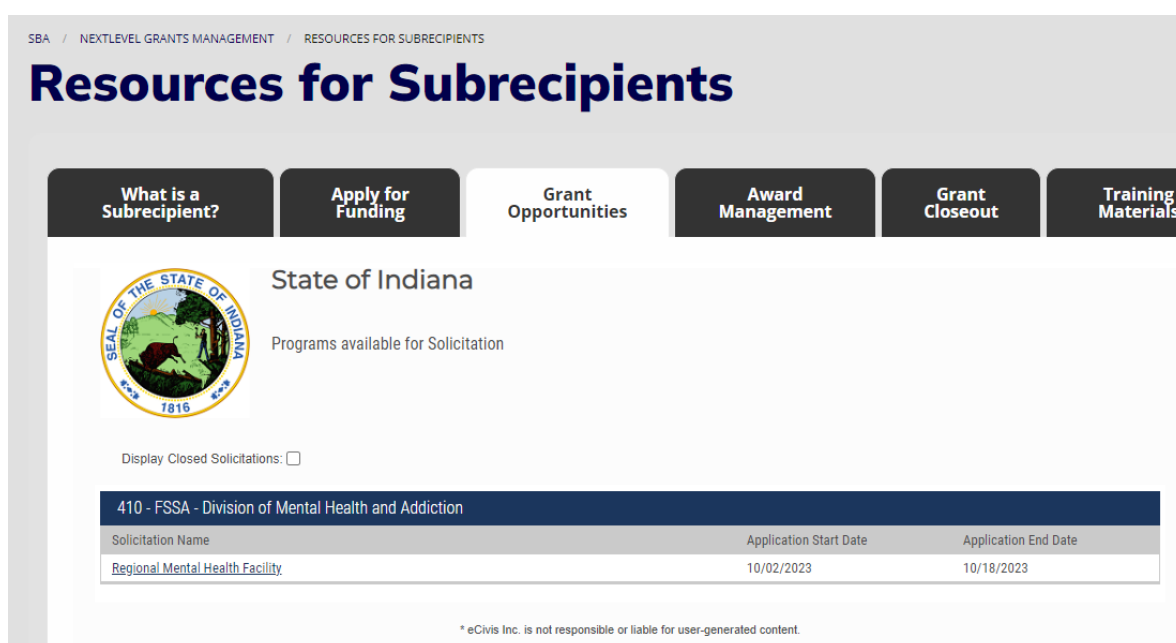
Purpose

The purpose of this user guide is to provide instructions to Applicants in navigating and applying to solicitations on the eCivis Grants Network. Some programs may have different fields than what appears in this guide. For those fields, please refer to specific program guidance. New and returning Applicants will complete these steps to submit applications.

Step 1: Review the Solicitation

Interested Applicants will navigate to the State of Indiana Programs Solicitation page, hosted at [State Agency Grant Opportunities](#).


Clicking on a Solicitation Name link will bring the Applicant to that solicitation's homepage.



SBA / NEXTLEVEL GRANTS MANAGEMENT / RESOURCES FOR SUBRECIPIENTS

Resources for Subrecipients

- What is a Subrecipient?
- Apply for Funding
- Grant Opportunities
- Award Management
- Grant Closeout
- Training Materials

 State of Indiana
Programs available for Solicitation

Display Closed Solicitations:

410 - FSSA - Division of Mental Health and Addiction		
Solicitation Name	Application Start Date	Application End Date
Regional Mental Health Facility	10/02/2023	10/18/2023

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On the solicitation's homepage, five tabs display relevant information:

- 1) Overview
- 2) Eligibility
- 3) Financial
- 4) Contact
- 5) Files

In the **Overview**, **Eligibility**, and **Financial** tabs, the potential Applicant can review the program requirements to determine the eligibility of its project/program.

In the **Contact** tab, a grant program Contact/Help email address and Program Contact are listed for additional program-related questions.

In the **Files** tab, the potential Applicant will find program and application submittal guidance files and documents required to complete and submit with their application.

If the need for technical questions on the submission portal arises, please contact eCivis staff at support@ecivis.com.

County WIC Grant Program - FY23

Overview	Eligibility	Financial	Contact	Files
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ID: N/A

Title: County WIC Grant Program - FY23

Application Start Date: 07/01/2023

Application End Date: 09/30/2023

CFDA/ALN: 10.578

Summary:

Funding to improve the delivery of program benefits and services to WIC participants. Funding supports improvements and/or enhancements to the counties' EBT and MIS technology projects; implementation or maintenance of effective WIC breastfeeding peer counselor programs; and innovation and infrastructure projects to improve program access and the customer experience.

Step 2: Begin the Application

After reviewing the solicitation and deciding to apply, the Applicant will download the required documents from the **Files** tab mentioned in the previous section. To download the file, click on the file's text.


Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Files:


- NOFA: Notice of Funding Opportunity (NOFO) (25.1 Kb)
- FAQ: FAQs (25.1 Kb)

File Notes:

The FAQs were last updated on 5/15/2023.

- 1) To begin the application process, the Applicant will click the *Apply button*  located above the **Overview** tab. This will bring the Applicant to the eCivis Grants Portal. Here the Applicant will fill out the application and upload all required documents.

Indiana Title IV



Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

ID: N/A

Title: Indiana Title IV

Application Start Date: 03/01/2023

Application End Date: 04/30/2024

Summary:

The purpose of this program is to allow institutions of higher education to receive waivers from eligibility requirements that apply to the following programs established under Title III and Title V of the Higher Education Act (HEA) of 1965.

- 2) To proceed, the Applicant will log onto the [eCivis Grants Portal](#).
- a. If the Applicant created a [eCivis Grants Portal](#) account, then click *Portal Login*.

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.

agencyecivisuser@sba.IN.gov

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

Portal Login

Grants Network[®] Login

[Forgot Password?](#)

Don't have an account?

Create an account

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

- b. If this is the Applicant's first time using the *Portal*, click *Create an Account*.

Don't have an account?

Create an account

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

- The Applicant will be prompted to: First Name, Last Name, Email Address, and Password.
- Click *Sign Up*. The Applicant will now be sent a confirmation email to complete the process.

New Account Signup

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

Agency eCivis

User

agencyecivisuser@sba.IN.gov

.....

Strong

Sign Up

[← Back to Login](#)

- In the email verification sent by eCivis, click *Confirm my Account*. This route brings the Applicant back to the **Portal Login** page.

Welcome to the Portal

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

Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

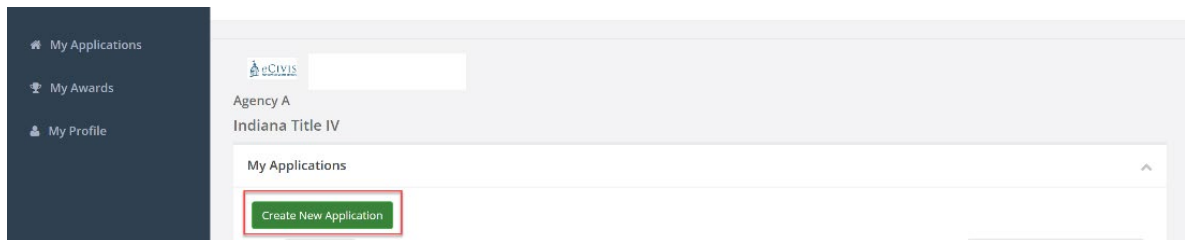
[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

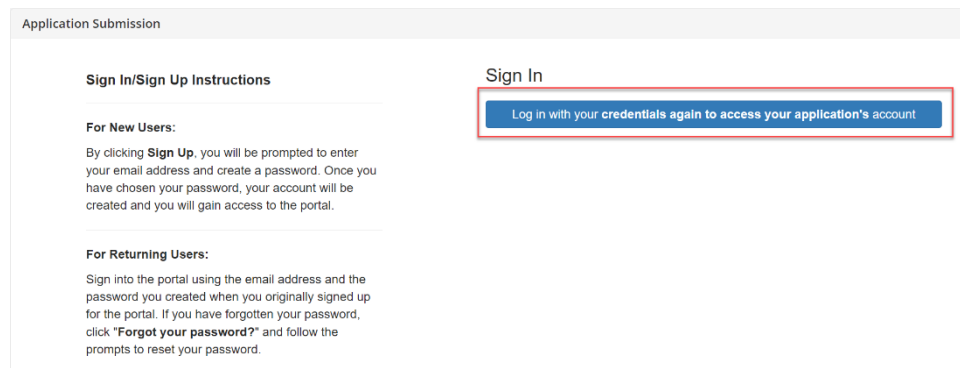
Thanks!

eCivis, Inc. / Portal
418 N. Fair Oaks Ave. Ste. 301, Pasadena, CA 91103

- The Applicant will enter their credentials to log in.
- 3) Once successfully logged into the Portal, the Applicant will now be viewing the landing page of the application. Click the *Create New Application button* [Create New Application](#).



- 4) The Applicant will now be prompted to complete the secondary verification in the Portal. To proceed, click the *“Log in with your credentials again to access your application’s account” button* [Log in with your credentials again to access your application's account](#).
- 5) Click Portal Login and enter the previously used login information. Once this verification is complete, the Applicant may begin their application.




Step 3: Application Components

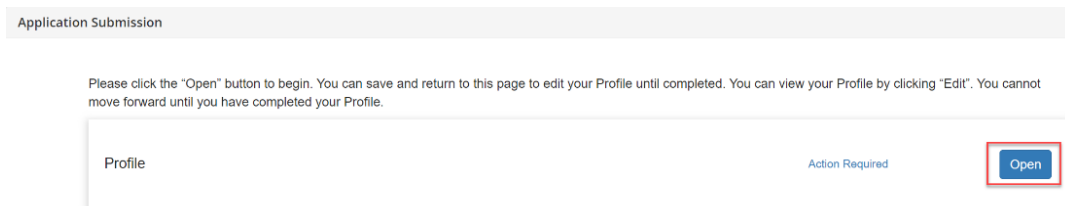
This step guides the user through eCivis-prompted application components. Please thoroughly review the specific application’s materials for program-specific information.

There are four primary sections to the application:

- 1) Profile
- 2) Application Submission
- 3) Applications Budget
- 4) Application Goals

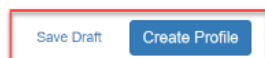
PROFILE

- 1) To begin the **Profile** section of the application, the Applicant will click the *Open button*  to unlock editing in this section.



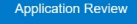

- 2) The Applicant will complete the **Profile** section. Profile details may be used across multiple applications to the same program. Required fields are marked with an asterisk (*).
 - a. Applicant Information
 - Name and contact information (email, applicant type, address, phone number)
 - b. Organization Information
 - Organization Name, DBA, & Type
 - Taxpayer Identification Number (TIN)* (text with number validation)
 - For individuals or individuals owning the business, enter an EIN instead.
 - If applicable, SAM.gov Unique Entity Identifier (UEI), &/or Federal or State ID
 - c. Organization Address and phone number
 - d. Authorized Representative Contact Information
 - e. Business/Finance Contact Information
 - f. Lead Organizational Grant Administrator

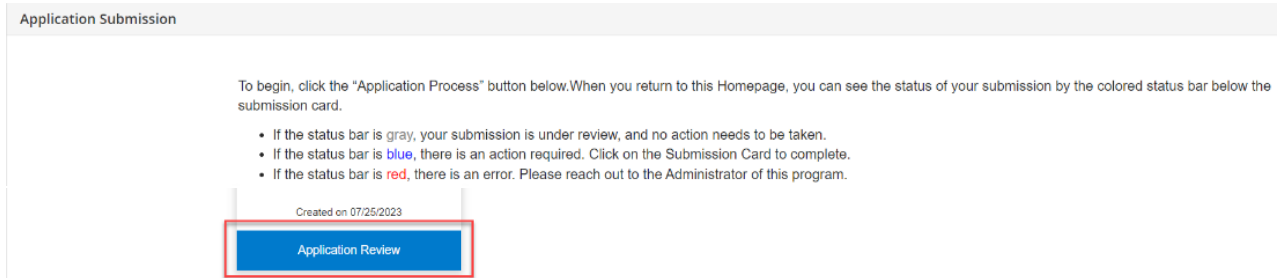
- 3) If the Applicant plans to complete the profile later, click the *Save Draft button* . Once all fields are entered, click the *Create Profile button* .







- 4) The Profile must be completed before starting Application Submission and Applications Budget.

APPLICATION SUBMISSION

- 1) In the **Application Submission** box click the *Application Review button* . On the next screen, click the *Open button*  under **Application Review** to begin. Please refer to specific program guidance found in the solicitation for further instructions regarding the application.



- 2) The first section of the **Application Submission** are the Statewide application questions. This section is required for all State applications. Required fields are marked with an asterisk (*).
- 3) The second section of the **Application Submission** are the Default Application questions which can be tailored by Agencies for program-specific needs.
 - a. Project Information
 - State Bidder & Supplier/Vendor IDs, Project Narrative & Timeline
 - b. Organization Demographics
 - Race & Gender
 - c. Targeted Populations Served Demographics
 - Race & Gender
 - d. Program-Specific Information
 - Project Goals and Objectives
 - Collaborative Elements and Partners
 - Sustainability Plan
 - Evaluation Plan
 - Monitoring Plan
 - Program-Specific Criteria, #s 1-5
 - Other Program-Specific Upload (6 file uploads)
- 4) Click on the *Pencil icon*  to begin completing the fields in the application. Complete all required fields. If the Applicant needs to complete the application later, click the *Save Draft button* .

- 5) Once the application is fully completed, click the *Mark Complete button* . The application will now have a *green checkmark*  and the status will be *Complete*.



APPLICATIONS BUDGET

- 1) To navigate to this section, click on the *Application Title* and scroll to the *Applications Budget* section. Please refer to specific program guidance from the solicitation for further instructions regarding the budget.

Project Title	Create Date	Status	Total Requested	Actions
N/A	08/04/2023	Draft	\$0.00	☰

Showing 1 to 1 of 1 entries

- 2) Click the *Horizontal Lines icon* ☰ and *Edit Budget* to access the budget worksheet.

Project Title	Create Date	Status	Total Requested	Actions
N/A	07/25/2023	Draft	\$0.00	☰
N/A	07/25/2023	Draft	\$0.00	Edit Budget >

- 3) In *Budget Settings*, the Applicant can change how the indirect cost rate (if selecting Negotiated) and cost share (if selecting Percentage or Total Amount) are calculated.

Budget Settings

Indirect Costs	Not Applicable	0.00	%
Match / Cost Share	Not Applicable	0.00	% \$ 0.00

- 4) In the **Indirect Costs** dropdown menu, there are options to calculate indirect costs.
 - a. **De Minimis Rate** - the standard indirect cost rate that can be used for a Federal or Pass-through grant in the absence of a negotiated rate.
 - b. **Negotiated Rate** - should be used if the Applicant has a negotiated indirect cost rate (NICRA) with the Federal or Pass-through agency to which the Applicant is applying.
 - c. **Itemized** - changes indirect cost calculation to a manual entry amount.
 - d. **Not Applicable** - will remove indirect costs from the overall calculation and allow it to be entered as a line-item entry. If this is selected, an option will be made available in each line item to indicate the type of item (Direct Cost, Indirect Cost, or Cost Share).

Budget Settings

Indirect Costs	Not Applicable De Minimis Rate Negotiated Rate Itemized Not Applicable	0.00	%
Match / Cost Share		0.00	% \$ 0.00

- 5) In the **Match/Cost Share** dropdown menu, there are options to calculate this field.
 - a. **Percentage** - will calculate the Applicant's Match/Cost Share as a percentage of the budget items included.
 - b. **Itemized** - will change the Match/Cost Share calculation from a percentage to a manual entry amount.
 - c. **Total Amount** - allows the Applicant to enter a single total number for the Match/Cost Share.
 - d. **Not Applicable** - will remove the Match/Cost Share from the overall calculation and allow the Applicant to enter it as a line-item entry. If this is selected, an option will be made available in each line item to indicate the type of item ("Direct Cost," "Indirect Cost," or "Cost Share").

Budget Settings

Indirect Costs	Not Applicable	0.00	%
Match / Cost Share	Not Applicable Percentage Itemized Total Amount Not Applicable	0.00	% \$ 0.00

- 6) As the budget line items are entered, the total **Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income** are calculated in the Budget Summary.
 - a. **Total Direct Costs** is the sum of all Direct Costs across all budget categories.
 - b. **Total Indirect Costs** is the sum of Indirect Costs across all budget categories.
 - c. **Match/Cost Share** is the sum of all Match/Cost Shares across all budget categories.
 - d. **Program Income** is the sum of program income line items listed in the **Program Income** section.
 - e. **Total Amount (Direct + Indirect)**

Budget Summary

a) \$0.00	Total Direct Costs	c) \$0.00	Match / Cost Share
b) \$0.00	Total Indirect Costs	d) \$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

- 7) In the **Budget Items** section, the Applicant can add or adjust the budget item, add sub-categories, and enter line-item budget entries. Click on the corresponding Budget Item to add budget entries.

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00
2. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
3. Travel	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00

- 8) Beneath each budget item there will be a table to begin entering specific line items. Using this table, the Applicant can include the specific budget line items.
- Title** - desired name of the budgeted item.
 - Description** - an explanation or detail of the budgeted item.
 - Units** - quantity of this budgeted item. If there is more than one, the Applicant can enter multiple units.
 - Unit Cost** - cost per unit for this budgeted item. If both **Unit** and **Unit Cost** are utilized, the **Cost** field will automatically populate with the product of **Unit** and **Unit Cost**.
 - Extended Cost** - identified to represent the total item cost, which could differ from the budgeted amount.
 - Cost** - total amount budgeted for this item.
 - GL (General Ledger) Code** - only required if the Grant Program is collecting detailed financial reports.
 - Indirect Cost** - field that can be calculated in different ways based on the Applicant's budget settings. If included as a percentage, the Applicant can check or uncheck this field to include it in their total indirect costs. If included as "Itemized", the Applicant can put any amount desired for this item in the **Indirect Costs** field. If included as "Not Applicable," the Applicant can mark this budget item as "Indirect Cost" and the amount in the "Cost" field will be included in their total indirect costs.

	Ext Cost	Direct Cost	h. Ind Cost	i. Cost Share			
Personnel Totals:	\$50,000.00	\$50,000.00	\$0.00	\$0.00			
a. Title	b. Description	c. Units	d. Unit Cost	e. Extended Cost	f. Cost	GL Code	Item Type
Administrative Assistant	Part-Time	1.00	\$50,000.00	\$50,000.00	\$50,000.00		Direct Cost

- i. **Cost Share** can be calculated in different ways based on the applicant’s budget settings. If included as a percentage, the Applicant can uncheck this field to include it in their total **Cost Share**. If included as “Itemized,” the Applicant can put any amount desired for this item in the **Cost Share** field. If included as “Not Applicable,” the Applicant can mark this budget item as **Cost Share** and any amount entered in the **Cost** field will be included in their total **Cost Share**.

		Ext Cost	Direct Cost	h. Ind Cost	i. Cost Share
Personnel Totals:		\$50,000.00	\$50,000.00	\$0.00	\$0.00

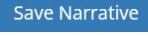

a. Title	b. Description	c. Units	d. Unit Cost	e. Extended Cost	f. Cost	GL Code	Item Type
Administrative Assistant	Part-Time	1.00	\$50,000.00	\$50,000.00	\$50,000.00		Direct Cost

- 9) Add or remove rows by right-clicking while in the table and selecting from the available options: **Insert row above**, **Insert row below**, or **Remove row**.

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

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


Insert row above
 Insert row below
 Remove row



- 10) Here the **Title**, **Description**, **Units**, and **Unit Cost** can be entered. “Check Indirect Cost,” “Item Type,” and add “Indirect” and “Cost Share” amount if not using “Not Applicable” budget settings.
- 11) The **Budget Narrative** section will allow the Applicant to provide additional detail, explanation, and/or justification. This section is also fully compatible with Microsoft Word, so an already developed narrative may be cut and pasted. Click the **Save Narrative button** . Export this section to PDF by clicking the **document icon** .

Budget Narrative

Enter your budget narrative below.


</> H1 H2 H3 **B** *I* U

Save Narrative 
8000 characters remaining

- 12) Once all required budget steps are completed, the budget can be saved by clicking the **Save icon** . This can also be exported to Excel by clicking the **Excel logo icon** .




APPLICATIONS GOALS

- 1) If applicable, the application may have a goal for the Applicant to fill out at the bottom of the screen. To access the goals, scroll down to the bottom of the screen, and the **Application Goals** section will appear. Under the **Actions** column, click the *Horizontal Lines icon*  and select *Edit Goals*.


Application Goals ^

Show entries Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	08/08/2023	Draft	\$0.00	

Showing 1 to 1 of 1 entries Next


[Edit Goals >](#) Reload

- 2) In the **Application Goals** screen, the Grantor Indiana State Agency will have created a goal for this solicitation. The Applicant can enter the following fields and click the *Save Goals button* :
 - a. **Target Units**
 - b. **Direct Cost Expenditure**
 - c. **Matching Expenditure**
 - d. **Program Income Expenditure**


Application Goals

Program: Test Goal
Project name:

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Number of Beneficiaries Assisted	<u>a.</u> <input type="text" value="10.00"/>	<u>b.</u> <input type="text" value="\$ 200.00"/>	<u>c.</u> <input type="text" value="\$ 0.00"/>	<u>d.</u> <input type="text" value="\$ 0.00"/>

[Return to Application](#) 

Step 4: Submit the Application(s)


- 1) Once the **Application Submission** and **Applications Budget (and Application Goals [If applicable])** sections are finalized, click the *Submit button* .


Application Submissions

Order by: Newest to Oldest ▾

Southwestern School District Application

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 Review**


There are 159 days remaining to submit this. 

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.

- 2) Once an application's been submitted, a "*This has been submitted*" confirmation appears.

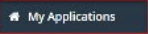
 **Application Review**

 This has been submitted.

Thank you for submitting.

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

- 3) After submitting the application, its status will be shown on the **My Applications** page.

 My Applications

My Awards

My Profile

Recently Viewed Programs


Show 10 entries Search:


Grant Application	Last Viewed	Solicitation Link
No applications have been recently viewed		

Showing 0 to 0 of 0 entries

My Applications

Show 10 entries Search:

Program Solicitation	Due Date	Status	Actions
Indiana Title IV Southern School District Application Demo, Agency A	04/30/2024	Under Review	
State of Indiana Title IV (VZ) Southwestern School District Application Demo, Agency A	04/30/2023		

- 4) The Applicant will click the *Horizontal Lines icon*  under the **Actions** column to view the application from the solicitation. Once the application has been reviewed, a notification will be made of an award or denial to the Applicant.

State of Indiana Title IV (V2) Southwestern School District Application WOB Demo, Agency A	04/30/2023	Under Review	 View Application >
State of Indiana Title IV (V2)	04/30/2023	Denied	Solicitation Link >

- 5) Visit [Appendix A – Add Another Application](#) if the program allows multiple applications from the same Applicant.

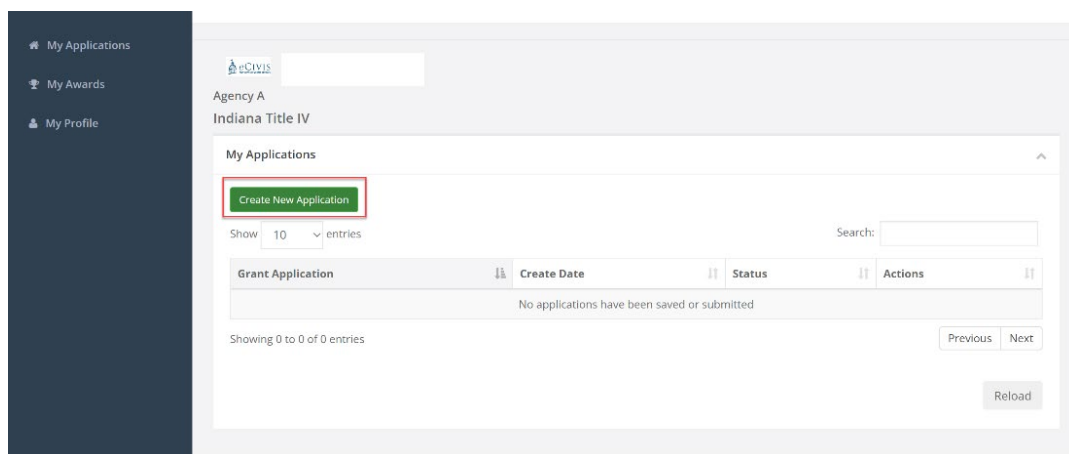
Conclusion

When receiving an email notification of award or denial, Applicants should view the *SO/ User Guide: Subrecipient 2. Award & Management* for instructions to accept or decline, view the award, add additional team members, and submit reports or amendments.

Appendix A – Add Another Application

For programs that allow multiple applications from the same Applicant, the Applicant will see a *Create New Application button* **Create New Application** on the homepage. To submit an additional application, follow the guidance below.

- 1) Click the *Create New Application button* **Create New Application**.



- 2) Repeat the steps for **Application Submission, Applications Budget, and Application Goals (if applicable)**.
- 3) This can be repeated until the desired number of applications have been submitted.
- 4) If the Applicant needs to complete an application that was previously left in draft status, click on the applicable **Program Box**, and view the application to finish.

Program Solicitation	Due Date	Status	Actions
Indiana Title IV Southern School District Application Demo, Agency A	04/30/2024	Under Review	⋮
State of Indiana Title IV (V2) N/A Demo, Agency A	04/30/2023	Draft	⋮ View Application >
State of Indiana Title IV (V2) Southwestern School District Application Demo, Agency A	04/30/2023	Draft	Solicitation Link > Delete Draft >

- 5) Proceed to [Step 4: Submit the Application\(s\)](#).