



BRG Application Submission User Guide

Application Submission Process



BRG Application Submission User Guide

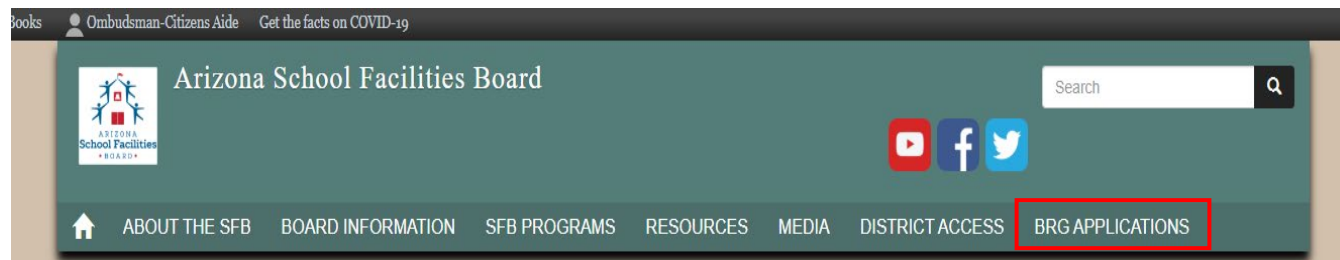
Application Submission Process

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Reviewing the solicitation

To find the solicitation list, visit sfb.az.gov and hover over **BRG APPLICATIONS** to view the solicitation drop down menu. Click on the desired solicitation.



Each 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 SFB IT staff at:

<http://www.azsfb.gov/linkTo.asp?linkId=1851> (see [page 18](#) for instructions on submitting a ticket)

In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit with the application:

Apply	
Overview	Eligibility
Financial	Contact
Files	

ID:	SFA-BRG-ASMT
Title:	BRG Assessment
Application Start Date:	07/01/2020
Application End Date:	05/30/2021
CFDA:	N/A
Reference URL:	

Summary:

This solicitation is specifically intended for securing funds to complete an **Assessment** in order for a school district to determine if an actual BRG deficiency exists.

Review this SFB policy for additional information: [Assessment Requirements Policy](#)

Note: This grant does not include funding for costs associated with Design, Procurement Services, Equipment Repair/Replacement or Construction services; districts should apply separately for these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.

Background: The Building Renewal Grant fund was established for the purpose of maintaining the adequacy of existing school facilities. School districts may apply for these monies to fund primary building renewal projects including major renovations and repairs of a building, upgrades to building systems that will maintain or extend the useful life of a building, and for infrastructure costs.

Funding Available: Funding will be available for multiple grants and allocated to approved projects that support the requirements of the minimum adequacy guidelines.

- The estimated amount of grant funds available for the FY 2021 year is \$107,500,000; twenty-five percent (25%) of the Building Renewal Grant Appropriation will be allotted quarterly.
- All projects funded under this program must be completed within twelve (12) consecutive months per A.R.S. 15-2032 (B).

Gathering Eligibility Information

To gather your solicitation eligibility data, click on the **Eligibility** tab. You will see notes regarding eligibility requirements as well as a link to verify that the assessment will be conducted with a building that generates capacity for the school district.

▼ Apply

Overview **Eligibility** Financial Contact Files

Eligible Applicants:

- Schools/School Districts

Eligibility Notes:

- To qualify an Arizona School District must meet Title 15, Chapter 16
- Ability to provide the following:
 - a proposal/quote for the completion of the assessment service
 - verification that the assessment will be conducted with a building that generates capacity for the school district (see link **District Facility Information**)
- Verification that the assessment needed is in order to determine if at least one of the following minimum adequacy guideline deficiencies exist (A.A.C. 7-06):
 - R7-6-205.B. School Site-Safe access

Click on **District Facility Information** take you to this page. Fill out the required fields and you will be presented with the building details. You can find out who your assigned liaison is by visiting: (sfb.az.gov/Liaisons-By-District) where you can search for liaisons by district.

Arizona School Facilities Board
District Facility Information

Buildings

Application / Building Details

Instructions:

- Select the district associated with the project.
- Select the school associated with the project.
- Select the buildings related to the project.

District: Amphitheater Unified District [DEV] [DEV]

School: L M Prince School [DEV] [DEV]

Assigned Liaison: Mary Morrison

Project Buildings:

- ☒ 1006 - Activity Room
- ☒ 1008 - P1 (36-37) Replacement
- ☒ 1010 - P5 (34-35)
- ☐ 1013 - P7 (38-39) (retired through DC)
- ☐ 9999 - School Wide

Save Details

Arizona School Facilities Board
District Facility Information

Buildings

Application / Saved Building Details

Instructions:

- 1. Paste the contents from the box below to complete the "Facility Information" fields of the eCivis application.

Facility Information

County : Pima

District's Proximity Designation : R

District Name : Ajo Unified District [DEV] [DEV]

District Liaison : Debra Noris

School Name : Ajo School [DEV] [DEV]

Project Buildings	Building ID	Description	Gross Area	Excluded Area	Leased?
	1029	Wing III	9715	0	N
	1030	New Cafeteria	4000	0	N

Excluded Space Percentage : 0

Leased Space : No

Eligibility Questions

Building Inventory Report : NOT Current

Annual PM Reporting Statement : NOT Current

Renovation Expenditure Report : NOT Current

Downloading the required documents

Before beginning the application process, it is critical that all required documents are downloaded and reviewed. In addition, the **SFB BRG Assessment Budget Worksheet** is required to be completed and uploaded into the application for this grant. If you need assistance in completing this worksheet, please contact your SFB Liaison. Make sure to review the guide supplements located in the **Files** tab to ENSURE project eligibility.

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

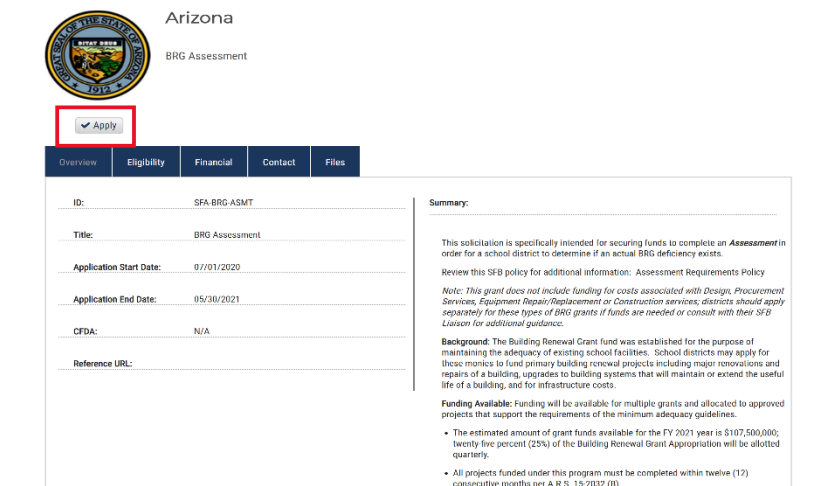
2. Fill out the necessary information. You will be uploading this document and using the information to complete your grant application.

SFB BRG Assessment Budget Worksheet																														
<p>Application Instructions: Complete this worksheet prior to submitting your BRG application as this document will need to be uploaded into the eCivis application and will assist in determining if there will be a reduction in the funding request due to excluded space (note: the District will need to match/cost share any excluded space percentage greater than 10%)</p> <p>Grant Amendment Instructions: Complete this worksheet prior to submitting a Grant Amendment with a request for a budget change as this document will need to be uploaded into eCivis in order to process the amendment.</p> <p>Financial Report Instructions: Complete this worksheet prior to submitting a Financial Report as this document will need to be uploaded into eCivis in order to process project reimbursement requests.</p> <p>Contact your SFB Liaison if you have any questions or need assistance.</p>																														
<p>Step 1: Enter the total % of excluded space in the blue highlighted cell (note: enter whole numbers only, do NOT enter % or decimal point. Example: For 12% enter "12", if none enter "0"). Click Here to obtain the percentage of excluded space.</p>		<p>Step 3: Go to your eCivis Application Budget and enter the dollar amounts below in the green highlighted cells into the appropriate columns (note: these totals automatically calculate)</p>																												
<p>Step 2: Enter the actual amounts in each of Category/Line items below in the blue highlighted cells:</p>		<table border="1"> <thead> <tr> <th colspan="2">Direct Cost</th> <th>Cost Share</th> </tr> <tr> <th colspan="2">(Amount of SFB requested funds for each Category)</th> <th>(District is responsible for paying these costs due to excluded space %)</th> </tr> </thead> <tbody> <tr> <td>Category</td> <td>3rd Party assessment</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Category</td> <td>Temporary repairs / rentals</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Category</td> <td>Other</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Totals (informational only):</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>			Direct Cost		Cost Share	(Amount of SFB requested funds for each Category)		(District is responsible for paying these costs due to excluded space %)	Category	3rd Party assessment	\$0.00	\$0.00	\$0.00	Category	Temporary repairs / rentals	\$0.00	\$0.00	\$0.00	Category	Other	\$0.00	\$0.00	\$0.00	Totals (informational only):		\$0.00	\$0.00	\$0.00
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Totals (informational only):		\$0.00	\$0.00	\$0.00																										

- **Note: Each solicitation has its own unique Budget worksheet.**

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 the required documents:



Arizona
BRG Assessment

[Apply](#)

Overview | Eligibility | Financial | Contact | Files

ID: SPA-BRG-ASMT

Title: BRG Assessment

Application Start Date: 07/01/2020

Application End Date: 05/30/2021

CFDA: N/A

Reference URL:

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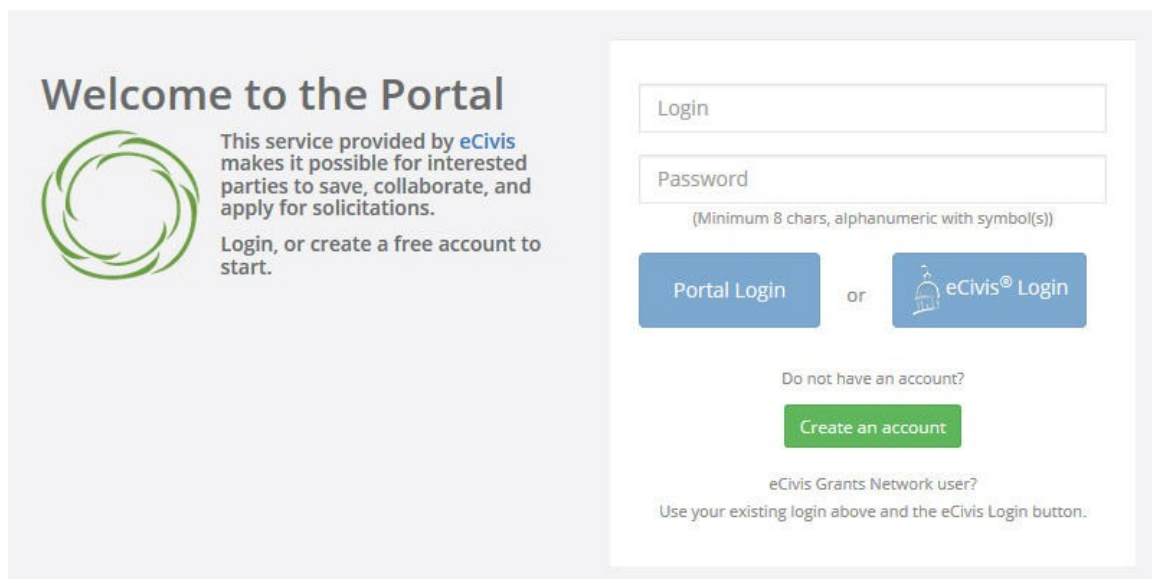
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Funding Available: Funding will be available for multiple grants and allocated to approved projects that support the requirements of the minimum adequacy guidelines.

- The estimated amount of grant funds available for the FY 2021 year is \$107,500,000; twenty five percent (25%) of the Building Renewal Grant Appropriation will be allotted quarterly.
- All projects funded under this program must be completed within twelve (12) consecutive months per A.R.S. 15-2032 (B).

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 this is your first time using the portal, 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))

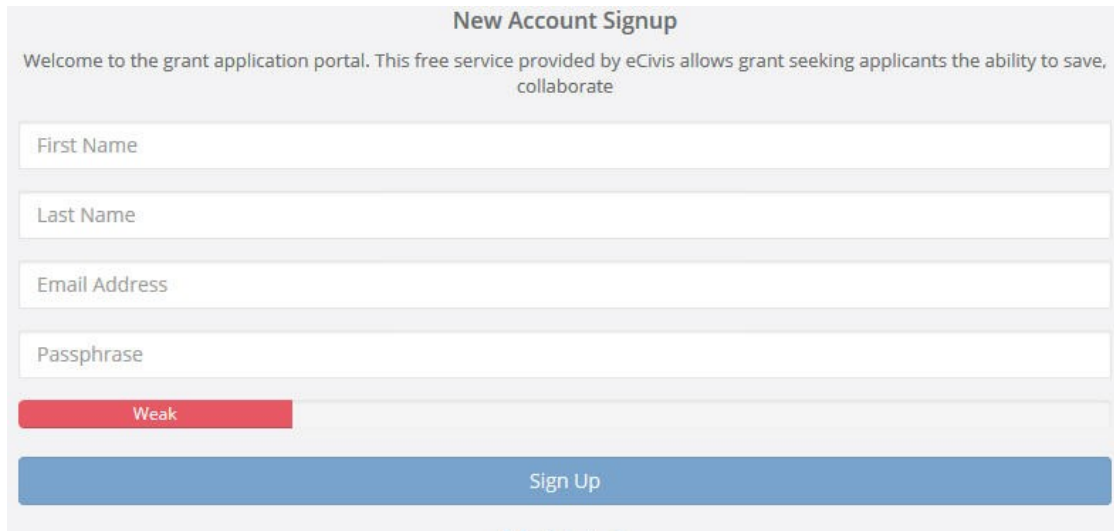
Portal Login or eCivis® Login

Do not have an account?
[Create an account](#)

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

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

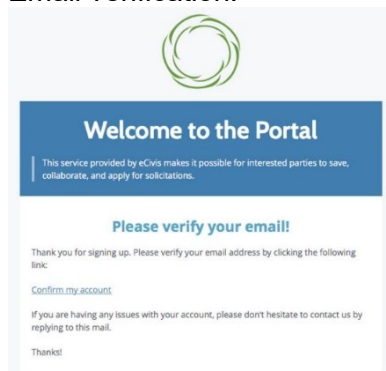
- a. First name
- b. Last name
- c. Email address
- d. Password



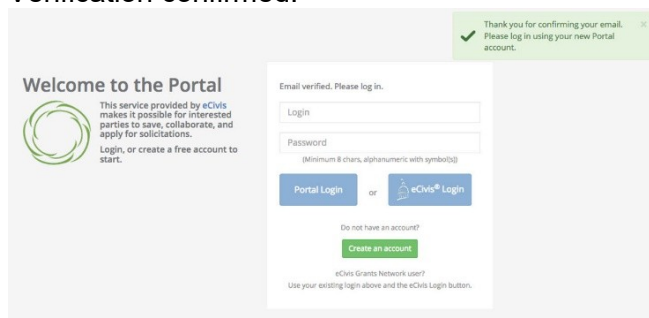
The image shows a 'New Account Signup' form. At the top, it says 'New Account Signup' and 'Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate'. Below this are four input fields: 'First Name', 'Last Name', 'Email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

4. After clicking *Sign up*, you will receive an email verification so you can complete the process:

- Email verification:



- Verification confirmed:



- Once you have logged in and verified your email address, the system will return to the grant application of interest. Prior to beginning the application, you will need to verify your account and log into the system

Arizona
SFA - School Facilities Board
BRG Assessment

Create New Application Back to Solicitation

Application Submissions

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Log in with your Grant Management System account

Application Components

Open any program guidance files and use this material as reference for completing each section of the application.

There are three primary steps to complete the application process:

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

Completing your profile

You **MUST** finish creating your profile before continuing to the application. To begin working on the profile, click on the pencil icon:

Application Submissions

Homepage

Please click the "Edit" pencil icon to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "View". You cannot move forward until you have completed your Profile.

Profile

Action Required View Edit

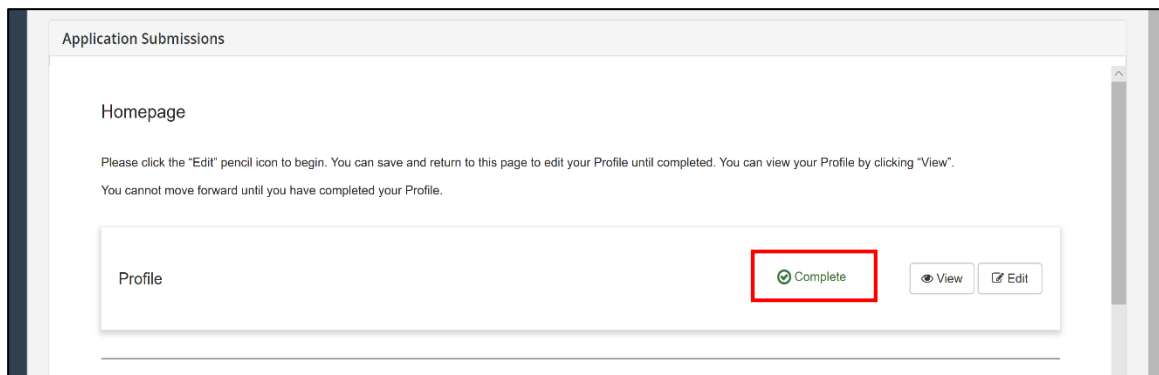
1. Complete all required fields, marked with a **red** asterisk, however, it is recommended that all applicable fields be completed. If you plan to complete your profile at a later time, select **Save Draft**. To complete your profile, select **Save**. Your profile must be completed prior to starting the application:

- Saving the profile:



The screenshot shows a web form titled "Application Submissions". It contains four input fields: "Title" (with a red asterisk), "POI" (with a red asterisk), "Email" (containing "johndoe@email.com"), and "Phone" (containing "555-555-5555"). At the bottom right, there are two buttons: "Save Draft" and "Save". The "Save" button is highlighted with a red rectangle. The Wizehive logo is visible at the bottom center.

- Completed profile:

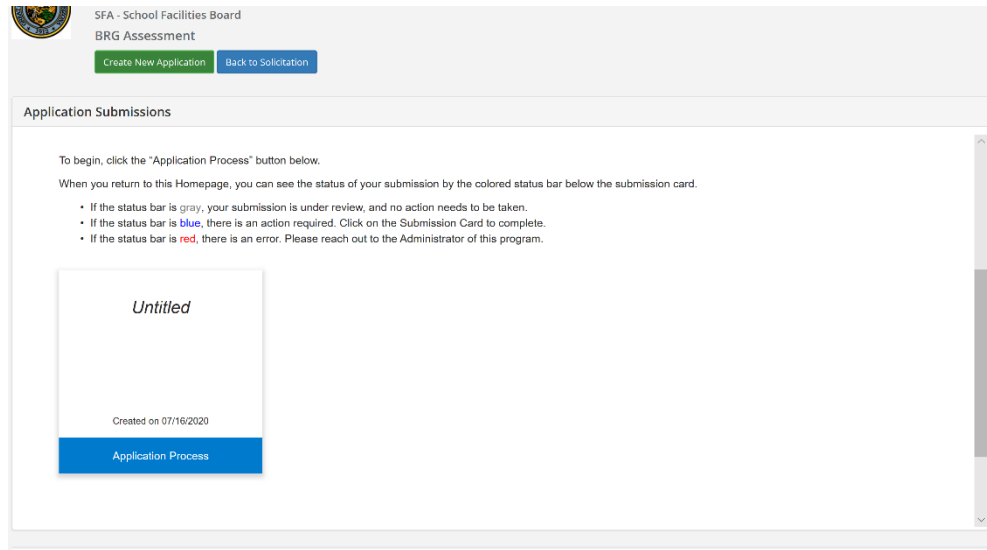


The screenshot shows the "Application Submissions" homepage. It includes a heading "Homepage" and a paragraph of instructions: "Please click the 'Edit' pencil icon to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking 'View'. You cannot move forward until you have completed your Profile." Below this, there is a "Profile" section with a "Complete" button (marked with a green checkmark and highlighted with a red rectangle), a "View" button, and an "Edit" button.

Starting the Application

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

1. Scroll down on the Homepage and click on [Application Process](#) to access and start your application:

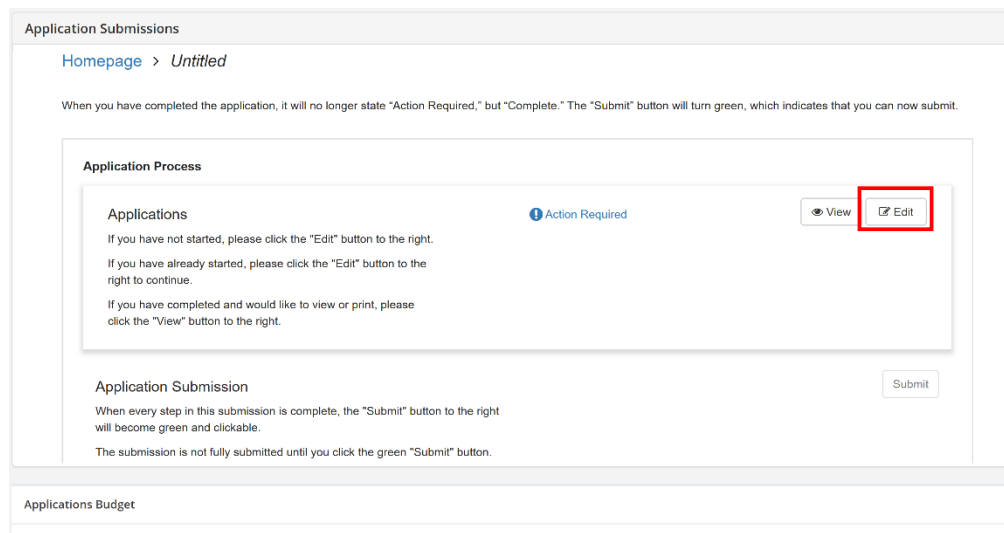


- Your application may be labelled **“Untitled”**

Completing the Application

The application section contains several program-specific fields, and additional required file uploads (if applicable).

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



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 application, select *Mark Complete*:

Application Submissions

Numbers only (no dashes or spacing)

32. Facility/Program Manager full name *

Jane Doe

32a. Facility/Program Manager email address *

Janedoe@email.com

32b. Facility/Program Manager phone number *

6565656565

Saved at 4:56:45 PM

Save Draft Mark Complete Close

POWERED BY wizehive

Next, we will work on the *eCivis Application Budget Worksheet*. **DO NOT HIT SUBMIT YET.**

Application Submissions


Application Process

Applications Complete View Edit

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

Application Submission 

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.

Completing the Budget

Under *Applications Budget*, your project title should appear. To work on the project's Application Budget Worksheet, click on the button with three lines under the **Actions** tab, then click **Edit Budget**.

Applications Budget

Show 10 entries Search:

Project Title	Create Date	Status	Total Requested	Actions
Zachary Test	07/16/2020	Draft	\$0.00	

Showing 1 to 3 of 3 entries

Edit Budget > 1 Next

Reload

Copyright © 2020 eCivis, Inc. All rights reserved. Portal

1. Grant Budget Settings

- a. The budget settings allow you to change how your indirect cost rate and cost share is calculated and also view different stages of your budget:

[Return to Application](#)

Budget Settings

Indirect Costs: Not Applicable | 0.00 %

Match / Cost Share: Itemized | 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

Budget Summary

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

- b. From the indirect costs drop-down menu, select **Not Applicable**:

Budget Settings

Indirect Costs: Not Applicable | 0.00 %

Match / Cost Share: Itemized | 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

- **Not Applicable:** this will remove indirect costs from overall calculation and allow you to enter it as a line-item entry. If this is selected, an option will be active in each line item to indicate the type of the item (Direct Cost, Indirect Cost, or Cost Share).

- c. From the match/cost share drop-down menu, click on **Itemized**:

Budget Settings

Indirect Costs: Not Applicable | 0.00 %

Match / Cost Share: Itemized | 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:

- **Itemized:** this will change the match/cost share calculation from a percentage to a manual entry amount

Grant Budget Summary

- As you enter your budget line items, the total direct cost, indirect cost, total proposed, match/cost share, and program income are calculated in the budget summary:

- **Total Direct Costs:** sum of all Direct Cost across all budget categories
- **Total Indirect Costs:** sum of all Indirect Costs across all budget categories
- **Total Proposed:** sum of all Direct Costs and Indirect Costs across all budget categories
- **Match/Cost Share:** sum of all Match/Cost Share across all budget categories
- **Program Income:** sum of program income line items listed in the *Program Income* Section

Budget Categories

In this section you will cross-reference your completed **SFB BRG Assessment Budget Worksheet** to fill out the eCivis Application *Budget Categories* section.

- In the budget categories section, you can add and/or adjust your budget item and enter line-item budget entries. Click on the budget category **1. 3rd Party Assessment** to begin adding budget entries*:

***note: budget categories will vary for each different solicitation**

2. Beneath each budget category you can edit specific line items and they will automatically begin to calculate above in the *Budget Summary*. The only line items that apply to you are:

- **Cost:** total amount budgeted for this category
- **Cost Share:** if the percentage of excluded space in the SFB BRG Budget Worksheet is greater than 10%, the Cost Share amounts automatically calculate the amount of the Cost Share (green highlighted areas) columns. If there are amounts in these areas, you will enter them into the Cost Share line

Budget Items

1. 3rd Party Assessment

				Ext Cost	Direct Cost	Ind Cost	Cost Share	
3rd Party Assessment Totals:				\$0.00	\$0.00	\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
3rd Party Assessment	3rd Party Assessment	0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

[Add Row](#)

3. You can begin to input data from your **SFB BRG Assessment Budget Worksheet**. Click on the box below the *Cost* column and input the amount indicated in the green highlighted cells on your SFB BRG Assessment Budget Worksheet.

Application Instructions: Complete this worksheet *prior* to submitting your BRG application as this document will need to be uploaded into the eCivis application and will assist in determining if there will be a reduction in the funding request due to excluded space (note: the District will need to match/cost share any excluded space percentage greater than 10%)

Grant Amendment Instructions: Complete this worksheet prior to submitting a Grant Amendment with a request for a budget change as this document will need to be uploaded into eCivis in order to process the amendment.

Financial Report Instructions: Complete this worksheet prior to submitting a Financial Report as this document will need to be uploaded into eCivis in order to process project reimbursement requests.

Contact your SFB Liaison if you have any questions or need assistance.

Step 1: Enter the total % of excluded space in the blue highlighted cell (note: enter whole numbers only, do NOT enter % or decimal point. Example: For 12% enter "12", if none enter "0"). [Click Here](#) to obtain the percentage of excluded space.

Step 2: Enter the actual amounts in each of Category/Line items below in the blue highlighted cells:

Category	Amount	Direct Cost	Cost Share
3rd Party assessment	\$1,000.00	\$1,000.00	\$0.00
Temporary repairs / rentals	\$3,500.00	\$3,500.00	\$0.00
Other	\$350.00	\$350.00	\$0.00
Totals (informational only):	\$4,500.00	\$4,850.00	\$0.00

Step 3: Go to your eCivis Application Budget and enter the dollar amounts below in the green highlighted cells into the appropriate columns (note: these totals automatically calculate)

1. 3rd Party Assessment

				Ext Cost	Direct Cost	Ind Cost	Cost Share	
3rd Party Assessment Totals:				\$0.00	\$1,000.00	\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
3rd Party Assessment	3rd Party Assessment	0.00	\$0.00	\$0.00	\$1,000.00		\$0.00	Direct Cost

[Add Row](#)

4. Next, click on the box under the *Cost Share* column and input the amount indicated in the green highlighted cells on the SFB BRG Assessment Budget Worksheet.

Application Instructions: Complete this worksheet *prior* to submitting your BRG application as this document will need to be uploaded into the eCivis application and will assist in determining if there will be a reduction in the funding request due to excluded space (note: the District will need to match/cost share any excluded space percentage greater than 10%)

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Step 2: Enter the actual amounts in each of Category/Line items below in the blue highlighted cells:

Category	Ext Cost	Direct Cost	Ind Cost	Cost Share
3rd Party assessment		\$1,000.00		\$0.00
Temporary repairs / rentals		\$3,500.00		\$0.00
Other		\$350.00		\$0.00
Totals (informational only):		\$4,500.00		\$0.00

Step 3: Go to your eCivis Application Budget and enter the dollar amounts below in the green highlighted cells into the appropriate columns (note: these totals automatically calculate)

Direct Cost	Cost Share
(Amount of SFB requested funds for each Category)	(District is responsible for paying these costs due to excluded space %)
\$1,000.00	\$0.00
\$3,500.00	\$0.00
\$350.00	\$0.00
\$4,850.00	\$0.00



1. 3rd Party Assessment

		Ext Cost	Direct Cost	Ind Cost	Cost Share
3rd Party Assessment Totals:		\$0.00	\$1,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
3rd Party Assessment	3rd Party Assessment	0.00	\$0.00	\$0.00	\$1,000.00		\$0.00	Direct Cost

⊞ Add Row

5. Complete the same process for the rest of the Budget Categories (if applicable). You will begin to see the automatic calculations above in the *Budget Summary*.

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Itemized 0.00 % \$ 0.00

Budget Stage: Pre Award

Actions: [Icons]

Budget Summary

\$1,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$1,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. 3rd Party Assessment	\$0.00	\$1,000.00	\$0.00	\$0.00
2. Temporary Repairs/Rentals	\$0.00	\$0.00	\$0.00	\$0.00
3. Other	\$0.00	\$0.00	\$0.00	\$0.00
Other				

6. Make sure to click *Save Changes* as you continue to input information.

The screenshot shows a web-based budget form. It has two main sections: 'Other' and 'Program Income'. The 'Other' section contains four input fields for 'Ext Cost', 'Direct Cost', 'Ind Cost', and 'Cost Share', each with a '\$0.00' value. The 'Program Income' section contains one input field for 'Income' with a '\$0.00' value. At the bottom of the form, there are two buttons: 'Save Changes' (highlighted with a red box) and 'Discard Changes'.

Narrative

1. The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget category items. The budget narrative field is compatible with Microsoft Word. Narratives developed in Word can be copied and pasted into this section. Once completed click on the *Save Narrative* icon. You can export your budget narrative by clicking on the PDF icon:

The screenshot shows the 'Budget Narrative' form. It features a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, and unlink. Below the editor is a large text area for entering the narrative. At the bottom left, there are two buttons: 'Save Narrative' (highlighted with a red box) and a PDF icon (also highlighted with a red box). On the bottom right, it says '8000 characters remaining'.

Finalizing Grant Budget

1. Once you have finalized your pre-award budget, click on the **Save** icon if you have not already. You can also export your budget to Excel by clicking on the **Excel** icon:

Application Budget for Zachary Delaney
 Program: BRG Assessment
 Project name: Test #2 Zachary



[Return to Application](#)

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Itemized 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:  

Save **Export**

Budget Summary

\$7,350.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$7,350.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income


Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. 3rd Party Assessment	\$0.00	\$2,000.00	\$0.00	\$0.00
2. Temporary Repairs/Rentals	\$0.00	\$5,000.00	\$0.00	\$0.00

Add another Application

If applicable, you can create an additional application for submission.

1. Select the “Create New Application” option and complete the *Application* and *Budget* sections for the second submission. Repeat this process until all submissions have been completed. If returning to complete a draft application, click on the applicable *Program Box* and then click on the pencil icon to complete your application:





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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Homepage

Please click the “Edit” pencil icon to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking “View”. You cannot move forward until you have completed your Profile.

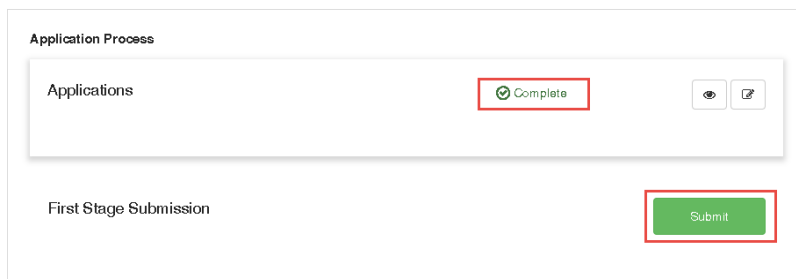
Profile

 Complete
  View
  Edit

Submitting your application

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

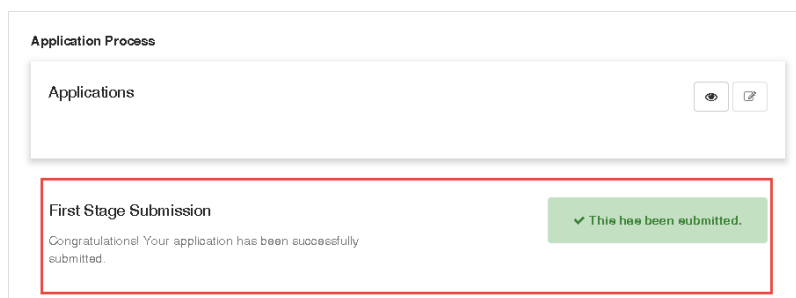
[Homepage](#) > Government Organization Application



The screenshot shows the 'Application Process' section. It contains two main steps: 'Applications' and 'First Stage Submission'. The 'Applications' step is marked as 'Complete' with a green checkmark icon. The 'First Stage Submission' step is currently active, and a green 'Submit' button is visible next to it. There are also icons for viewing and editing the application.

2. Your application has been submitted and is now under review

[Homepage](#) > Government Organization Application



The screenshot shows the 'Application Process' section. The 'Applications' step is now completed. The 'First Stage Submission' step is highlighted with a red border and shows a green message box stating '✓ This has been submitted.' Below this message, it says 'Congratulation! Your application has been successfully submitted.'

Troubleshooting and Technical Questions

For any technical questions or troubleshooting tips regarding the eCivis Portal and eCivis Portal submissions contact **SFB IT Help Center** using the ticketing portal:

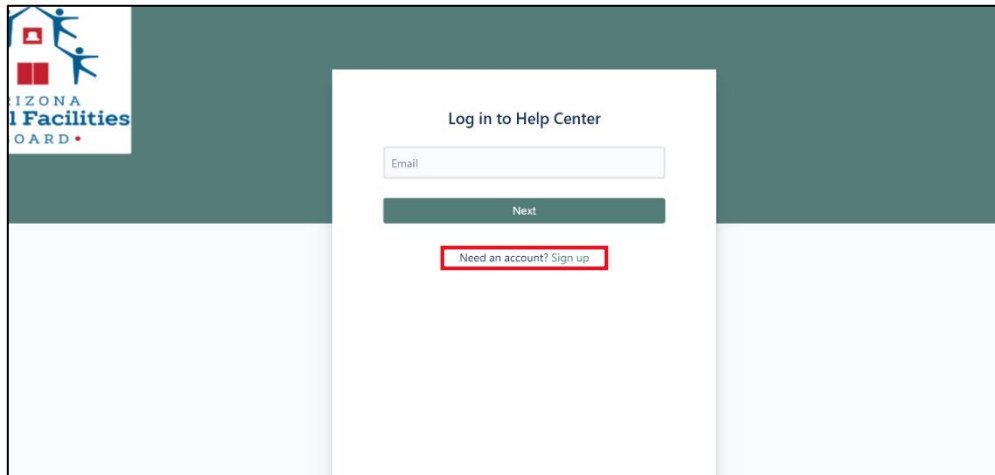
<http://www.azsfb.gov/linkTo.asp?linkId=1851>

Creating an SFB IT Help Center account

To use the Help Center ticketing system, you must first create an account in order to submit, view, and comment on ticket portal requests. To sign up you must:

1. Visit <http://www.azsfb.gov/linkTo.asp?linkId=1851>

2. Click on the **Sign Up** button located below the entry field.



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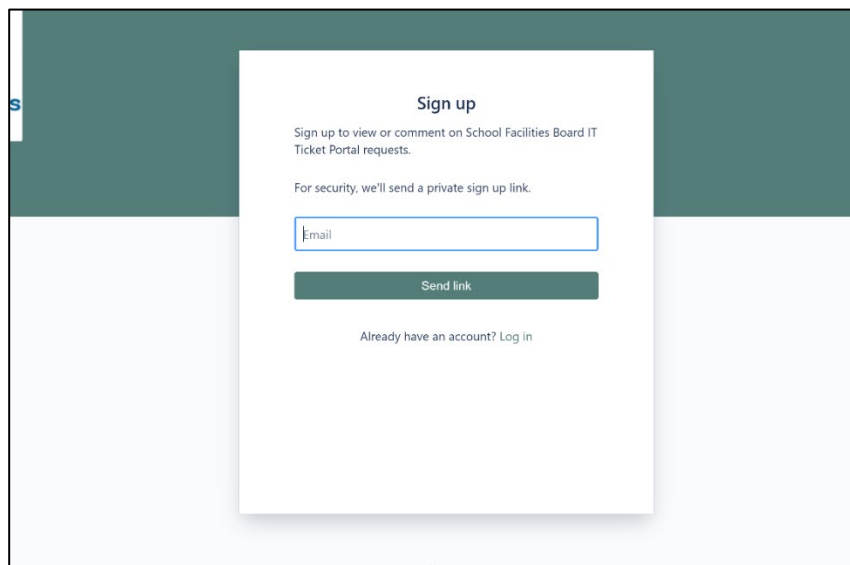
Log in to Help Center

Email

Next

Need an account? Sign up

3. Enter your email and you will then be sent a private sign up link.



Sign up

Sign up to view or comment on School Facilities Board IT Ticket Portal requests.

For security, we'll send a private sign up link.

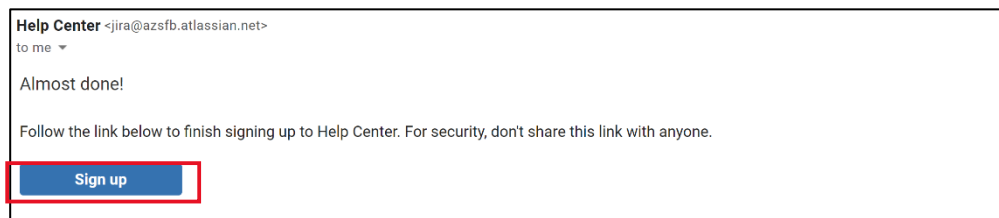
Email

Send link

Already have an account? Log in

4. Once you receive the email, click **Sign Up**. It will take you to a sign up page. After entering in the required fields you will be logged in to the SFB Help Center user page with your new account.

- **Email link:**



Help Center <jira@azsfb.atlassian.net>
to me

Almost done!

Follow the link below to finish signing up to Help Center. For security, don't share this link with anyone.

Sign up

- **Sign Up page:**

help Center

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Sign up

Email address

Full name

Choose a password

By clicking Sign up, you agree to the Privacy Policy and this Notice and Disclaimer.

Sign up

From there you will select **“Any issue if you are General Public”** and follow the proceeding prompts to submit a ticket.

Help Center / School Facilities Board IT Ticket Portal

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School Facilities Board IT Ticket Portal

Welcome! You can raise an IT service desk request from the options provided.

▽ Contact us about

Any issue if you are General Public
Report an incident, Request a new account

SFB Staff Requests
Report an incident, Project Accounting Adjustment, Data Request, Accounting Adjustment, IT Staff Report, Request a new account, Get Hardware/Software Help, Request a change



BRG Application Submission User Guide

Application Submission Process