



DEPARTMENT OF ADMINISTRATION
SCHOOL FACILITIES OVERSIGHT BOARD

Division of School Facilities (DSF)

BRG eCivis User Guide

POST-AWARD MANUAL

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1. Award Notification and Acceptance

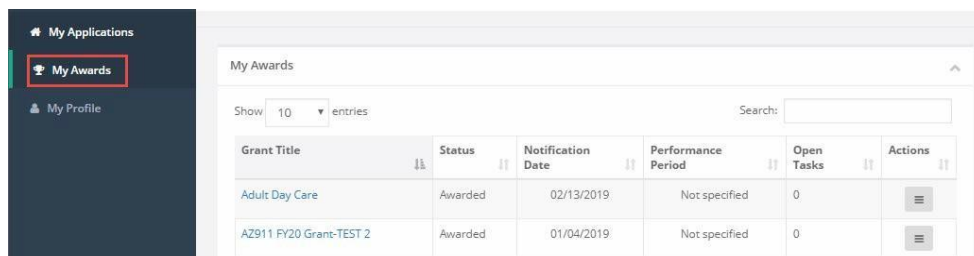
1.1. Locating your Award

- 1.1.1. After an award has been made, your application status will change to Pending Acceptance on your Portal homepage. See table below for District and DSF action items:

Award Statuses:

My Applications & My Awards	Pending Acceptance	District	Complete and submit Signed Terms and Conditions
My Applications & My Awards	Pending Final Approval	DSF	Review and approve signed Terms and Conditions
My Awards	Awarded	District	Work and complete project within the 1 year Performance Period by submitting Financial Reports for Reimbursement, Grant Amendments for necessary Change Orders and Activity Reports for quarterly project status updates

- 1.1.2. Your awards can also be viewed in the *My Awards* tab:



Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified	0	

1.2. Award Notification and Accepting your Award

- 1.2.1. If you have been selected 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:



- 1.2.2. To accept the award, click on the link at the bottom of the email notification, which will take you to the Portal:

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

Note* Your project is in Pending Acceptance status and you are now able to release your Purchase Order.

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

My Awards

Show 10 entries Search:

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

Showing 1 to 3 of 3 entries

Accept/Decline Award >

- 1.2.4. The ***DSF BRG Terms and Conditions*** must be downloaded, signed, and uploaded in order to accept the award. Please choose continue:

Award Acceptance
BRG Equipment Repair/Replacement [Pending Acceptance](#)

Offered by: Arizona
Approved amount: \$5,473.00
Match type:
Performance period: 10/18/2021 - 10/18/2022

DOWNLOAD FILES FINALIZE BUDGET ATTACH FILES

The grantor has attached the following files for you to download. Please download and review any files before continuing.

Award Files

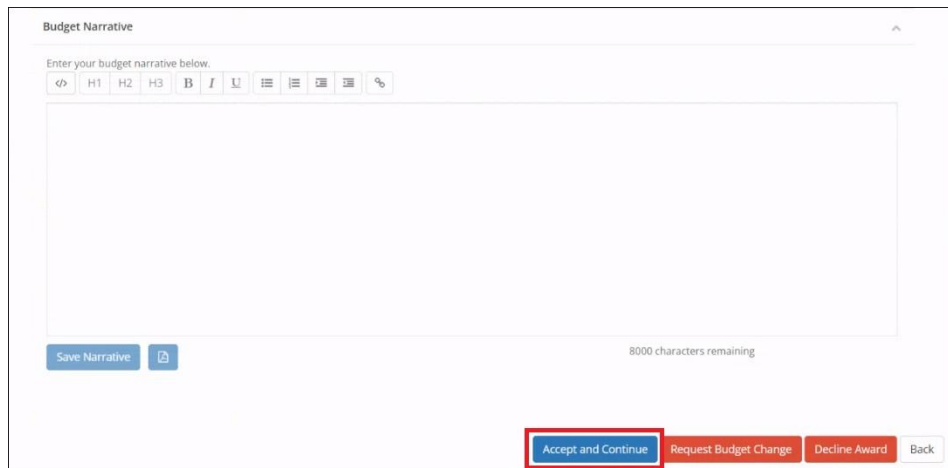
File Name	File Size	Actions
Approval File: awardNotification.pdf		
Award Letter for Construction and Equipment Repair/Replacement Grants.pdf	177.3 KB	
BRG Terms_and_Conditions_for_Acceptance v2.1.pdf	116.7 KB	
SPB BRG Post-Award User Guide 2021 (VR).pdf	1.8 MB	

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

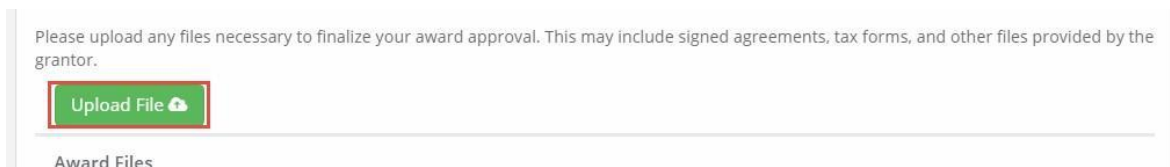
- 1.2.5. Select Accept and Continue to choose *Upload File*, then upload the signed Terms and Conditions:

Note* Please be sure to read **all the requirements** before uploading and accepting the Terms and Conditions.

NOTE* - DO NOT “REQUEST BUDGET CHANGE” DURING THIS PHASE OF AWARD ACCEPTANCE! *(if a budget change is required, please accept the award as is and request a change through the grant amendment process (See Section 5). Contact your Liaison for assistance.) If you click “REQUEST BUDGET CHANGE” and make a change to the budget, your application will enter into a status that will hinder the ability to complete the award acceptance process properly. Applications in this status are unrecoverable and you will need to submit a brand new application.*

A screenshot of a web form titled "Budget Narrative". At the top, it says "Enter your budget narrative below." followed by a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, and unlink. Below the toolbar is a large text area. At the bottom left of the text area are two buttons: "Save Narrative" and a file upload icon. At the bottom right of the text area, it says "8000 characters remaining". Below the text area is a row of four buttons: "Accept and Continue" (highlighted with a red box), "Request Budget Change", "Decline Award", and "Back".

- 1.2.6. Choose “Upload File”. Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:

A screenshot of a web page showing a message: "Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor." Below this message is a green button with the text "Upload File" and a cloud icon, which is highlighted with a red box. Below the button is a section titled "Award Files".



Select files for your award approval.

Drag files here or click to select & upload.

Done

- 1.2.7. Any uploaded file can be downloaded again, or deleted using the trash icon:

Show 10 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

- 1.2.8. Select *Finalize and Submit* to notify the grantor that you have accepted the award. You can also leave an optional note to the grantor:

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

Showing 1 to 1 of 1 entries

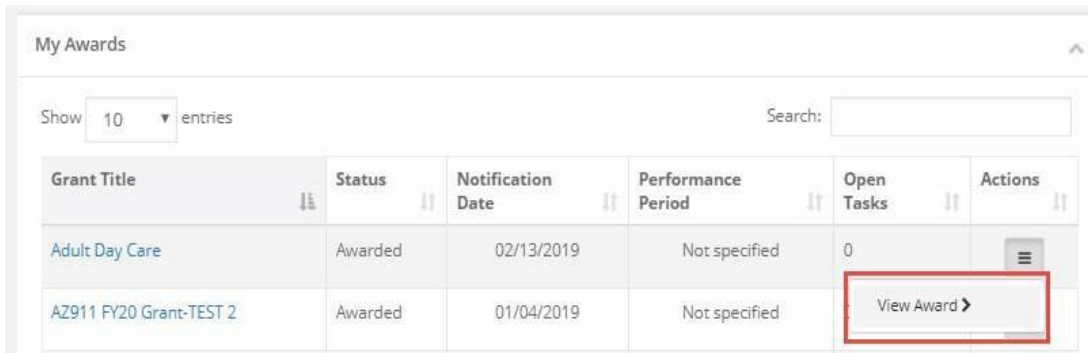
Previous 1 Next

Save
 Finalize and Submit
 Decline Award
 Back

- 1.2.9. The award then moves into “Pending Final Approval.”
- 1.2.10. **Here is a link to a complete list of eCivis project statuses:**
[W eCivis Status Table.docx](#)
- 1.2.11. The award is finalized when the grantor approves your signed Terms and Conditions and your project is placed in “Awarded” status.

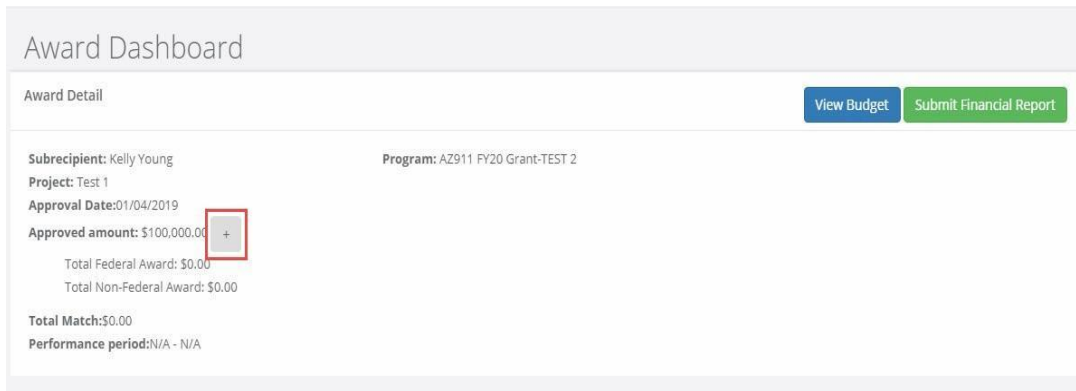
1.3. Viewing Your Award and the Award Dashboard

- 1.3.1. To view the award details, go to the My Awards tab and click on the button underneath the Actions column. Select View Award:



Grant Title	Status	Notification Date	Performance Period	Open Tasks	Actions
Adult Day Care	Awarded	02/13/2019	Not specified	0	
AZ911 FY20 Grant-TEST 2	Awarded	01/04/2019	Not specified		View Award >

- 1.3.2. On the Award Dashboard, select the button next to the approved amount:



Award Dashboard

Award Detail

View Budget Submit Financial Report

Subrecipient: Kelly Young Program: AZ911 FY20 Grant-TEST 2

Project: Test 1

Approval Date: 01/04/2019

Approved amount: \$100,000.00 +

Total Federal Award: \$0.00

Total Non-Federal Award: \$0.00


Total Match: \$0.00

Performance period: N/A - N/A

1.4. Viewing Your Budget

- 1.4.1. You can view information such as funding sources.
- 1.4.2. If you submitted a budget with your application, it will be attached to the award. Click on View Budget to view your submitted budget:
- 1.4.3. You can export the budget form to Excel:

Application Budget for Kelly Young
Program: AZ911 FY20 Grant-TEST 2

Budget Settings				Budget Summary	
Multi-Term Budget	<input checked="" type="radio"/> No <input type="radio"/> Yes			\$0.00	Total Direct Costs
Indirect Costs	Not Applicab	0.00	%	\$0.00	Total Indirect Costs
Match / Cost Share	Not Applicab	0.00	% \$ 0.00	\$0.00	Total Amount (Direct + Indirect)
Budget Stage:	Awarded			\$0.00	Match / Cost Share
Actions				\$0.00	Program Income

Award Dashboard

Award Detail [View Budget](#) [Submit Financial Report](#)

Subrecipient: Kelly Young Program: AZ911 FY20 Grant-TEST 2
Project: Test 1
Approval Date: 01/04/2019
Approved amount: \$100,000.00 +
Total Federal Award: \$0.00
Total Non-Federal Award: \$0.00
Total Match: \$0.00
Performance period: N/A - N/A

1.4.4. Click on the Budget Items to view a more detailed budget and the total cost per category:

1.4.5. You can enter budget information and details at the bottom of the page, under Budget Narrative. Click *Save* when you have completed this information.

2. Project Team Members

2.1. Adding a Team Member to Your Grant Award

2.1.1. The project official (owner), also known as the Subrecipient (the individual who submitted the grant), is the only person who may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.

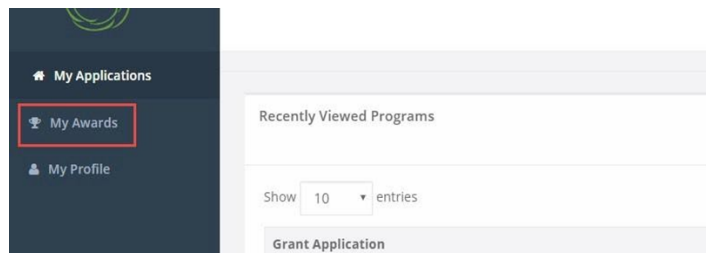
Budget Items

1. Personnel

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

	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00

2.1.2. Sign into Portal and click on *My Awards*:



2.1.3. Click on the project:

My Awards

Show 10 entries

Search:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	Owner	
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	Owner	
Workforce Development Program (WDP) Grant - FY 2019	Awarded	07/09/2019	7/3/19 - 7/3/21	Owner	

Showing 1 to 3 of 3 entries

Previous 1 Next

2.1.4. Select *Manage Project Team*:

Award Dashboard

Award Detail

[View Budget](#)
[Submit Financial Report](#)
[Manage Project Team](#)

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

Program: Workforce Development Program (WDP)
Grant - FY 2019

Award ID: HXI-082019-001

2.1.5. Click on *Add Team Member*:

Project Team

[Add Team Member](#)

Show entries

Invitation Email	Accepted By	Status
No project team members to display		

2.1.6. Enter the team member’s email address, then check the box below to allow the team member to receive notifications for this award, then click *Add Member*. One team member can be added at a time:

Add Project Team Member

The following person will be invited to your project to help collaborate.

Email address:

☐ Receive notifications for this award.

[Cancel](#) [Add Member](#)

Project Team

Award Detail

BRG Construction Awarded

Awarded by: Arizona
 Approved amount: \$35,558.48
 Match type:
 Performance period: 07/08/2021 - 07/08/2022

[Back to Award Detail](#)

- 2.1.7. Once the email is sent, the individual's status will display as "Pending". You can resend the invitation, or remove their access to the award from the Actions column:

[Add Team Member](#)

Show entries Search:

Invitation Email	Accepted By	Status	Actions
kyoung@ecivis.com		Pending	<div> Resend Invitation Delete Invitation </div>

Showing 1 to 1 of 1 entries Previous **1** Next

- 2.1.8. Once the individual accepts the invitation, the team member's status will display as "Accepted":

Project Team

Award Detail

Arizona Project Safe Neighborhoods

Awarded

Awarded by: Arizona Demo
 Approved amount: \$300,000.00
 Match type: Cash
 Cash match: \$0.00
 Performance period: 06/13/2019 -06/30/2020

Project Team

Add Team Member

Show 10 entries

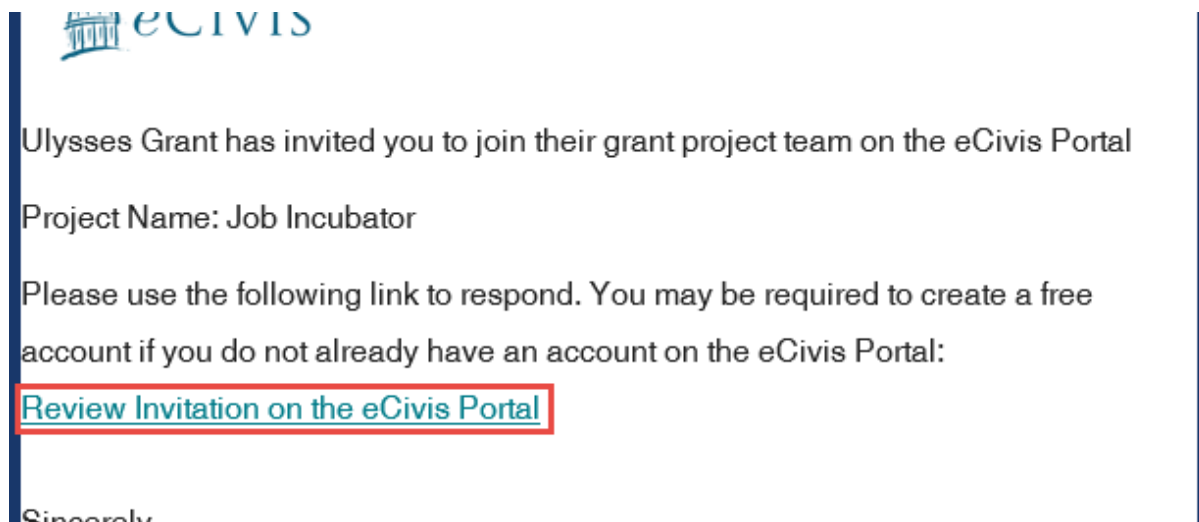
Search:

Invitation Email	Accepted By	Status	Actions
dean.johnson@azdoa.gov	dean.johnson@azdoa.gov(Dean Johnson)	Accepted	

Showing 1 to 1 of 1 entries

2.2. Joining a Grant Award as a Team Member

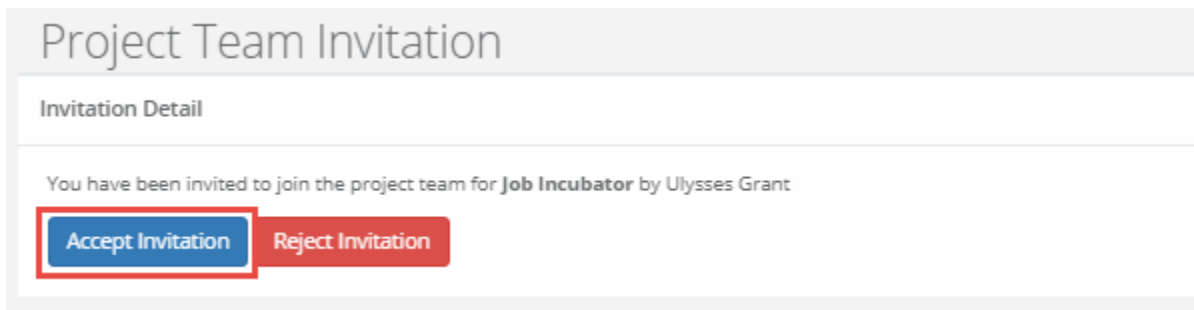
- 2.2.1. The project official (owner), also known as the Subrecipient (the individual who submitted the grant), is the only person who may add team members to their awarded grant in eCivis. All team members will have the same level of access to view and submit reports to the Grantor.
- 2.2.2. If you have been invited to a grant project team to manage an award, you will receive an email. Click on the link in the email:



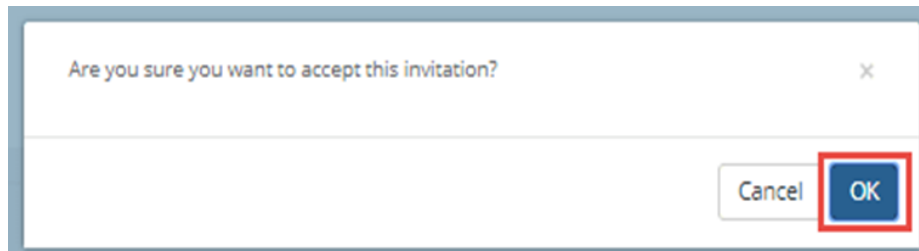
- 2.2.3. If you did not receive the email, notify the person overseeing the award. They can resend an invitation and verify that the email was spelled correctly.

NOTE: If you *HAVE NOT* previously set up an eCivis Portal account, you *MUST* click on the link, create an account, verify your account, and then go back to this link within the email. Otherwise, you will not be able to join as a team member.

- 2.2.4. Log into Portal and click “Accept Invitation”:



- 2.2.5. Click “OK”:



- 2.2.6. You will be taken back to the My Awards page. Note in the Role column, you are listed as a team member:

- 2.2.7. Select *Manage Award* from the Actions column to get started

A screenshot of a table titled "My Awards". The table has columns: Award Status, Notification Date, Performance Period, Role, and Actions. A search bar at the top right contains the text "work". The first row of data shows "Awarded" status, a notification date of "07/09/2019", a performance period of "7/3/19 - 7/3/21", and a role of "Team Member". The "Team Member" text in the Role column is highlighted with a red rectangular box. The Actions column contains a menu icon. At the bottom right of the table are navigation buttons: "Previous", "1", and "Next".

Award Status	Notification Date	Performance Period	Role	Actions
Awarded	07/09/2019	7/3/19 - 7/3/21	Team Member	

3. Financial Reports

3.1. When to submit a Financial Report

- 3.1.1. A Financial Report is a request for reimbursement. Reimbursement requests can only be submitted starting in the Quarter of the Fiscal Year for which your award was allocated. This is added by the DSF to the beginning of the Project Title once the project has been awarded. (i.e. FY22 Q4)

Note: If the invoice being submitted for reimbursement does not exceed the Award amount, but requires the use of Contingency Funds or Supplemental funding, a [DSF Change Order](#) form is required. Be sure to secure appropriate signatures including the assigned DSF Liaison, and upload the change order form into a Grant Amendment. The *Grant Amendment* Submittal process as seen in Section 5, must be submitted and approved prior to completing a Financial Report.

- 3.1.2. When submitting a Financial Report, it is recommended that you also submit an Activity Report (See Section 4).

3.2. How to submit a Financial Report

Note: If submitting your FINAL or ONLY invoice for this project, from the Award Dashboard choose the “Award Closeout” button to proceed. (See section 6)

- 3.2.1. Both the ‘Submit Financial Report’ and the ‘Award Closeout’ buttons perform the same financial function for reimbursement, the only difference is that the ‘Award Closeout’ button will close out the project and return any unused funds.

Note: A **WARNING!** box will appear when you choose the ‘Award Closeout’ button indicating you are initiating the closeout process.

- 3.2.2. Subrecipients (grantees) or Team members have the ability to submit a Financial Report through their eCivis portal.

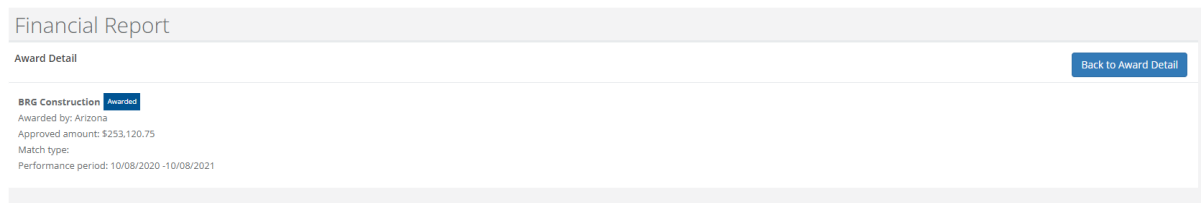
3.2.3. To complete a Financial Report:

- 3.2.3.1. From the Award Dashboard of the project for which you are submitting an invoice for reimbursement, confirm the Award ID then click on Submit Financial Report:



The screenshot shows the 'Award Dashboard' for a project. At the top, there are several buttons: 'View Budget', 'View Files', 'Submit Financial Report' (highlighted with a red box), 'Submit Activity Report', 'Request Grant Amendment', 'Award Closeout', and 'Manage Project Team'. Below the buttons, the 'Award Detail' section displays the following information: Subrecipient: Shawn Mares; Project: EA-Safford Ice Roof Replacement - ADH/ Gandhi; Program: BRG Construction; Award ID: BRG-CONST-00084; Award Status: Awarded; Approved Date: 10/23/2020; Approved amount: \$253,120.75; Total Non-Federal Award: \$253,120.75; Total Match: \$0.00; Performance period: 10/08/2020 - 10/08/2021.

- 3.2.3.2. The Award Detail provides a summary of the award information:



The screenshot shows the 'Financial Report' page. The 'Award Detail' section displays the following information: BRG Construction (Awarded); Awarded by: Arizona; Approved amount: \$253,120.75; Match type: ; Performance period: 10/08/2020 - 10/08/2021. A 'Back to Award Detail' button is located in the top right corner.

- 3.2.3.3. 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.



The screenshot shows the 'Award Financial Overview' table. The table has three columns: 'Spend', 'Match', and 'Spend + Match'. The rows are 'Award Total Spend' and 'Award Remaining'.

	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 100,000.00	\$ 0.00	\$ 100,000.00

- 3.2.3.4. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period, which are the dates when the work was completed, then click Apply:

The screenshot shows the 'Financial Report Details' form. The 'Reporting Period: *' field is highlighted with a red box and contains the text '07/01/2019 - 08/24/2019'. Below this field are two date pickers: one for '07/01/2019' and another for '08/24/2019'. The '08/24/2019' date picker is also highlighted with a red box. To the right of the date pickers are 'Apply' and 'Cancel' buttons. Below the date pickers is a calendar view showing July and August 2019. The calendar has columns for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and rows for dates. The date '24' in August is highlighted in blue.

- 3.2.3.5. “Spend” is the amount of grant funds to be spent or “direct cost” (i.e Total amount of the DSF funded portion of the invoice). Subrecipients can only report in categories where funding has been awarded in the award remaining column.
- 3.2.3.6. “Match” is the amount of district contribution due to “cost share” of excluded space that is indicated on the DSF budget worksheet.
- 3.2.3.7. If the invoice amount is more than the Award Remaining amount, a Grant Amendment will be required (see Section 5). If a category is grayed out, and you would like to request reimbursement in that category, a Grant Amendment (Section 5) is required.
- 3.2.3.8. The Award Remaining column 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:

Category	Spend	Match	Spend + Match	Award Remaining
1. Equipment Repair/Replacement	\$ 10,320.00	\$ 0.00	\$ 10,320.00	\$ -10,320.00
2. Contingency (10%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,032.00
Report Total	\$ 10,320.00	\$ 0.00	\$ 10,320.00	
	100.00 %	0.00 %		

☒ Reimbursement Request*
 \$ 10,320.00

☒ This is my final report

Note: If the invoice being submitted for reimbursement does not exceed the Award amount, but requires the use of Contingency Funds or Supplemental funding, a [DSF Change Order](#) form is required. Be sure to secure appropriate signatures including the assigned DSF Liaison, and upload the change order form into a Grant Amendment. The *Grant Amendment* Submittal process as seen in Section 5, must be submitted and approved prior to completing the Financial Report.

- 3.2.3.9. Once complete, check Reimbursement Request. The box will auto populate with the amount from the Spend column. If different, define the amount you are requesting for reimbursement.

Financial Report Details Pending Approval

Reporting Period: *
11/01/2021 - 11/30/2021

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Equipment Repair/Replacement	\$ 15,316.63	\$ 0.00	\$ 15,316.63	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Contingency (10%)	\$ 0.00	\$ 0.00	\$ 1,531.66	\$ 0.00	\$ 1,531.66	\$ 0.00	\$ 1,531.66
3. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Report Total	\$ 15,316.63	\$ 0.00	\$ 16,848.29	\$ 0.00	\$ 1,531.66	\$ 0.00	\$ 1,531.66
	100.00 %	0.00 %		0.00 %	9.09 %	0.00 %	9.09 %

☒ Reimbursement Request*
 \$ 15,316.63

- 3.2.3.10. 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.

</> H1 H2 H3 B I U
 [List Bulleted] [List Numbered] [List Disc] [List Circle] %

3.2.3.11. You **MUST** upload the following documents:

3.2.3.11.1. An updated DSF BRG Budget Worksheet that is equal to the amount of the invoice(s), ensuring that the % of excluded space is filled and reflects, if any, District Cost share dollars.

Below is an example if a district has Excluded Space; this would indicate Cost Share (the DSF will cover the first 10% of Excluded Space). A district has 35% Excluded Space and a payment request for \$16,722.47 for Construction and \$1,600 for Construction administration.

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 the actual funding request as a result of the District's percentage of cost contribution for the project. 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.				
Step 1: Enter the District's cost split/contribution percentage associated for this project (e.g. 25%, 50%, etc.) <i>in the blue highlighted cell</i>		35.00%	Step 3: Go to your eCivis Application Budget and enter only the dollar amounts in the green highlighted cells (Direct Cost and Cost Share) below into the	
Step 2: Enter the actual amounts in each of Category/Line items below in the blue highlighted cells only:			Direct Cost <small>(Amount of SFB requested funds for each Category)</small>	Cost Share <small>(District is responsible for paying these costs)</small>
Category	Construction	\$16,722.47	\$10,869.61	\$5,852.86
Category	Remediation	\$0.00	\$0.00	\$0.00
Category	Temporary repairs / rentals	\$0.00	\$0.00	\$0.00
Category	Construction administration	\$1,600.00	\$1,040.00	\$560.00
Category	QA/QC	\$0.00	\$0.00	\$0.00
Category	Remediation oversight	\$0.00	\$0.00	\$0.00
Category	Other	\$0.00	\$0.00	\$0.00

Note *- Both budgets will need to be identical.

3.2.3.11.2. Invoice(s)

3.2.3.12. Click on *Upload File* to attach documents list above

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

[Upload File](#)

Show 10 entries Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries Previous Next

3.2.3.13. When you are finished, click *Submit Report*:

No files are available for download

Showing 0 to 0 of 0 entries Previous Next

[Submit Report](#) [Cancel](#)

3.2.3.14. You will be taken back to the Award Detail page, where the Financial Report will now be recorded under Financial Activities and be in a status of Pending Approval.

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

Financial Activities

Show 10 entries Search:

Financial Report	Reporting Period	Date Created	Current Status	Actions
Financial Report	05/01/2019 -- 05/31/2019	07/09/2019	Approved / Awaiting Payment	
Financial Report	06/01/2019 -- 06/30/2019	07/09/2019	Approved / Paid	
Financial Report	07/01/2019 -- 07/31/2019	07/09/2019	Pending Approval	

Showing 1 to 3 of 3 entries Previous 1 Next

Here is a link to a complete list of eCivis project statuses: [W eCivis Status Table.docx](#)

Financial Report Statuses:

Status Locations:	Award Status Name:	Action Required By:	What Action is Required:
Award Dashboard	Pending Approval	DSF	Review and approve financial report or grant amendment OR request changes requested
Award Dashboard	Rejected	District	None
Award Dashboard	Changes Requested	District	Correct all changes requested by the DSF and re-submit
Award Dashboard	Approved/pending payment	DSF	Complete deposit batches into county accounts for the district
Award Dashboard	Approved/Paid	DSF/District	Final reconciliation of account

NOTE: If the Financial Report status is “Changes Requested”, the reasons for the change will be found at the top of the Financial Report Details section in the Financial Report under “Notes from Grantor”.

Financial Report Details
Changes Requested

Note from the grantor:

This payment request is for work performed through 11/19/21. The Performance Period ended 10/8/21. You need to submit a Grant Amendment to seek approval to extend the Performance Period. Contact your liaison if any questions. AP

Reporting Period:
11/01/2021 - 12/01/2021

4. Activity Reports

4.1. When to submit an Activity Report

- 4.1.1. Activity reports are **REQUIRED** at least quarterly from the Performance Period Start date; however, it is recommended to be submitted more often.

The screenshot displays the 'Award Dashboard' interface. At the top, there are navigation buttons: 'View Budget', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment', and 'Manage Project Team'. Below these, the 'Award Detail' section provides information about the subrecipient (Lester Dunning), project (Inca Virohaemization - Stephanie Vasser), approval date (09/09/2020), approved amount (\$5,500.00), and total federal award (\$0.00). It also shows the performance period from 09/03/2020 to 09/03/2021. The 'Pending Tasks' section below lists several tasks, including 'Activity Report Request' and 'Financial Report Request', with their respective due dates and action buttons.

Task Type	Due Date	Actions
Activity Report Request	12/31/2020	[Icon]
Financial Report Request	12/31/2020	[Icon]
Activity Report Request	01/31/2021	[Icon]
Activity Report Request	02/28/2021	[Icon]
Activity Report Request	03/31/2021	[Icon]

- 4.1.1.1. When submitting an Activity Report, it is recommended that if you also have an invoice (progress payment) for the same Reporting Period, that you submit a Financial Report as well. (See Section 3).

- 4.1.2. Activity Reports should provide a brief summary on the progress of the project.

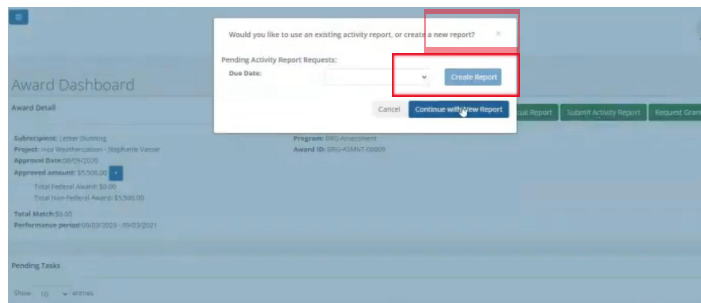
4.2. How to submit an Activity Report

- 4.2.1. Subrecipients (grantees) or Team Members have the ability to submit an Activity Report through their eCivis portal.

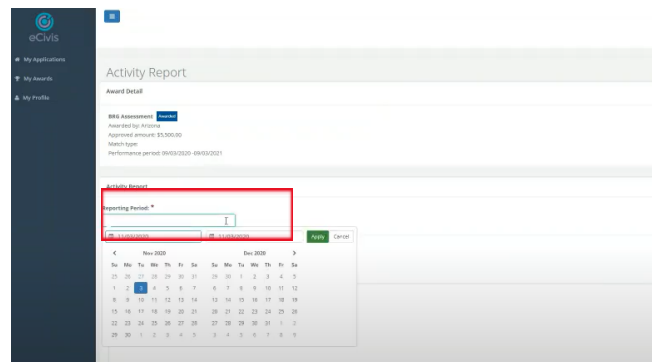
4.2.2. **To complete an Activity Report:**

- 4.2.2.1. From the Award Dashboard, click on Submit Activity Report:

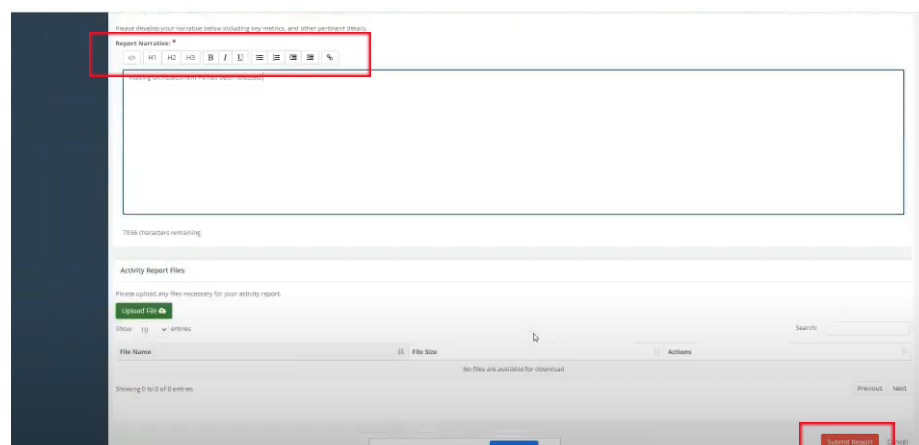
- 4.2.2.2. You can choose to create a report for a Pending Activity Report request, or you can simply choose to create a new report by clicking *Continue with New Report*:



- 4.2.2.3. Click inside the Reporting Period text box and provide the dates of the reporting period, then click Apply:



- 4.2.2.4. Click in the Report Narrative text box and provide a brief summary of the current status of the BRG project. In addition, please upload any progress reports you have received during the Reporting Period. When you are finished click on the Submit Report button.



- 4.2.2.5. For an Assessment project it is REQUIRED that your Activity Report include an upload of the assessment report received from the vendor during the Performance Period.
- 4.2.2.6. For a Design project it is REQUIRED that your Activity Report include an upload of the Design Drawings and Specifications completed by the Architect/Engineer, as well as the IFB Solicitation and supporting Construction Bid Documents received from the Architect/Engineer during the Performance Period and before advertising for Bid.
- 4.2.2.7. For a Construction project that includes Quality Assurance/Quality Control (QA/QC), it is REQUIRED that your Activity Report include an upload of each QA/QC report received from the vendor during the Reporting Period specified.
- 4.2.3. **Activity Report Narrative Examples:**
 - 4.2.3.1. *"The old roof has been removed and the new roof is being installed. Please see the attached the QA/QC report from the vendor."*
 - 4.2.3.2. *"The project has begun. Walls were torn out to expose metal supports in the building. Metal is being delivered and we are preparing for install within the next 2 weeks."*
 - 4.2.3.3. *"The work has been completed and I will be submitting a financial report."*
 - 4.2.3.4. *"Work was performed DD/MM/YYYY and the final financial report was submitted on DD/MM/YYYY."*
 - 4.2.3.5. *"Released the PO to vendor, project should begin next week."*

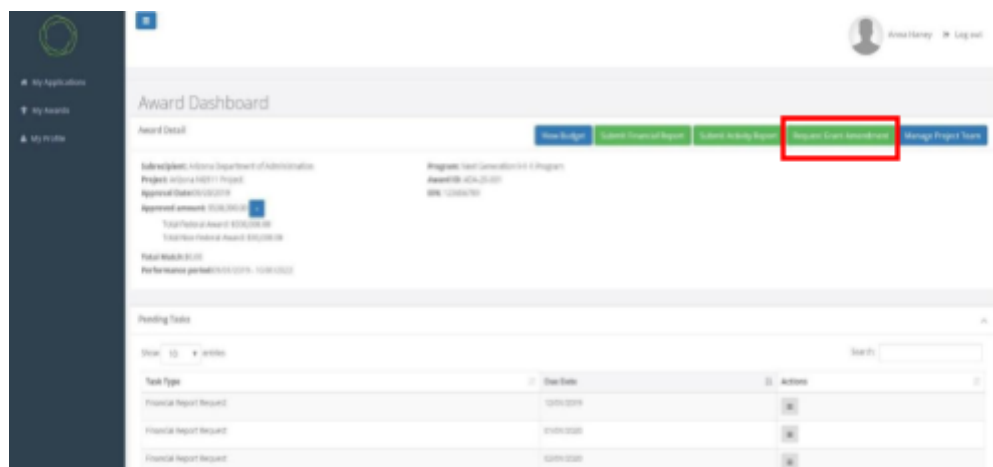
5. Grant Amendments

5.1. When to submit a Grant Amendment (which includes the former Change Order Process)

5.1.1. Grant Amendments need to be submitted when any of the following occur:

- 5.1.1.1. Change orders for change in scope of work, costs, and/or schedule
- 5.1.1.2. Additional funds are needed in any budget category
- 5.1.1.3. Movement of funds between budget categories
- 5.1.1.4. If the amount needed exceeds the actual Award amount
- 5.1.1.5. If the project will not be completed by the Award Performance Period end date of the grant

Note: A SFOB Change Order form signed by the liaison is required prior to the District issuing a Purchase Order for the additional work stated in the Change Order.

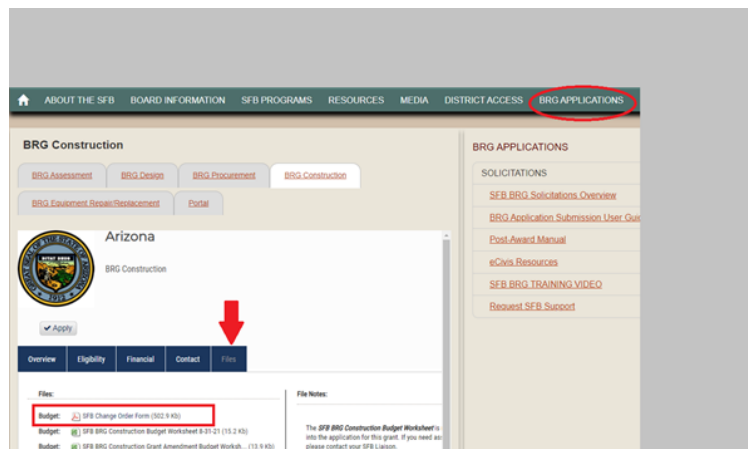
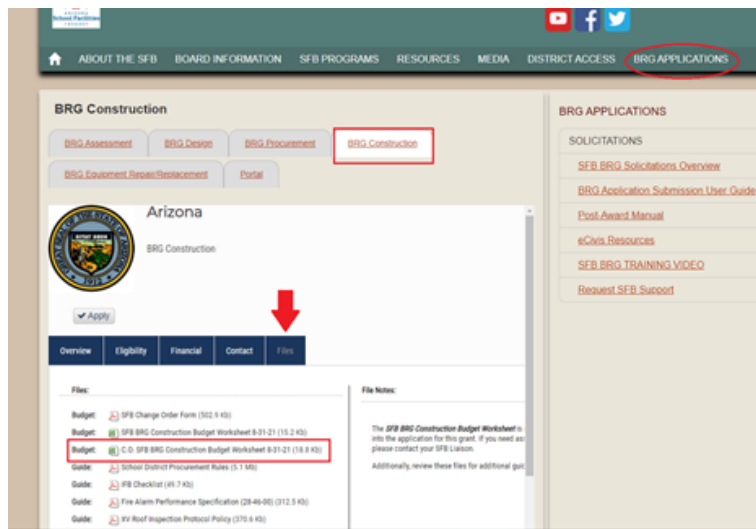


5.1.2. Prior to Submitting a Grant Amendment

- 5.1.2.1. Please see this [website](#) for access to the Grant Amendment Budget Worksheets for all solicitations, and the DSF Change Order form. Please download and complete a Grant Amendment Budget Worksheet and a DSF Change Order form for the solicitation in which you need a change. Contact your DSF Liaison for assistance with completing your Grant Amendment Budget worksheet and the DSF Change Order form to prepare for upload. See section 5.1.3.3 below.

Note: If there is more than one vendor submitting a request for change, a change order form per vendor will be needed.

- 5.1.2.2. These documents may be found on the SFOB website under BRG Applications/Solicitations. Select the appropriate solicitation File tab to find the Grant Amendment budget worksheet and Change Order form per solicitation.



- 5.1.2.3. Fill out the SFOB Change Order form
- 5.1.2.4. The Project Number is also known as the Award ID or award/contract number and the Project title also known as the project description. You can find all that information on your award dashboard on eCivis.

The screenshot shows the eCivis Award Dashboard. On the left sidebar, 'My Awards' is circled in red. A red box labeled 'Project description' points to the 'Project' field, which contains '64-Marana Unified: Marana High School: Lift Station Pump; David Kennon - David Kennon'. Another red box labeled 'SFB Project Number' points to the 'Award ID' field, which contains 'SFB-ERR-00652'. The dashboard also shows 'Award status: Amended', 'Approval Date: 02/18/2021', 'Approved amount: \$4,975.20', 'Total Non-Federal Award: \$4,975.20', 'Total Match: \$0.00', and 'Performance period: 02/11/2021 - 02/11/2022'.

The screenshot shows the Arizona School Facilities Board Change Order form. A red box labeled 'Project number and Description' points to the 'SFB Project Number' field (SFB-ERR-00652) and the 'Project Description' field (Marana Unified: Marana High School: Lift Station Pump). Another red box labeled 'District and School Information' points to the 'District' and 'School' fields, which contain 'Marana Unified School District' and 'Marana High School' respectively. A third red box labeled 'Who needs to sign' points to the 'Review Required by' section, which includes checkboxes for 'School District' (checked), 'Design Professional', 'Contractor', 'Vendor/Supplier', 'Liaison', and 'Other'.

- 5.1.2.5. Enter the Change order number, the date the change order was created, and the Change order description. All of this information will be indicated on the vendor's request for change

The screenshot shows the 'Arizona School Facilities Board CHANGE ORDER' form. It includes fields for District, School, SFB Project, Change Order Number, and Date. A red box highlights the 'Change order number and date of the request' section, and another red box highlights the 'Project Description of the Change order' section. The form also includes a section for 'The Contract is changed as follows:' with a brief description of the change and the reason for the change. At the bottom, there is a table showing the 'Original Contract Sum' as \$4,627.49.

**Arizona School Facilities Board
CHANGE ORDER**

Change order number and date of the request

Project Description of the Change order

The Contract is changed as follows:
(Include a brief description of the change and the reason for the change.)

Original Quoted price was \$4,627.49 before Tax and shipping. The additional amount covers the tax and shipping totaling \$808.51.
District will be responsible for 20% of excluded space totaling \$533.14

Original Contract Sum:	\$ 4,627.49	(\$)
------------------------	-------------	------

- 5.1.2.6. Change Order budget section
- 5.1.2.6.1. Original Contract Sum: Refer to the budget category in the eCivis budget that applies to the change order to find the original contract sum or also known as the original budgeted amount.
- 5.1.2.6.2. Net Change by previously Authorized Change order:
If the vendor had prior change orders, enter the combined total amount of previous change orders in the Net Change by Previously Authorized Change Order line. Otherwise enter \$0.00

Original Contract Sum: \$ 4,627.49 (\$)

Net Change by Previously Authorized Change Orders: \$ 0.00 (\$)

Contract Sum Prior to this Change: \$ 4,627.49 (\$)

Contract Sum will be (increased, decreased, or unchanged): \$ 808.51 (\$) (THIS CHANGE ORDER)

New Contract Sum: \$ 5,436.00 (\$)

Contract Schedule will be (increased, decreased, or unchanged): 0 (workdays)

1. Design

Time until an authorized signature is required. If a School District Approves (If the Board (The Board for the purposes of this Change Order) is responsible for the cost work defined in the Change Order).

		Ext Cost	Direct Cost
Design Totals:		\$0.00	\$5,436.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Sh	Date
Design	Design	0.00	\$0.00	\$0.00	\$5,436.00			
Design	Change Order - Gas Lines	0.00	\$0.00	\$0.00	\$13,800.00			

⊕ Add Row

1700 West Washington Street Suite 104 Phoenix, Arizona 85007 602.542.6501 p 602.542.6529 f

- 5.1.2.6.3. Contract sum prior to this change: This is equal to the Original Contract Sum + Net Change by previously Authorized Change order amounts and will automatically calculate.
- 5.1.2.6.4. Contract sum will be: Please select how this change order will affect this project. Will it be increased, decreased, or unchanged? Then enter the amount of the “this” change order
- 5.1.2.6.5. New Contract Sum: Will automatically calculate once change order amount is entered.
- 5.1.2.6.6. Contract Schedule: Please select how the contract schedule will affect this project. Will it be increased, decreased, or unchanged? Then enter the number of workdays to complete the contract.
- 5.1.2.6.6.1. See Section 5.1.3.2.3.1. How to Submit a Grant Amendment; Performance Period End Date Change needed

The Contract is changed as follows:

(Include a brief description of the change and the reason for the change)

Change order request for additional work (see attached).

How will this change order affect your project

Original Contract Sum:	\$ 235,725.00	(\$)	
Net Change by Previously Authorized Change Orders:	\$ 0.00	(\$)	
Contract Sum Prior to this Change:	\$ 235,725.00	(\$)	
Contract Sum will be (increased, decreased, or unchanged):	\$ 35,980.00	(\$)	THIS CHANGE ORDER
New Contract Sum:	\$ 271,705.00	(\$)	
Contract Schedule will be (increased, decreased, or unchanged):	30	(workdays)	

Signatures:

(This Change Order does not provide for

School District, Design Professional, Contractor,

writing, by a representative of the AZSFB staff.)

Change Order amount

Authorized signature is affixed by

requires authorization, in

- 5.1.2.6.7. **Signatures:** All required signatures must be acquired prior to sending the change order form for review to your liaison.

Signatures:

This Change Order does not provide for the consideration of any changes in Contract Sum or Time until an authorized signature is affixed by School District, Design Professional, Contractor, and Vendor/Supplier. This Change Order also requires signature authorization by a representative of the SFOB staff. Pursuant to A.R.S. 15-2001.J.2., IF A SCHOOL DISTRICT APPROVES (If the District has issued a purchase order or started the work) WORK REFERENCED IN A CHANGE ORDER BEFORE THE BOARD ('The Board' for the purposes of this Change Order is interchangeable With 'ADOA Staff') APPROVES THE CHANGE ORDER, THE SCHOOL DISTRICT IS RESPONSIBLE FOR THE COST AND CONSTRUCTION OF THE PROJECT ('The Project' is defined for the purposes of the Change Order as the work defined in the Change Order).

Entity	Name (Print Please)	Signature	Date
School District:	Jerry Wood	Wood	04/18/2022
Design Professional:	Lance Brown	Lance Brown	02/21/2022
Contractor:	Doug Yearout	Doug Yearout	02/21/2022
Vendor/Supplier:			
Liaison:			

100 N. 15th Ave., 3rd Floor | Phoenix, AZ 85007 | 602.542.6501 p 602.542.6529 f

5.1.2.7. Grant Amendment Budget Worksheet

- 5.1.2.7.1. Click the Grant Amendment Budget Worksheet document and then Select the "enable edit" button on the excel sheet.
- 5.1.2.7.2. Have the existing eCivis budget available while completing the Grant Amendment. You can access this from "My Awards"
- 5.1.2.7.2.1. Select your project under grant title

5.1.2.7.2.2. Then select “View Budget” –this will be the current awarded budget

Award Dashboard

Award Detail

Subrecipient: William Bishop

Project: Glen Downs - Site Drainage Corrections - Stephanie Vassar

Award Status: Awarded

Approval Date: 04/28/2021

Approved amount: \$99,787.00

Total Non-Federal Award: \$99,787.00

Total Match: \$0.00

Performance period: 03/04/2021 - 03/04/2022

Program: BRG Construction

Award ID: BRG-CONST-00335

[View Budget](#)
[View Files](#)
[Submit Financial Report](#)
[Submit Activity Report](#)
[Award Critical](#)
[Manage Project Team](#)

Pending Tasks

Show: 10 entries

Search:

Task Type	Due Date	Actions
Activity Report Request	08/31/2021	
Financial Report Request	09/31/2021	
Financial Report Request	11/30/2021	
Activity Report Request	11/30/2021	
Activity Report Request	02/28/2022	
Financial Report Request	02/28/2022	

5.1.2.7.3. You will need to enter the BRG award contract number in cell B3, the change order number in cell D3 and the percentage of excluded space in cell G3.

	A	B	C	D	E	F	G	H	I
1	SFB Grant Amendment Budget Worksheet								
2	Instructions: Complete this SFB Budget Worksheet for each Grant Amendment and upload/submit through eCivis when requesting a Grant Amendment. Only enter data in blue cells.								
3	SFB Project/Award number:	CONST-XXXXX	Change Order number(s):	1	Total % of excluded space: Enter whole numbers only. Do not enter a % or decimal point. Example: for 12% enter "12"; if none enter "0"	%			
4		Current eCivis Budget			Requested Amended Budget				
5	<ul style="list-style-type: none"> - Enter the Amounts currently approved in eCivis. - Verify that the amounts in the gray cells represent the current eCivis Budget. 			<ul style="list-style-type: none"> - Enter new Amounts requested. - Enter amounts from the green columns into eCivis. 					
6	Current eCivis Budget	Direct Cost (SFB portion)	Cost Share (District portion due to excluded space)	Requested Budget	Direct Cost (SFB portion)	Cost Share (District portion due to excluded space)	Difference (for reference only)		
7	Construction	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
8	Remediation	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
9	Temporary repairs / rentals	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
10	Construction administration	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
11	QA/QC	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
12	Remediation oversight	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
13	Other	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
14	Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

5.1.2.7.4. Enter the Direct cost of each Budget category into the Current eCivis Budget column (blue column on the left) from the eCivis budget. (as seen in 5.1.2.3.2)

Clipboard Font Alignment Number

A3 SFB Project/Award number:

SFB Grant Amendment Budget Worksheet

Instructions: Complete this SFB Budget Worksheet for each Grant Amendment and upload/submit through eCivis when requesting a Grant Amendment.

Only enter data in blue cells.

SFB Project/Award number:	CONST-XXXXX	Change Order number(s):		Total % of excluded space: Enter whole numbers only. Do not enter a % or decimal point. Example: for 12% enter "12"; if none enter "0"
	Current eCivis Budget		Requested Amended Budget	
	- Enter the Amounts currently approved in eCivis. - Verify that the amounts in the gray cells represent the current eCivis Budget.		- Enter new Amounts requested. - Enter amounts from the green columns into eCivis.	
	Current eCivis Budget	Direct Cost (SFB portion)	Cost Share (District portion due to excluded space)	
7 Construction		\$0.00	\$0.00	
8 Remediation		\$0.00	\$0.00	
9 Temporary repairs / rentals		\$0.00	\$0.00	
10 Construction administration		\$0.00	\$0.00	
11 QA/QC		\$0.00	\$0.00	
12 Remediation oversight		\$0.00	\$0.00	
13 Other		\$0.00	\$0.00	
14 Totals:	\$0.00	\$0.00	\$0.00	

5.1.2.7.5. Verify the numbers entered in the Current eCivis Budget column with those from the ecivis budget for accuracy.

5.1.2.7.6. Next enter the Requested Budget in column E. This is the current budgeted amount plus the amount of the change order.

5.1.2.7.7. Enter the requested budget amount in the requested budget column for each budget category. If there is no change in the contract amount enter in the original budget amount for each budget category. The "Difference (for reference only)" column will be the same as your change order amount in each category. If no change is needed in a category the "Difference (for reference only)" column will reflect \$0.00.

Note * If the project has been awarded contingency funding, enter the contingency amount in the current eCivis budget column. Then reduce the amount of the contingency funding in the requested budget column by the amount of the change order. If there is not enough contingency funding to cover the change order, enter \$0.00 for contingency in the requested budget column. Additional funding will be awarded via the grant amendment to cover the full change order amount.

	A	B	C	D	E	F	G	H
1	SFB Grant Amendment Budget Worksheet							
2	Instructions: Complete this SFB Budget Worksheet for each Grant Amendment and upload/submit through eCivis when requesting a Grant Amendment. Only enter data in blue cells.							
3	SFB Project/Award number:	CONST-00335	Change Order number(s):	2	Total % of excluded space: Enter whole numbers only. Do not enter a % or decimal point. Example: for 12% enter "12"; if none enter "0"		0	
4	Current eCivis Budget				Requested Amended Budget			
5	- Enter the Amounts currently approved in eCivis. - Verify that the amounts in the gray cells represent the current eCivis Budget.				- Enter new Amounts requested. - Enter amounts from the green columns into eCivis.			
6		Current eCivis Budget	Direct Cost (SFB portion)	Cost Share (District portion due to excluded space)	Requested Budget	Direct Cost (SFB portion)	Cost Share (District portion due to excluded space)	Difference (for reference only)
7	Construction	\$94,939.00	\$94,939.00	\$0.00	\$109,751.91	\$109,751.91	\$0.00	\$14,812.91
8	Remediation		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
					\$3,825.50	\$3,825.50	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00
					\$113,577.41	\$113,577.41	\$0.00	\$14,812.91

School: (Name and Address)
Glen L. Downs School
3600 N 47th Ave
Phoenix, AZ 85031

Change Order Number: CO-2
Date: 06/14/2021

The Contract is changed as follows:
(Include a brief description of the change and the reason for the change)

After starting the trench per approved plans, discovered electric conduits running across the area of the storm drain. We have to lower the entire storm pipe 1.5 below the original plans. This requires lowering the storm drain existing headwall that goes into the retention basin and ultimately the driveway. Need to lower the bottom of the

Original Contract Sum:	\$ 86,890.00	(\$)
Net Change by Previously Authorized Change Orders:	\$ 8,049.00	(\$)
Contract Sum Prior to this Change:	\$ 94,939.00	(\$)
Contract Sum will be (increased, decreased, or unchanged):	\$ 109,751.91	(\$)
New Contract Sum:	\$ 109,751.91	(\$)

Contract Schedule will be (increased, decreased, or unchanged): (Monthly)

Signatures:
This Change Order does not provide for the consideration of any changes in Contract Sum or Time until an authorized signature is affixed by School District, Design Professional, Contractor, and Vendor/Supplier. This Change Order also requires signature authorization by a representative of the SFOB staff. Pursuant to A.R.S. 15-2001.1.2., IF A SCHOOL DISTRICT APPROVES (if the District has issued a purchase order or started the work) WORK REFERENCED IN A CHANGE ORDER BEFORE THE BOARD ("The Board") for the purposes of this Change Order is interchangeable with "ADOA Staff" APPROVES THE CHANGE ORDER, THE SCHOOL DISTRICT IS RESPONSIBLE FOR THE COST AND CONSTRUCTION OF THE PROJECT ("The Project" is defined for the purposes of the Change Order as the work defined in the Change Order).

Entity	Name (Print Please)	Signature	Date
School District:	Jerry Wood		7/7/2022
Design Professional:	Lance Brown		07/07/2022
Contractor:	Dave Metz		7/7/2022
Vendor/Supplier:			
Liaison:	Shawn H Masel		7/13/2022

5.1.2.7.8. Save the DSF Grant Amendment budget worksheet and upload it to the upload documents section on your Grant Amendment page.

5.1.2.8. Upon Liaison signature on the DSF Change Order Form, proceed to eCivis to submit a Grant Amendment

Signatures:
This Change Order does not provide for the consideration of any changes in Contract Sum or Time until an authorized signature is affixed by School District, Design Professional, Contractor, and Vendor/Supplier. This Change Order also requires signature authorization by a representative of the SFOB staff. Pursuant to A.R.S. 15-2001.1.2., IF A SCHOOL DISTRICT APPROVES (if the District has issued a purchase order or started the work) WORK REFERENCED IN A CHANGE ORDER BEFORE THE BOARD ("The Board") for the purposes of this Change Order is interchangeable with "ADOA Staff" APPROVES THE CHANGE ORDER, THE SCHOOL DISTRICT IS RESPONSIBLE FOR THE COST AND CONSTRUCTION OF THE PROJECT ("The Project" is defined for the purposes of the Change Order as the work defined in the Change Order).

Entity	Name (Print Please)	Signature	Date
School District:	Jerry Wood		7/7/2022
Design Professional:	Lance Brown		07/07/2022
Contractor:	Dave Metz		7/7/2022
Vendor/Supplier:			
Liaison:	Shawn H Masel		7/13/2022

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5.1.3. How to submit a Grant Amendment

5.1.3.1. Grant amendments must be submitted for financial or programmatic changes.

5.1.3.2. To complete a grant amendment:

***Note:** *Grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.*

5.1.3.2.1. From your Award Dashboard, click on Request Grant Amendment:

5.1.3.2.2. There are three sections of the Grant Amendment:

5.1.3.2.2.1. Award details

5.1.3.2.2.2. Financial information

5.1.3.2.2.3. Attach files

5.1.3.2.3. In Award Details, review all information and enter your District's EIN (tax ID number)

***Note:** If your project needs a Performance End date extension you will be **REQUIRED** to change the Performance Period End Date in the Award Details section to match the number of additional work days stated on your DSF Change Order form. If the additional work days DO NOT extend past the Performance Period End Date, NO action is required.

5.1.3.2.3.1. Performance Period End Date Change needed

5.1.3.2.3.1.1. Number of "workdays" the project needs to be extended beyond the current Performance Period End Date, as seen on the awards details page of the Grant Amendment

5.1.3.2.3.1.2. Utilize the www.timeanddate.com

5.1.3.2.3.1.2.1. The Date to Date Calculator option to calculate date to date timeframe

5.1.3.2.3.1.2.2. Please specify in the Change Order description section of your DSF Change Order Form the total number of workdays needed and the specific date you need to extend the project.

- 5.1.3.2.3.1.3. Fill in DSF Change Order form with the number of workdays to be increase/decreased
- 5.1.3.2.3.1.4. On the awards details page of the Grant Amendment, enter newly determined date that the project needs to be extended to for completion
- 5.1.3.2.3.2. Click “Save and Continue”

The screenshot shows the 'Grant Amendment' form with the 'AWARD DETAILS' section active. The form includes fields for 'Organization Name' (Arizona Department of Administration), 'Project Name' (Arizona NSGRI Project), 'RNS' (123054789), and 'Performance Period End' (10/31/2022). A 'Save and Continue' button is located at the bottom right.

- 5.1.3.2.3.3. If the Grant Amendment includes a budget adjustment, check the box below titled “*This amendment includes a financial change.*” Then click “Continue”.

The screenshot shows the 'Grant Amendment' form with the 'AWARD DETAILS' section active. A checkbox labeled 'This amendment includes a financial change' is checked and highlighted with a red box. 'Back' and 'Continue' buttons are visible at the bottom right.

***Note** - Once the box is checked, your grant award budget will appear. You can now open budget line items and request the budget adjustment. If this Grant Amendment DOES NOT include a Financial change, Click “Save and Continue”.

Grant Amendment

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

\$530,000.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$530,000.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

5.1.3.2.3.4. Once in the Financial Information section, the data fields will auto-populate from the budget that was created during the application process.

5.1.3.2.3.5. If you would like to change any of the fields on this page:

5.1.3.2.3.5.1. Click the budget category name to open up the budget category for adjustment.

5.1.3.2.3.5.2. Click the "Add Row" icon to add a new line for the change you are requesting.

5.1.3.2.3.5.3. Fill in all sections with information specific to the budget change needed (**DO NOT CHANGE** the original budget line). Please refer to your DSF Grant Amendment Budget Worksheet for the details to fill in this section.

5.1.3.2.3.6. If your project includes awarded Contingency, there is no need to "Add a Row", you will need to modify the Cost section to be equal to the Awarded Contingency amount minus the dollar amount of the change to the project. Please refer to your Grant Amendment Budget Worksheet for the new Contingency amount to enter. (Requested Budget).

***NOTE:** Always be sure to first reduce the Contingency amount if/when funds are available in this category.

1. Equipment Repair/Replacement

				Ext Cost	Direct Cost	Ind Cost	Cost Share	
Equipment Repair/Replacement Totals:				\$0.00	\$1,200.00	\$0.00	\$0.00	
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Equipment Repair/Replacement	Equipment Repair/Replacement	0.00	\$0.00	\$0.00	\$1,200.00		\$0.00	Direct Cost
		0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

[Add Row](#)

5.1.3.2.3.7. Once all budget changes to all categories are made, click the “Save Changes” button.

The screenshot shows a web form for budget amendments. At the top, there are two buttons: 'Save Changes' and 'Cancel Changes', both highlighted with red boxes. Below them is a text area for the 'Budget Narrative'. The narrative text reads: 'Request \$50,000 from non-federal equipment. The consultants were under budget and will be issue \$50,000 to purchase a piece of equipment.' At the bottom left of the narrative text area, there is a 'Save Narrative' button, also highlighted with a red box. At the bottom right, there is a 'Continue' button.

5.1.3.2.3.8. Once completed, scroll down and provide a budget narrative of the amendment request. Click “Save Narrative”, then the “Continue” button to move onto the next section of the grant amendment, “Attach Files”.

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

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries

Amendment Narrative:

You can include a narrative below with any extra information about the amendment.

Rich text editor with toolbar (bold, italic, link, etc.)

8000 characters remaining

[Back](#) [Submit Amendment](#)

5.1.3.2.4. The last stage of the grant amendment is Attach Files. Here you can upload files and/or provide additional grant amendment narrative.

5.1.3.3. **REQUIRED** Files to upload:

5.1.3.3.1. **DSF Change Order Form** ([click here](#) for the form download)

5.1.3.3.1.1. Complete the Change order form, including all pertinent entity signatures

5.1.3.3.1.2. Email the completed form, including all supporting documentation from the vendor to your liaison for review and final signature

5.1.3.3.1.3. Once it has been approved, signed, and returned from the liaison, upload the fully executed and signed Change Order with your Grant Amendment

5.1.3.3.2. **Grant Amendment Budget Worksheet “Solicitation type”** ([Click here](#) for the forms download by solicitation type - in the Files tab)

BRG Assessment

BRG Assessment BRG Design BRG Procurement BRG Construction

BRG Equipment Repair/Replacement Portal

Arizona

BRG Assessment

☒ Apply

Overview Eligibility Financial Contact **Files**

ID: SFA-BRG-ASMT Summary:

Title: BRG Assessment

Application Start Date: 07/31/2020

This solicitation is specifically intended for security for a school district to determine if an act.

Review this SFA policy for additional information.

- 5.1.3.3.3. **Include all supporting documentation** from the Project Vendor including but not limited to a Revised Quote/proposal, an updated Project Schedule, a Vendor/District justification letter pictures, or other supporting documents to justify the new request
- 5.1.3.3.4. When complete, click “Submit Amendment”.
- 5.1.3.3.5. You will be taken back to the Award Detail page, where the Grant Amendment will now be recorded under Award Amendments and be in “Pending Approval” status.

Award Amendments		
Show 10 entries		Search:
Created Date	Status	Actions
07/09/2021	Approved	View Amendment
08/13/2021	Approved	View Amendment
09/24/2021	Approved	View Amendment

***NOTE:** Grantees can only submit one grant amendment at a time. Once approved, grantees may submit an additional grant amendment.

- 5.1.3.3.6. The Grant Amendment status will change, depending on the approver’s actions:

Here is a link to a complete list of eCivis project statuses: [W eCivis Status Table.docx](#)

Grant Amendment statuses:

Award Dashboard	Draft	District	District needs to complete and submit Grant Amendment/ Financial Report/ Activity
Award Dashboard	Pending Approval	DSF	Review and approve or reject a financial report or grant amendment OR Request corrections be made
Award Dashboard	Rejected	District	None
Award Dashboard	Changes Requested	District	Correct all changes requested by the DSF and re-submit
Award Dashboard	Approved	District	Work and complete project within the 1 year Performance Period by submitting Financial Reports for Reimbursement, Grant Amendments for necessary Change Orders and Activity Reports for quarterly project status updates

6. Final Financial Report and Project Closeout Procedure

6.1. When to submit a Final Financial Report and Project Closeout

- 6.1.1. A Financial Report is a request for disbursement of funds. Reimbursement requests can only be submitted starting in the Quarter of the Fiscal Year for which your award was allocated (when applicable). This is added by the DSF to the beginning of the Project Title once the project has been awarded. (i.e. FY22 Q4)
- 6.1.2. The Final Financial Report is a final request for disbursement of funds will close out the project. The Final Financial Report and Project Closeout should be processed within the Project Performance Period dates.

Note: When submitting your FINAL or ONLY invoice for a project, from the Award Dashboard choose the “Award Closeout” button to proceed.

Note: If the final invoice being submitted for reimbursement does not exceed the Award amount, but requires the use of Contingency Funds or Supplemental funding, a [DSF Change Order](#) form is required first. Be sure to secure appropriate signatures including the assigned DSF Liaison, and upload the change order form into a Grant Amendment. The *Grant Amendment* Submittal process as seen in Section 5, must be submitted and approved prior to completing the Final Financial Report.

- 6.1.3. If all project invoices have been received and submitted for reimbursement, but the project is still in “Awarded” status and open in eCivis, then the final step for the project is to submit an “Award Closeout” (see top of Project Dashboard for “Award Closeout” button).

The screenshot displays the 'Award Dashboard' for a specific project. At the top, there's a header 'Award Dashboard'. Below it, a row of action buttons includes 'View Budget', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment', 'Award Closeout' (highlighted in orange), and 'Manage Project Team'. The main content area shows project details: Subrecipient: Tombstone Schools; Project: AHERA Assessment for ADA Compliance 2017 - 020201101-9990-012BRG - Deborah Norris; Program: BRG Assessment; Award ID: BRG-ASMNT-00033. It also lists 'Award Status: Awarded', 'Approval Date: 11/20/2020', and 'Approved amount: \$3,720.00'. A small blue box with a minus sign is next to the approved amount. Below this, it shows 'Total Non-Federal Award: \$3,720.00', 'Total Match: \$0.00', and 'Performance period: 10/08/2020 - 10/08/2021'.

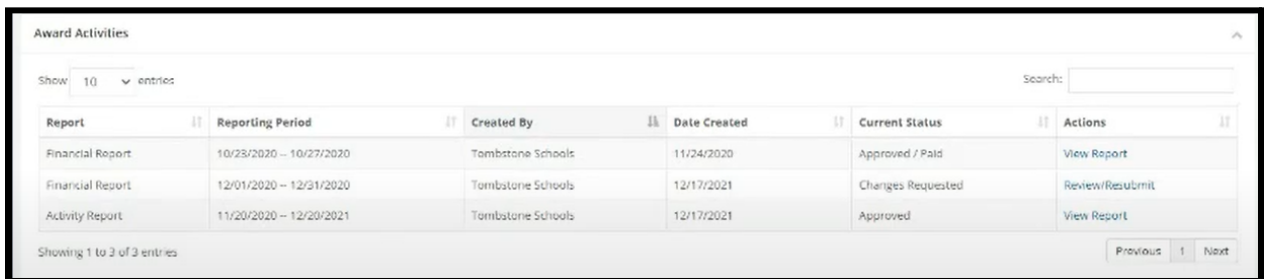
6.2. How to submit a Final Financial Report and Project Closeout

Note: Both the ‘Submit Financial Report’ and the ‘Award Closeout’ buttons perform the same financial function for reimbursement, the only difference is that the ‘Award Closeout’ button will close out the project and return any unused funds.

Note: A **WARNING!** box will appear when you choose the ‘Award Closeout’ button indicating you are initiating the closeout process.

Note: Subrecipients (grantees) or Team members have the ability to submit a Financial Report through their eCivis portal.

- 6.2.1. Scroll down to the “Award Activities” Section to review Financial Reports previously submitted to verify that you have submitted all invoices for reimbursement



Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	10/23/2020 – 10/27/2020	Tombstone Schools	11/24/2020	Approved / Paid	View Report
Financial Report	12/01/2020 – 12/31/2020	Tombstone Schools	12/17/2021	Changes Requested	Review/Resubmit
Activity Report	11/20/2020 – 12/20/2021	Tombstone Schools	12/17/2021	Approved	View Report

- 6.2.2. Under “Actions”, select “View Report” - this will provide the Approved and/Paid **Financial Reports** completed to date

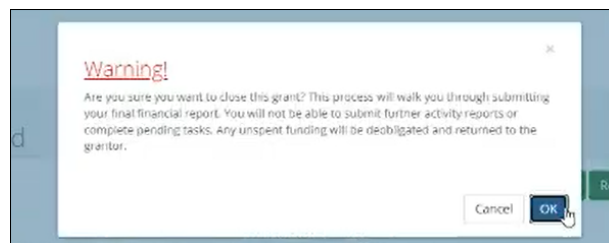
NOTE: If any financial reports are in “Pending Approval” Status, you must wait until they are “Approved/Paid” before proceeding to the next steps

NOTE: If any financial reports are in “Changes Requested” Status, you must complete the change requested and then wait until they are “Approved/Paid” (if reimbursement has been requested) before proceeding to the next steps.

NOTE: If unsure, reach out to your DSF Liaison for assistance.

- 6.2.3. Select the “Award Closeout” button at the top of your screen

- 6.2.4. Choose “OK” to start the Award Closeout process



Financial Report Details

⚠ ATTENTION: This is your final financial report. Please be sure you have completed all necessary performance reporting and assigned tasks prior to submitting this report. Any unspent funding will be unavailable for reimbursement after this report has been submitted.

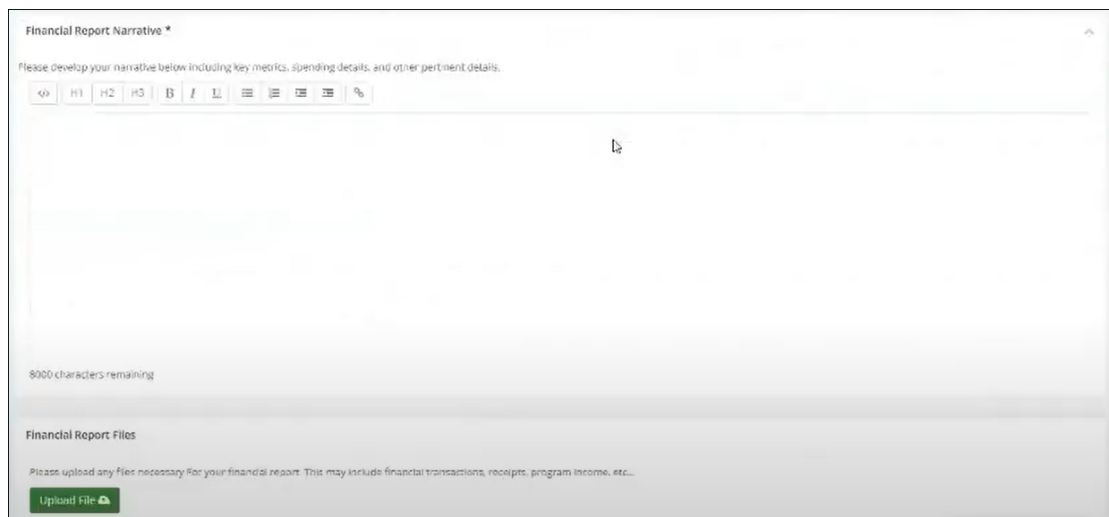
Reporting Period: *

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. 3rd Party Assessment	\$ 0.00	\$ 0.00	\$ 3,720.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Temporary Repairs/Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	\$ 0.00	\$ 0.00	\$ 3,720.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %		0.00 %	0.00 %	0.00 %	0.00 %

☐ Reimbursement Request

- 6.2.5. You will see a RED highlight section above the budget section advising you that this is your Final Financial Report as this project will be closed out once all budget and documents sections have been completed.
- 6.2.6. Fill in the "Reporting Period" (period of time the vendor has billed for services rendered).
- 6.2.7. Fill in the "Spend" column of the category in which you are submitting an invoice and check the "Reimbursement Request" box to ensure you are reimbursed your awarded grant funds.
- 6.2.8. Complete your Financial Report Narrative
- 6.2.9. Upload your supporting documentation
 - 6.2.9.1. Copy of the Project Invoice
 - 6.2.9.2. Copy of the DSF Budget Worksheet equal to the amount of the invoice - *Percentage of excluded space needs to be the same as the percentage of excluded space provided in the original application and ESS ID.*

NOTE: If you have completed submitting all your Financial Reports previously and have been reimbursed all project dollars that have been invoiced to you from your awarded vendor, then this process will be completed for \$0 in the spend column and you are **NOT** to select the Reimbursement box, nor need to upload any documents.



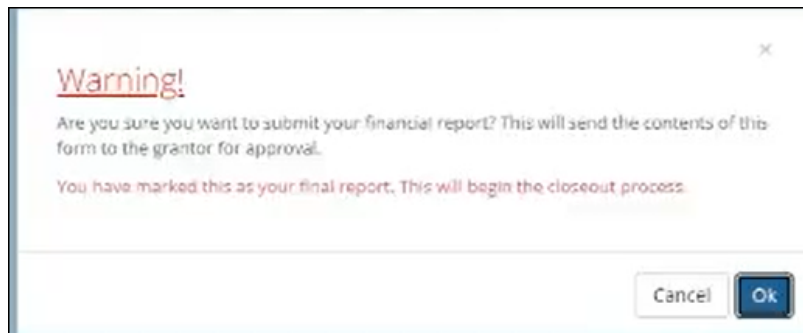
The screenshot shows a web form titled "Financial Report Narrative *". Below the title is a text area for the narrative, with a rich text editor toolbar above it containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and a search icon. Below the text area, it says "8000 characters remaining". At the bottom of the form, there is a section titled "Financial Report Files" with the instruction "Please upload any files necessary for your financial report. This may include financial transactions, receipts, program income, etc...". Below this instruction is a green "Upload File" button with a paper plane icon.

6.2.10. Click "Submit Report"

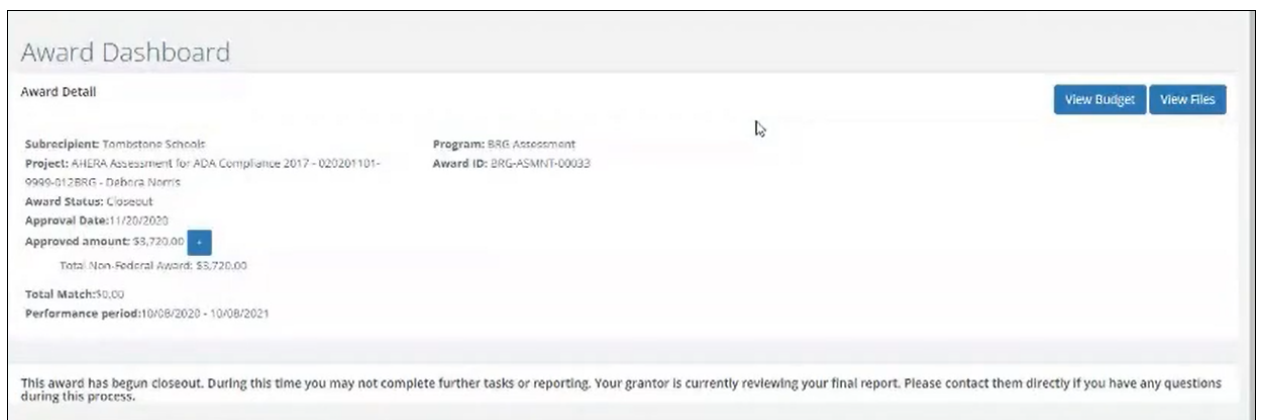


The screenshot shows the bottom of the form with three buttons: "Save & Close" (blue), "Submit Report" (red), and "Cancel" (gray).

6.2.11. Click "OK" to agree that you are sure this is your Final Financial Report. **The Warning! Box** will also advise of the dollar amount of unused grant funds (if there is any) that will be returned to the DSF BRG Grant Fund. This **ACTION** will initiate the **CLOSEOUT Process**.



- 6.2.12. This will take you back to the Project Award Dashboard and you will notice that the project Award Status has changed to “Closeout” and the only buttons left available for viewing only are “View Budget” and “View Files”



- 6.2.13. The Award Activities section will show that the Financial Report just submitted is in “Pending Approval” Status

Award Activities						
Show: 10 entries		Search:				
Report	Reporting Period	Created By	Date Created	Current Status	Actions	
Financial Report	10/23/2020 – 10/27/2020	Tombstone Schools	11/24/2020	Approved / Paid	View Report	
Financial Report	12/01/2020 – 12/31/2020	Tombstone Schools	12/17/2021	Changes Requested	View Report	
Financial Report	02/02/2022 – 02/02/2022	Tombstone Schools	02/02/2022	Pending Approval	View Report	

Here is a link to a complete list of eCivis project statuses: [W eCivis Status Table.docx](#)

6.2.14. Financial Report Statuses:

Status Locations:	Award Status Name:	Action Required By:	What Action is Required:
Award Dashboard	Pending Approval	DSF	Review and approve financial report or grant amendment OR request changes requested
Award Dashboard	Rejected	District	None
Award Dashboard	Changes Requested	District	Correct all changes requested by the DSF and re-submit
Award Dashboard	Approved/pending payment	DSF	Complete deposit batches into county accounts for the district
Award Dashboard	Approved/Paid	DSF/District	Final reconciliation of account

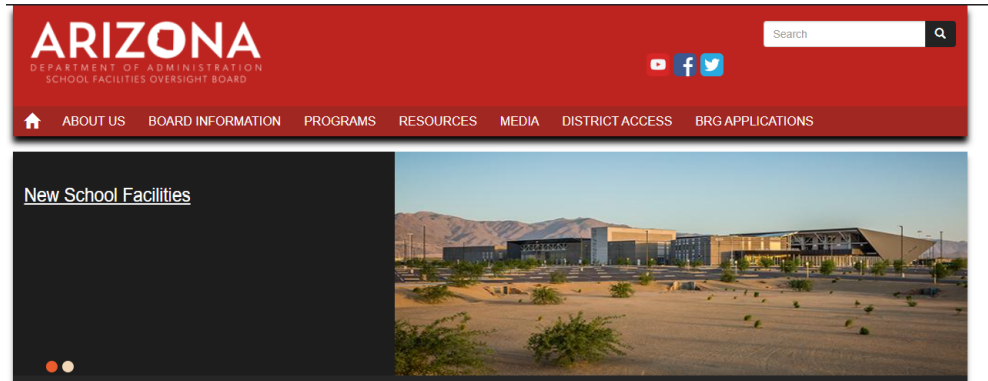
6.2.15. Project Closeout Statuses:

My Awards	Closeout	DSF	Review and approve Award Closeout Financial report and return unencumbered projects dollars
My Awards	Closed	DSF/District	Ensuring Deposits made into District County account and Maintain records for historical data on project previously submitted

7. Disbursement Verification Process

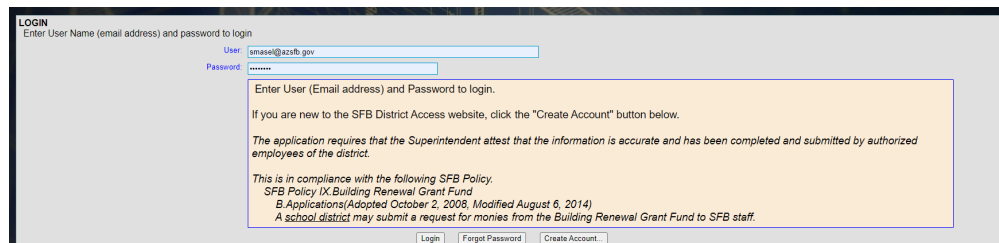
7.1. How to determine reimbursement status

7.1.1. Navigate to the DSF [website](#), and click on “District Access”

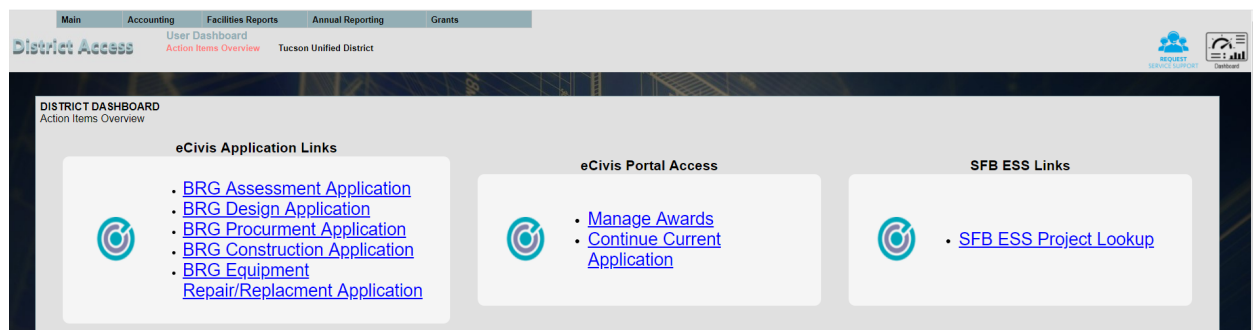


7.1.1.1. Log into your District Access account

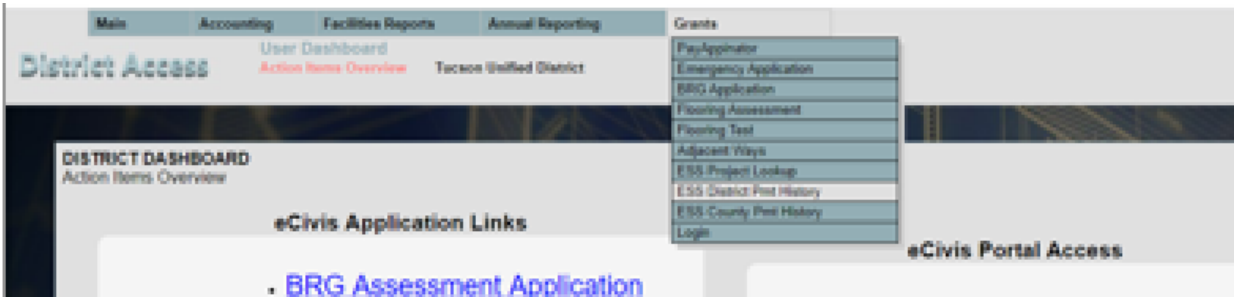
NOTE: If you do not have a login username or password, please choose to “Create Account”



7.1.1.2. Once logged in, you will be directed to your District Dashboard



- 7.1.1.3. From the Grant Menu on the top of the screen, choose the ESS District Pmt History option and/or the County Pmt History option (see Section 7.1.1.4. below)



- 7.1.1.3.1. These batches are the deposits into your district's county account from all “Approved/Paid” eCivis Financial Reports submitted by your district.
- 7.1.1.3.2. The most recent payment history is at the top of the list. This information can easily be copied and pasted into an “Excel” or “Sheet” spreadsheet platform for sorting and manipulating.

SFB Main SFB ESS
eCivis Support System

Payment Processing - District Payment Lookup

Tucson Unified District

District Payment History

Batch Number	Award/Contract #	Status	Amount	Status Date	Printable
194	SFB-ERR-02275	In Process	\$18,322.93	5/23/2022	Detail
189	BRG-CONST-01178	Paid	\$1,025.00	5/18/2022	Detail
188	BRG-CONST-00304	Paid	\$21,713.00	5/18/2022	Detail
187	BRG-CONST-00292	Paid	\$10,476.00	5/17/2022	Detail
187	BRG-CONST-00440	Paid	\$10,371.63	5/17/2022	Detail
182	BRG-CONST-00212	Paid	\$6,780.01	4/29/2022	Detail
182	BRG-CONST-00269	Paid	\$6,226.54	4/29/2022	Detail
182	BRG-CONST-00459	Paid	\$76,654.70	4/29/2022	Detail
181	BRG-CONST-00379	Paid	\$52,835.00	4/21/2022	Detail
177	BRG-DSGN-00493	Paid	\$9,520.00	4/13/2022	Detail
177	SFB-ERR-01175	Paid	\$22,660.00	4/13/2022	Detail
176	BRG-DSGN-00493	Paid	\$9,520.00	4/13/2022	Detail
173	BRG-ASMNT-00440	Paid	\$5,468.00	4/8/2022	Detail
171	BRG-CONST-00213	Paid	\$41,982.61	4/4/2022	Detail

- 7.1.1.3.3. For more detailed information, click the “Printable Details” button for each payment. Information provided is the Batch #, Warrant Number, Warrant Date, School name, Project Title, Award # and State fund allocation for 691 (total amount of the invoice submitted in eCivis Financial Report).

Division of School Facilities

Building Renewal Grant

SFB - BRG-2021

Award Notification

Bach No: 189

Warrant No: 202205132277411

Warrant Date: 5/13/2022

District: Tucson Unified District

The amount awarded has been sent to the County Treasurer for deposit in the district's Fund 691, Building Renewal Grant Fund as designated below. The district has agreed to the terms and conditions for acceptance of monies from the Fund(s), including the submission of eCivis Financial Report.

School	Project	Award #	Total State Allocation Fund 691
Robison Elementary School	EA-Robison Fire Alarm Replacement	BRG-CONST-01178	\$1,025.00

7.1.1.3.4. If you are not currently receiving this document via email, please go back to your "User Profile" under the "Main" menu on the homepage and choose "User Profile". Next select the following 2 reports under "Reports you want to receive" section:

- District Award Notification - New Construction
- District Award Notification - Other Projects
- Then select "Save Profile"
- You will now receive email notifications when deposits are made to your 691 district county account.

[Save Profile](#)

Reports You Want to Recieve

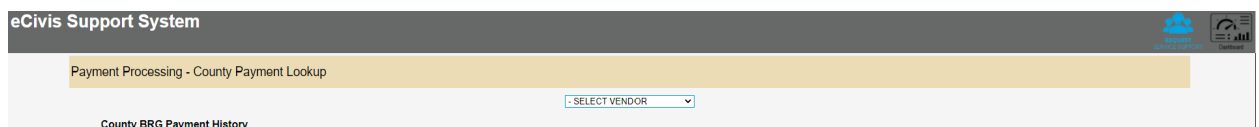
Select Report	Report Name	Report Description	Report Example
<input type="checkbox"/>	County Transfer Notification - New Construction	County Transfer Notification (Selecting this option will result in E-mail notifications for payments to all school districts in the county)	Example Report
<input type="checkbox"/>	County Transfer Notification - Other Projects	County Transfer Notification (Selecting this option will result in E-mail notifications for payments to all school districts in the county)	Example Report
<input type="checkbox"/>	District Award Notification - New Construction	District Payment Award Notification - New Construction	Example Report
<input type="checkbox"/>	District Award Notification - Other Projects	District Payment Award Notification - All other project types	Example Report
Save Selected			

Here is a link to a complete list of eCivis project statuses: [W eCivis Status Table.docx](#)

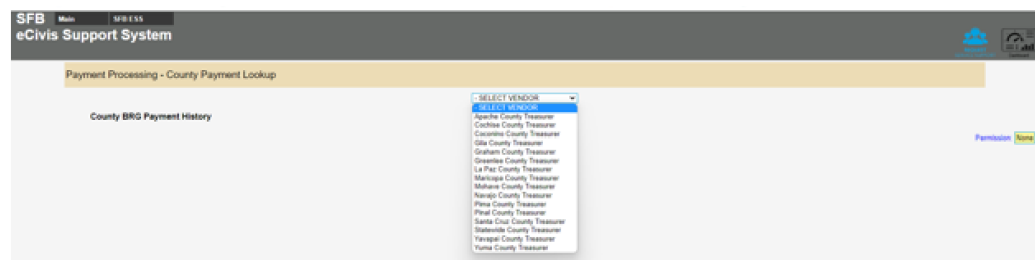
7.1.1.3.5. ESS District/County Payment History Statuses:

Payment Processing - District/County Payment Lookup Dashboard	In Process	DSF	Complete deposit batches into county accounts for the district; eCivis Financial Report status of "Approved/Awaiting Payment"
Payment Processing - District/County Payment Lookup Dashboard	Paid	DSF/District	Final reconciliation of account; eCivis Financial Report status of "Approved/Paid"

7.1.1.4. From the Grant Menu on the top of the screen, choose the ESS County Pmt History option



7.1.1.4.1. Select Vendor (County your district is in)



7.1.1.4.2. This information provides all the districts in your county and their eCivis Financial Report deposits by Batches submitted.

Payment Processing - County Payment Lookup

Pima County Treasurer

County BRG Payment History

Batch Number	Status	District	District Amount	Warrant Date	Warrant Number	Warrant Amount	Edit
194	In Process	Marana Unified District	\$1,875.00			\$0.00	Details
194	In Process	Marana Unified District	\$3,799.07			\$0.00	Details
194	In Process	Marana Unified District	\$17,287.21			\$0.00	Details
194	In Process	Tucson Unified District	\$18,322.93			\$0.00	Details
193	Paid	Tanque Verde Unified District	\$3,560.00	5/20/2022	202205202285992	\$28,560.00	Details
193	Paid	Marana Unified District	\$25,000.00	5/20/2022	202205202285992	\$28,560.00	Details
192	Paid	Marana Unified District	\$18,302.00	5/20/2022	202205202285992	\$52,032.76	Details
192	Paid	Ajo Unified District	\$30,410.76	5/20/2022	202205202285992	\$52,032.76	Details
192	Paid	Tanque Verde Unified District	\$3,320.00	5/20/2022	202205202285992	\$52,032.76	Details
191	Paid	Sunnyside Unified District	\$6,520.50	5/13/2022	202205132277411	\$6,520.50	Details
190	Paid	Marana Unified District	\$10,735.00	5/13/2022	202205132277411	\$17,090.47	Details
190	Paid	Marana Unified District	\$6,355.47	5/13/2022	202205132277411	\$17,090.47	Details
189	Paid	Tanque Verde Unified District	\$15,294.00	5/13/2022	202205132277411	\$433,102.75	Details
189	Paid	Sunnyside Unified District	\$403,310.00	5/13/2022	202205132277411	\$433,102.75	Details
189	Paid	Tucson Unified District	\$1,025.00	5/13/2022	202205132277411	\$433,102.75	Details
189	Paid	Marana Unified District	\$13,473.75	5/13/2022	202205132277411	\$433,102.75	Details
188	Paid	Marana Unified District	\$5,625.00	5/13/2022	202205132277411	\$48,692.50	Details
188	Paid	Tucson Unified District	\$21,713.00	5/13/2022	202205132277411	\$48,692.50	Details
188	Paid	Tanque Verde Unified District	\$10,290.50	5/13/2022	202205132277411	\$48,692.50	Details
188	Paid	Marana Unified District	\$5,184.00	5/13/2022	202205132277411	\$48,692.50	Details
188	Paid	Marana Unified District	\$5,880.00	5/13/2022	202205132277411	\$48,692.50	Details
187	Paid	Tucson Unified District	\$10,476.00	5/12/2022	202205122276191	\$36,035.03	Details
187	Paid	Tanque Verde Unified District	\$5,130.00	5/12/2022	202205122276191	\$36,035.03	Details
187	Paid	Tucson Unified District	\$10,371.63	5/12/2022	202205122276191	\$36,035.03	Details

7.1.1.4.3. For more detailed information, click on the “Printable Details” button for each payment. Information provided is the Batch #, Warrant Number, Warrant Date, District Name, CTD, Award # and State fund allocation for 691 (total amount of the invoice(s) submitted in eCivis Financial Report per project).

Division of School Facilities

Building Renewal Grant

SFB - CTD-691-08

Bach No: 143

Cochise County Treasurer

County Treasurer Distribution

Warrant No: 202201112063630

Warrant Date: 1/11/2022

Please deposit the total amount for each district listed into the district's Fund 691, Building Renewal Grant Fund

District	CTD	Award #	Total State Allocation Fund 691
Tombstone Unified District	020201	BRG-CONST-00228	\$1,837.74
Total Amount for Tombstone Unified District			\$1,837.74
Naco Elementary District	020323	SFB-ERR-01217	\$11,407.00
Total Amount for Naco Elementary District			\$11,407.00

Here is a link to a complete list of eCivis project statuses: [W eCivis Status Table.docx](#)

7.1.1.4.4. ESS District/County Payment History Statuses:

Payment Processing - District/County Payment Lookup Dashboard	In Process	DSF	Complete deposit batches into county accounts for the district; eCivis Financial Report status of "Approved/Awaiting Payment"
Payment Processing - District/County Payment Lookup Dashboard	Paid	DSF/District	Final reconciliation of account; eCivis Financial Report status of "Approved/Paid"

8. DSF Building Renewal Grant Glossary

8.1. [Glossary of Terms](#)