



**PORTAL USER GUIDE**  
Post-Award Grants Management  
For Subrecipients

# Contents

- 1. Creating your eCivis Portal Account .....3
  - 1.1. What is an eCivis Portal account? .....3
  - 1.2. How do I create an account? .....3
  - 1.3. How do I create my eCivis Portal account profile? .....5
  - 1.4. What if I forgot my password? .....5
- 2. Accepting and managing my award .....6
  - 2.1. How do I receive my award notification? .....6
    - 2.1.1 What if I did not have to submit an application and am receiving a Direct Award? .....7
  - 2.2 How do I accept my award? ..... 10
- 3. Managing My Award ..... 14
  - 3.1. How do I manage my awards? ..... 14
  - 3.2. What does the award dashboard tell me? ..... 14
  - 3.3. How will I submit financial reports? ..... 16
  - 3.4. How will I submit activity reports? ..... 21
  - 3.5. How will I submit a grant amendment? ..... 23

# 1. Creating your eCivis Portal Account

## 1.1. What is an eCivis Portal account?

If you are applying to a program solicitation, you will need to create a Portal account at <https://portal.ecivis.com/#/login>. This free account is where you will create a user profile, manage all of your application submissions and if awarded, manage all of your post-award reporting.

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

Forgot Password?

Don't have an account?

Create an account

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

1. Portal Login: for users who have a Portal account only
2. eCivis Login: for users who have a Grants Network account. It will be the same username and password
3. Forgot Password? Reset your password by entering your email on the following window
4. Create an account: for new users without a Portal account

## 1.2. How do I create an account?

Click on *Create an account* and you will see the following page:

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 1

Last Name 2

Email Address 3

Password 4

Weak

Sign Up 5

Back to Login

1. First Name
2. Last Name
3. Email Address: Your full email address where you will receive your confirmation email. Your full email address will also be your username

4. Password: Your password must consist of uppercase and lowercase letters, numbers, and a special character
5. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account:



## Welcome to the Portal

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

### Your email is verified!

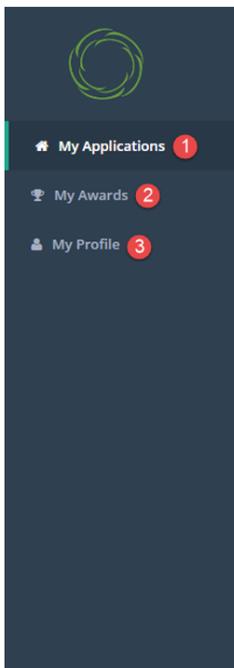
Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

[Login to the Portal](#)

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

Thanks!

6. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account.



1. My Applications: Access to all applications and programs.
2. My Awards: Access to all the programs that you were awarded.
3. My Profile: Access to your profile information.

### 1.3. How do I create my eCivis Portal account profile?

Once you log in to Portal for the first time, you will be taken to My Profile, where you can complete your profile information that will be used when submitting applications for review and consideration.

- Fields with red asterisks are required.
- You will be required to complete a profile for every submitted application. Information entered on this page will automatically be ported into each application profile.
- Click on Update Profile, located at the bottom left of the profile form to save your profile information. A green success message should appear in the top right corner.



- This can be edited at any time by selecting *My Profile* from the left navigation bar.

### 1.4. What if I forgot my password?

Select *Forgot Password?*, enter your email address, and click on the Reset button. You can then re-enter your email to be sent a new password:

## 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.

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

Portal Login

or

eCivis® Login

[Forgot Password?](#)

Don't have an account?

[Create an account](#)

eCivis Grants Network user?

Use your existing login above and the eCivis Login button.

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[Privacy Policy and Terms of Service](#)

## Forgot password?

Enter your email address below and a link to reset your password will be emailed to you.

Reset

[← Back to Login](#)

## 2. Accepting and managing my award

### 2.1. How do I receive my award notification?

If you have been selected and approved 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:

#### Award Notification Letter

Dear Ulysses Grant,

Congratulations! This is to inform you that your application is now awarded.

**Project:** HIV Testing Project

**Program:** HOPWA FY2019

**Approval Date:** 06/13/2019

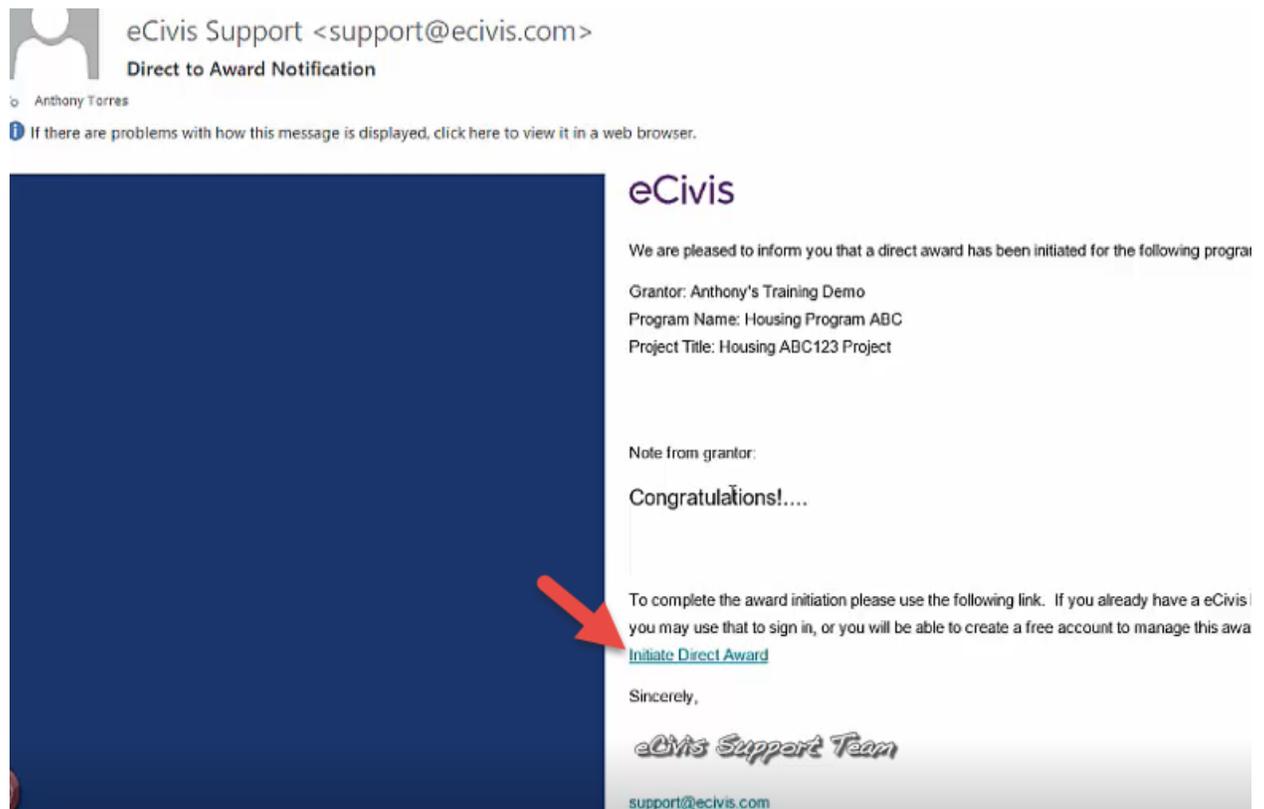
**Approved Amount:** \$800,000.00

**Federal Awards:** • ORG0012 HOPWA FY19- \$782,000.00

## 2.1.1 What if I did not have to submit an application and am receiving a Direct Award?

If you are considered for a Direct Award and did not submit an application through Portal, the steps below will guide you through accepting the invitation to begin this process.

1. When you receive the *Direct to Award Notification* email, click *Initiate Direct Award*



2. You must log into the eCivis Portal account belonging to a primary program contact or authorized representative. That person can invite other team members to view and manage the award if and when it is received

**NOTE:** If you have not already set up a Portal account, follow the steps outlined in Chapter 1 above to create your account. Once complete, you can

then return to the *Direct to Award Notification* email and click *Initiate Direct Award*.

**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.

dshea@ecivis.com

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

Portal Login or eCivis<sup>®</sup> Login

[Forgot Password?](#)

Don't have an account?

[Create an account](#)

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

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3. The link will take you to the *Direct Award Initiation* page, where you will confirm your entity and Authorized Representative information

**Anthony's Training Demo**  
CDBG COVID-19 Response

Before Anthony's Training 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: \* I

EIN: \_\_\_\_\_

Project Title: \* ABC

Authorized Representative

Full name: \* \_\_\_\_\_

Email Address: \* atorres@ecivis.com

Address: \* \_\_\_\_\_

Address 2: \_\_\_\_\_

Ulysses Grant Log out

My Applications  
My Awards  
My Profile

- To submit your information and continue the process of requesting a formal award offer, click *Continue*. If you would like to decline any further consideration for this program cycle, click *Decline Award*.

Authorized Representative

Full name: \* Anthony Torres

Email Address: \* atorres@ecivis.com

Address: \* I

Address 2:

City: \*

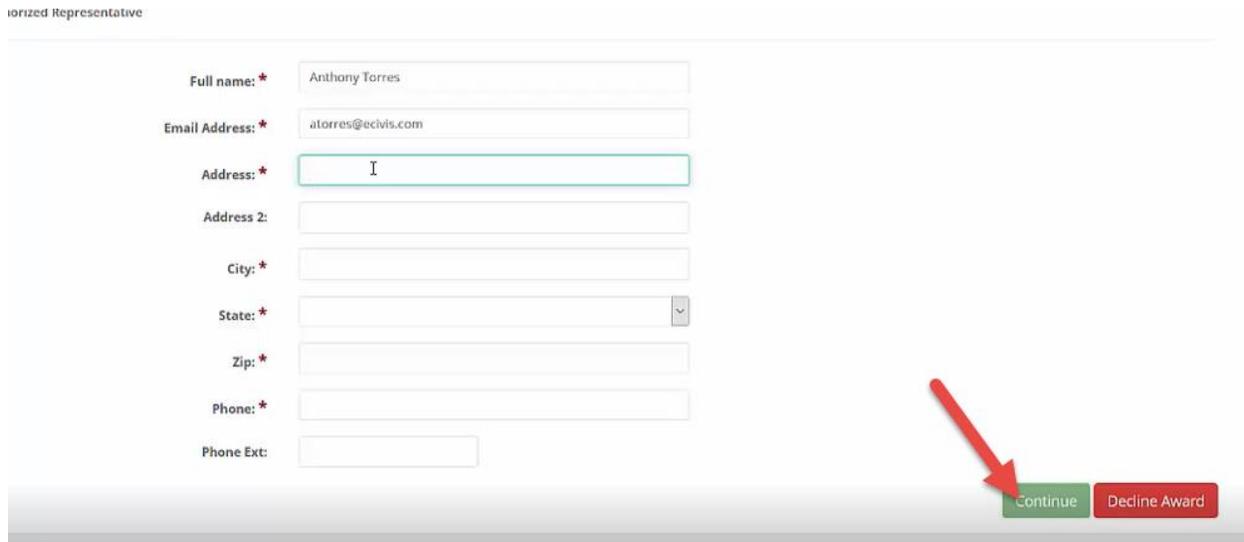
State: \*

Zip: \*

Phone: \*

Phone Ext:

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

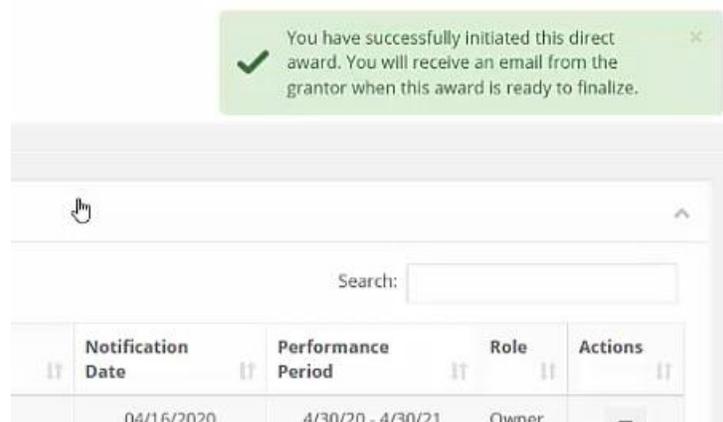


- If you click continue, a success message will appear. You will receive an *Application Award Notification* email from [support@ecivis.com](mailto:support@ecivis.com) that will indicate an *Awarded* or *Denied* response from the grantor agency. Proceed to Chapter 2.2 for steps on accepting and managing an award in eCivis Portal.

✓ You have successfully initiated this direct award. You will receive an email from the grantor when this award is ready to finalize.

Search:

Notification Date	Performance Period	Role	Actions
04/16/2020	4/30/20 - 4/30/21	Owner	=



## 2.2 How do I accept my award?

As an applicant or Direct Awardee, if I am approved, I will need to know how to accept an award and begin managing reporting requirements.

Click on the link to Portal at the bottom of the Award Notification email:

Please find your award notification attached. To see full award details and accept your award, please click [here](#).

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

Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
<a href="#">Electric Bus Fleet Implementation</a>	Awarded	01/27/2019	1/1/19 - 1/1/20	0	⋮
<a href="#">HOPWA FY2019</a>	Awarded	06/13/2019	6/30/19 - 6/30/20	0	⋮
<a href="#">Workforce Development Program (WDP) Grant - FY 2019</a>	Pending Acceptance		7/3/19 - 7/3/21	0	⋮

Showing 1 to 3 of 3 entries

Accept/Decline Award >

From the following page, download any files from the Actions column. Then, click *Continue*:

Award Files

Showing 0 to 0 of 0 entries

Continue Decline Award Back

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.

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 "Request Amendment" at the bottom of this page. Please ensure your accuracy. The grantor will review the amended budget during finalization.

Budget Settings	Budget Summary
<b>Multi-Term Budget</b> <input checked="" type="radio"/> No <input type="radio"/> Yes <span style="float: right;">▼</span>	\$1,050,000.00 <b>Total Direct Costs</b>
<b>Indirect Costs</b> Not Applicable ▼ 0.00 %	\$0.00 <b>Total Indirect Costs</b>
<b>Match / Cost Share</b> Not Applicable ▼ 0.00 % \$ 0.00	\$1,050,000.00 <b>Total Amount (Direct + Indirect)</b>
<b>Budget Stage:</b> Awarded	\$0.00 <b>Match / Cost Share</b>
<b>Actions</b>	\$0.00 <b>Program Income</b>

Budget Items

1. Economic development

	Ext Cost	Direct Cost	Ind Cost	Cost Share
<b>Economic development Totals:</b>	\$1,050,000.00	\$1,050,000.00	\$0.00	\$0.00

Activity 1 - Economic development

Activity 2 - Economic development

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Director, Project Manager, Assistant PM	1.00	\$175,000.00	\$175,000.00	\$175,000.00		Direct Cost
Salary	Labor	5000.00	\$50.00	\$250,000.00	\$250,000.00		Direct Cost
Equipment	Truck, Construction Equip.	1.00	\$125,000.00	\$125,000.00	\$125,000.00		Direct Cost
Material	Building Materials	1.00	\$500,000.00	\$500,000.00	\$500,000.00		Direct Cost

[Add Row](#)

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* and select *Accept and Continue* at the bottom of the page.

Save Changes Discard Changes

Budget Narrative

Enter your budget narrative below.

H1 H2 H3 B I U [List Bulleted] [List Numbered] [List None] [Link]

Build high density low cost transitional housing

Save Narrative [Attachment Icon]

7352 characters remaining

Accept and Continue Decline Award Back

If you have any performance goal commitments, those will be confirmed on the next page

DOWNLOAD FILES FINALIZE BUDGET FINALIZE GOALS ATTACH FILES

Please review your goals

Emergency Shelter: Projected Number of Households Served: 400.00

Emergency Shelter: Projected Number of Persons Served: 4000.00

Homelessness Prevention: Projected Number of Households Served: 0.00

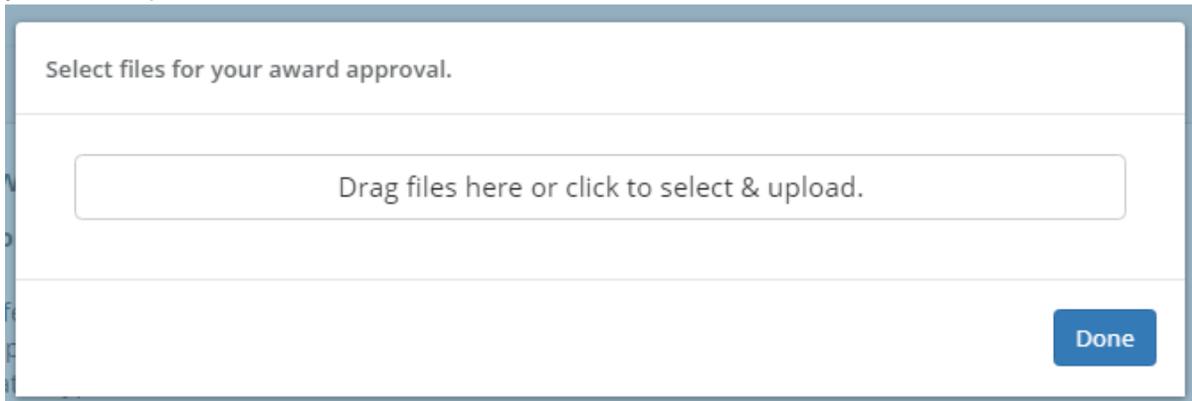
If you need to attach files to accept the award, select Upload Files on the following page:

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 [Attachment Icon]

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:

Show  entries Search:

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	 

Showing 1 to 1 of 1 entries Previous 1 Next

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:

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	 

Showing 1 to 1 of 1 entries Previous 1 Next

## 3. Managing My Award

### 3.1. How do I manage my 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' dashboard. The navigation bar on the left includes 'My Applications', 'My Awards', and 'My Profile'. The user is logged in as Kelly Young. The dashboard displays a table of awards with the following data:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	Owner	Manage Award
DEMO Wildlife Rehabilitation Grant	Awarded	02/13/2019	Not specified	Owner	Manage Award
Invasive Plant Grant Program (IPG) - FY2018	Awarded	02/27/2019	Not specified	Owner	Manage Award
Re-Entry Youth Program	Awarded	07/02/2019	6/1/20 - 6/30/20	Team Member	Manage Award
Re-Entry Youth Program	Awarded	03/04/2019	Not specified	Owner	Manage Award
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member	Manage Award
Community Development Block Grant Disaster Recovery Program	Pending Acceptance		8/1/19 - 8/31/20	Owner	Accept/Decline Award

1. Grant Title: name of program
2. Award Status:
  - a. Awarded: you have accepted the award
  - b. Pending Acceptance: the award is waiting for you to accept or decline it
3. Notification Date: the date the program officer reviewed and approved your award
4. Performance Period: the project period as specified by the Program Officer
5. Role:
  - a. Owner: you submitted the application and are tracking and managing the award
  - b. Team Member: you are not the original applicant but were invited to help track the award and submit reports
6. Actions: vary by Award status:
  - a. Awarded: Manage Award
  - b. Pending Acceptance: Accept/Decline Award

### 3.2. What does the award dashboard tell me?

You can click on each grant title to access its Award Dashboard. The Award Dashboard contains:

- Award Detail
- Pending Tasks
- Financial activity

## Award Detail

**Award Dashboard**

**Award Detail**

Subrecipient: Ulysses Grant  
 Project: Job Incubator  
 Approval Date: 07/09/2019  
 Approved amount: \$40,000.00  
 Total Federal Award: \$0.00  
 Total Non-Federal Award: \$40,000.00  
 Total Match: \$10,000.00  
 Performance period: 07/03/2019 - 07/03/2021

Program: Workforce Development Program (WDP) Grant - FY 2019  
 Award ID: H01-082019-001

View Budget | Submit Financial Report | Submit Activity Report | Manage Project Team

1. Click here to view Funding Details
2. View Budget: the original budget worksheet
3. Submit a new Financial Report
4. Submit a new Activity Report
5. 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.

## Pending Tasks

**Pending Tasks**

Show 10 entries

Search: 10/01

Task Type	Due Date	Actions
Financial Report Request	10/01/2019	

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

Previous 1 Next

Reload

1. Task Type: Financial or Activity Reports
2. Due Date: when your report is due
3. Actions: submit the report or mark as complete

## Financial Activities

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

**Financial Activities**

Show 10 entries

Search:

Financial Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	05/01/2019 – 05/31/2019	Ulysses Grant	07/09/2019	Approved / Awaiting Payment	
Financial Report	06/01/2019 – 06/30/2019	Ulysses Grant	07/09/2019	Approved / Paid	
Financial Report	07/03/2019 – 07/03/2019	Ulysses Grant	09/16/2019	Pending Approval	
Financial Report	05/01/2019 – 05/31/2019	Ulysses Grant	08/26/2019	Rejected	Review/Resubmit
Financial Report	07/01/2019 – 07/31/2019	Ulysses Grant	07/09/2019	Pending Approval	
Activity Report	09/01/2019 – 09/30/2019	Ulysses Grant	09/16/2019	Approved	

Showing 1 to 6 of 6 entries

Previous 1 Next

Reload

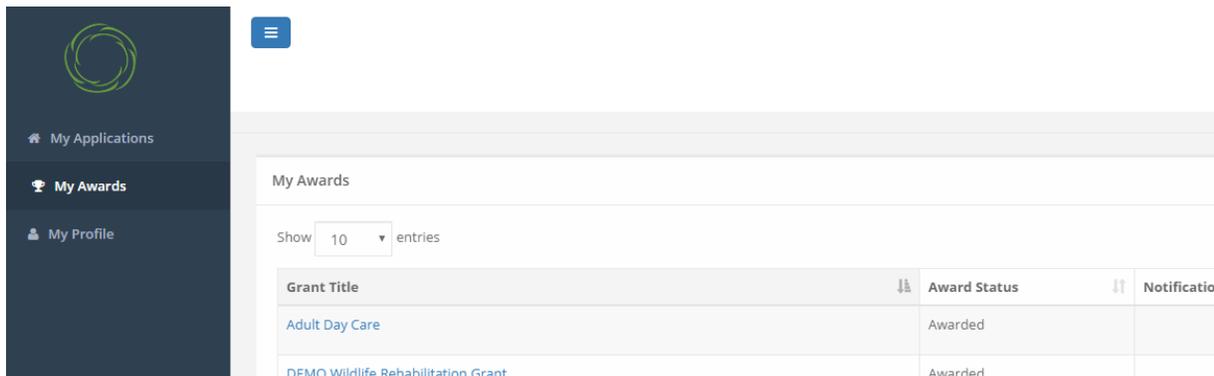
1. Financial Report: type of Report

2. Reporting Period
3. Created by: team member who submitted the report
4. Date Created
5. Current Status:
  - a. Approved/Awaiting Payment: the funding agency has approved the report but has not submitted payment
  - b. Approved/Paid: the funding agency has approved the report and submitted the reimbursement
  - c. Rejected: the funding agency needs more information
  - d. Pending Approval: the report has been submitted and there has been no action by the funding agency
6. Actions:
  - a. Review/Resubmit: if a report has been rejected, the subrecipient will have the opportunity to edit the rejected report and resubmit it.

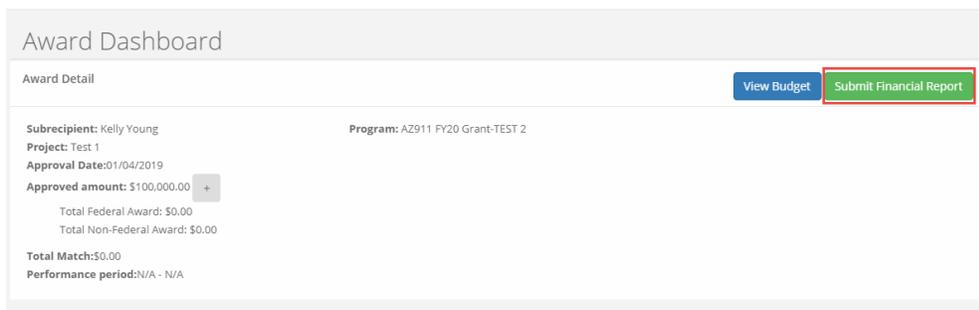
### 3.3. How will I submit financial reports?

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

Select *My Awards* from the Navigation bar:



Click on *Submit Financial Report*:



The Award Detail provides a summary of the award information:

[Back to Award Detail](#)

**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.

	Spend	Match	Spend + Match
<b>Award Total Spend</b>	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
<b>Award Remaining</b>	\$ 100,000.00	\$ 0.00	\$ 100,000.00

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: \***

07/01/2019 - 08/24/2019

07/01/2019

08/24/2019

[Apply](#)

[Cancel](#)

<
Jul 2019
Aug 2019
>

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

Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Subrecipients can only report in categories they are awarded in. If a category is grayed out, and you would like to request reimbursement in that category, a budget modification is needed:

Financial Report Details

Reporting Period: 07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
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
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
Program Income	Received \$ 0.00	Expended \$ 0.00		
Report Total	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

The *Spend+Match* and *Award 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:

Reporting Period: 07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
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
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Program Income	Received \$ 0.00	Expended \$ 0.00		
Report Total	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

Once complete, check *Reimbursement Requests*. The box will auto populate with the amount from the spend column. If different, define the amount you are requesting for reimbursement.

Category	Spend	Match	Spend + Match	Award Remaining
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
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
Report Total	Spend	Match	Spend + Match	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

Reimbursement Request\*

\$ 55,000.00

This is my final report

When this is the final report and the final request for reimbursement, check the box *This is my final report*. The grant closeout process will automatically begin once this box is checked and submitted.

Include any spending details and a brief description about the reporting period's expense in the Financial Report Narrative:

**Financial Report Narrative \***

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

You can also upload any documents, including PDFs and scanned images, to the Financial Report. Click on *Upload Files* 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...

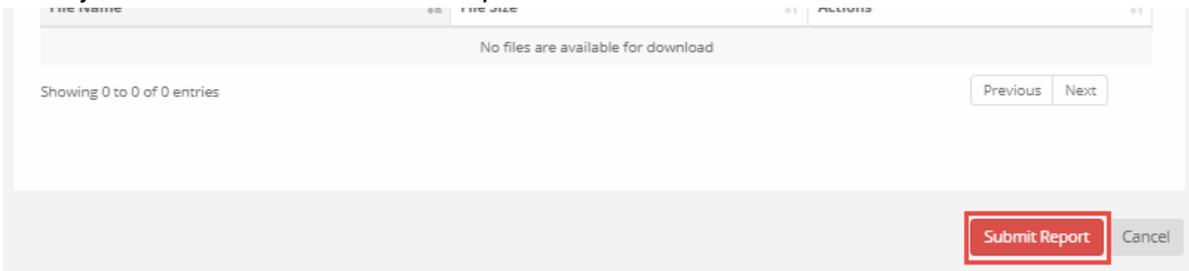
Upload File

Show  entries Search:

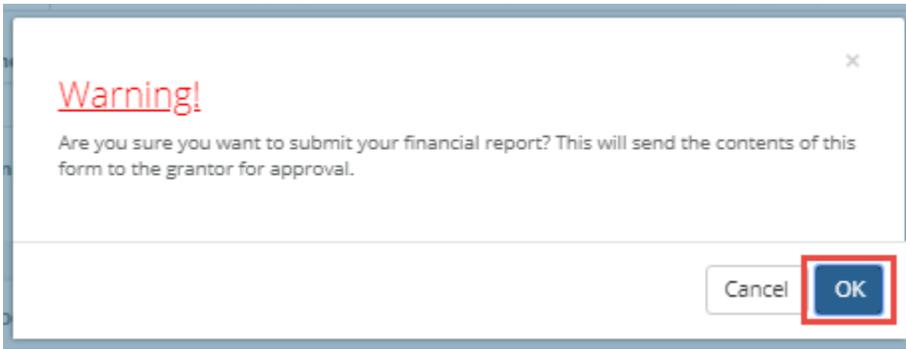
File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

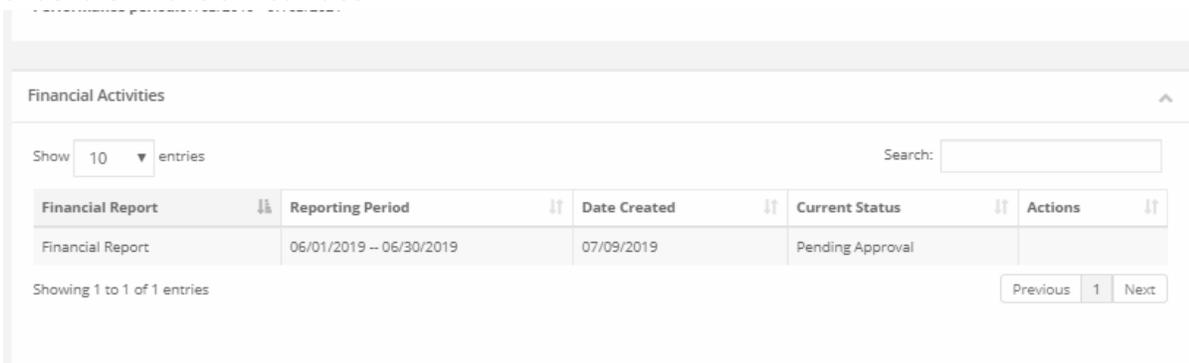
When you are finished, click *Submit Report*:



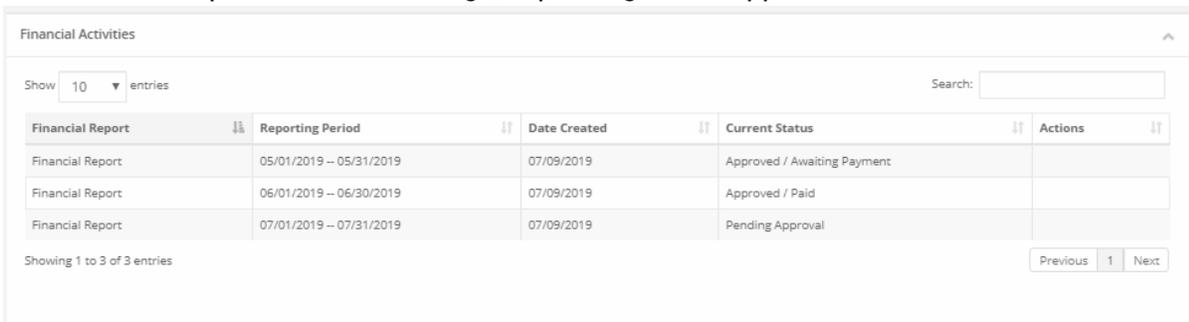
Click on the warning page to send the report to the funding agency:



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



The Financial Report status will change, depending on the approver's actions:



- a. Pending Approval: The Financial Report has not been reviewed

- b. Approved/Awaiting Payment: The Financial Report has been reviewed and is waiting for payment
- c. Approved/Paid: The reimbursement is complete.

### 3.4. How will I submit activity reports?

From My Awards, select the grant title of the award:

The screenshot shows a table titled "My Awards" with a search bar containing "WDP". The table has columns for Grant Title, Award Status, Notification Date, Performance Period, Role, and Actions. The first row, "Workforce Development Program (WDP) Grant - FY 2019", is highlighted with a red box. Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 5 total entries)".

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	[Menu Icon]

At the top right, select *Submit Activity Report*:

The screenshot shows the "Award Dashboard" for "Award Detail". At the top right, there are four buttons: "View Budget", "Submit Financial Report", "Submit Activity Report" (highlighted with a red box), and "Manage Project Te...". Below the buttons, the award details are listed: Subrecipient: Ulysses Grant, Program: Workforce Development Program (WDP) Grant - FY 2019, Project: Job Incubator, Approval Date: 07/09/2019, Award ID: HXI-082019-001, and Approved amount: \$40,000.00.

Update any activity completed on your applicable performance commitments

## Activity Report Metrics

Please enter metrics to describe progress on your goals.

<b>Businesses Assisted :</b>	<input type="text" value="0.00"/>	<b>(100.00)</b>
<b>Homes Constructed :</b>	<input type="text" value="0.00"/>	<b>(150.00)</b>
<b>Homes Rehabilitated :</b>	<input type="text" value="0.00"/>	<b>(140.00)</b>
<b>Persons Assisted :</b>	<input type="text" value="0.00"/>	<b>(2300.00)</b>

Complete the following form and attach any pertinent files:

Activity Report

Reporting Period: \*

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

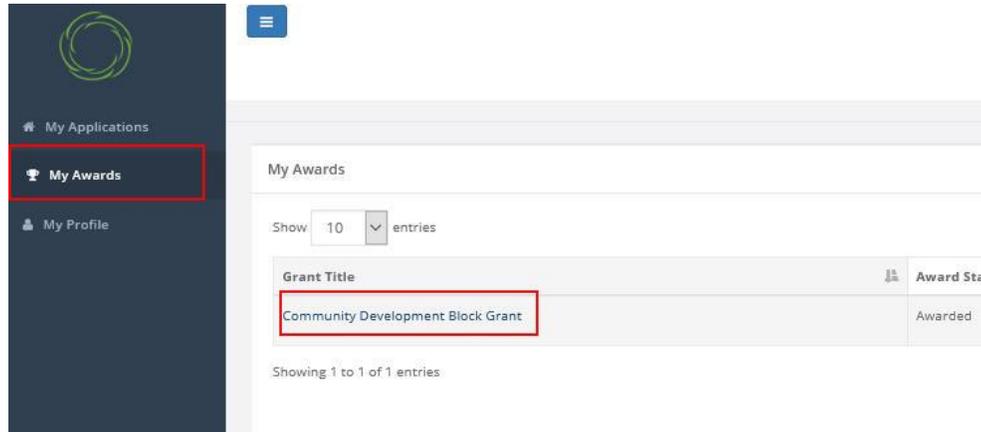
Report Narrative: \*

</> H1 H2 H3 B I U     

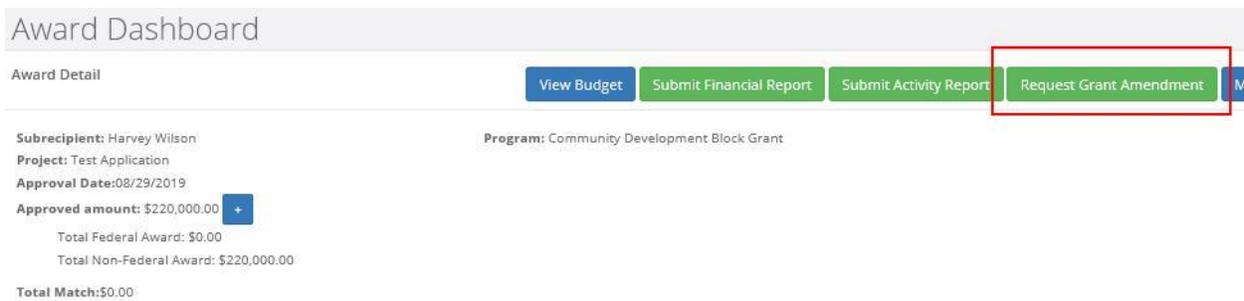
Select *Submit Report*:

### 3.5.How will I submit a grant amendment?

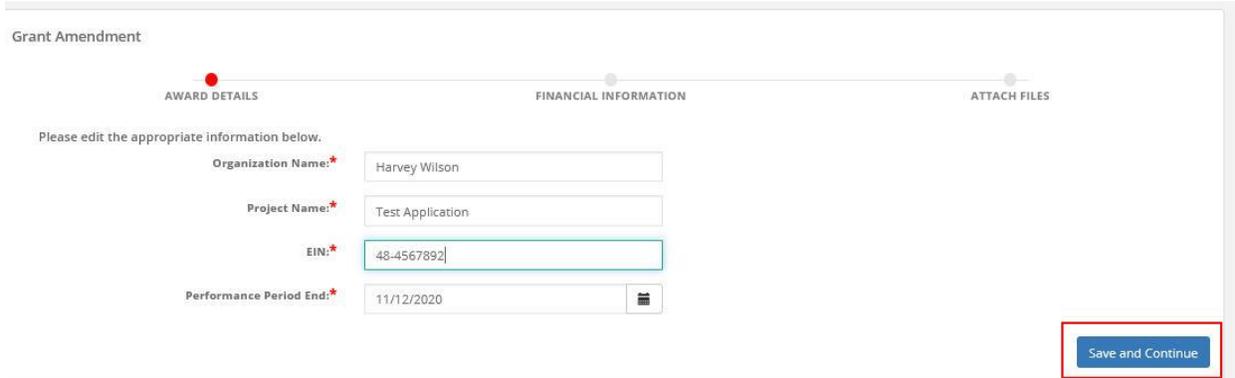
To submit a grant amendment click on the *My Awards* section of the portal and select the award you want to amend.



Select the option to *Request Grant Amendment*.



Complete the basic award details and select save and continue.



If applicable, check the box *This amendment includes a financial change*. This will allow you to make adjustments to your budget that will be submitted for approval.

AWARD DETAILS
FINANCIAL INFORMATION
ATTACH FILES

This amendment includes a financial change

**Budget Settings**

Multi-Term Budget:  No  Yes

Indirect Costs: Not Applicable | 0.00 %

Match / Cost Share: Not Applicable | 0.00 % | \$ 0.00

Budget Stage: Post-Award

Actions:

**Budget Summary**

\$45,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$45,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

---

Budget Items

1. Administrative and Legal Expenses

	Ext Cost	Direct Cost	Ind Cost	Cost Share
<b>Administrative and Legal Expenses Totals:</b>	\$27,500.00	\$45,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Legal Expenses	n/a	5.00	\$5,500.00	\$27,500.00	\$45,000.00		Direct Cost

[Add Row](#)

Upload any documentation needed to support the amendment, include additional notes/clarification in the narrative, and click *Submit*.

## 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.



8000 characters remaining

[Back](#)      **Submit Amendment**

Include any final notes for the grantor to consider and click Save.

AWARD DETAILS      FINANCIAL INFORMATION

**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**

You will be notified that your amendment was successfully submitted.

 Your amendment has been successfully submitted. Your amendment will go through the approval process. You will be notified when your amendment has been finalized.

You can locate the status of your Amendment in the *Award Amendments* section.

Award Amendments

Show 10 entries Search:

Created Date	Status	Actions
10/26/2019	Pending Approval	<a href="#">View Amendment</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload