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Managing my application process

As an applicant, I would like to apply for program solicitations and managing my application process.

Chapter 1. Creating your eCivis Portal Account

1.1. What is an eCivis Portal account?

If you are applying to a program solicitation, you will need to create a Portal account. Go to eCivis Portal Login Page to create your Portal account. This free account is where you will create a user profile, manage all of your application submissions and if awarded, manage all of you post-award reporting.

1. Portal Login: for users who have an eCivis Portal account only or are creating a new eCivis Portal account and do not already have an eCivis Grants Network account.

2. eCivis Login: for users who have an eCivis Grants Network account. It will be the same username and password used to log into eCivis Grants Network.

3. Forgot Password? Reset your password by entering your email on the following window
1.2. How do I create an account?

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

1. First Name
2. Last Name
3. Email Address: Your full email address where you will receive your confirmation email. Your full email address will also be your username
4. Password: Your password must consist of uppercase and lowercase letters, numbers, and a special character. (Example “PassW0rd$”. Using a capital P, a capital W, a zero in place of the letter o and ending with a $ symbol)
5. Sign up: Clicking here will send you a confirmation email. You will need to click on the Portal link in the email to activate your account:
6. Clicking on the Sign Up button and Portal will send you a confirmation email. You will need to click on the Portal link in the email to activate your account.
7. You will be taken to the Welcome to Portal Confirmation Page. Now click on the Login to the Portal and enter you login credentials.
9. You will be taken to your Portal Navigation Bar where you can select My Applications, My Awards or My Profile.

Note: If this is your first time in Portal you will be asked to complete your Profile.
1. My Applications: Access to all applications and programs.
2. My Awards: Access to all the programs that you were awarded.

1.1. **How do I create my eCivis Portal account profile?**
1. Once you log in to Portal for the first time, you will be taken to My Profile, where you can complete your profile information that will be used when submitting applications for review and consideration. Fields with red asterisks are required.
Note: You will be required to complete a profile for every submitted application. Information entered on this page will automatically be ported into each application profile.

2. Click on Update Profile, located at the bottom left of the profile form to save your profile information. A green success message should appear in the top right corner.

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

1.2. What if I forgot my password?
Click on the Forgot Password text, enter your email address, and click on the Reset button. You can then re-enter your email to be sent a new password:
As an applicant, I would like to review and submit an application.
2.1. Where do I find my applications?
The My Applications page is your homepage. If you are logging in after your first login, or select *My Applications* from the left navigation bar, this is what you will see:

1. My Applications: Your homepage.
2. Recently Viewed Programs: The last few programs you worked on.
3. My Applications: All applications that you are working on or have submitted.

2.2. How do I manage my applications?
All of your applications will appear in My Applications and you can sort this information by clicking on the column headers:
1. Grant Applications: title of the program you are applying to. Click on these to access the program’s application
2. Due Date: view when the application is due
3. Status: the status of your application can be:
   a. Draft*: your application is in progress
   b. Under Review: your application has been submitted and will be reviewed by the committee
   c. Awarded
   d. Application Denied
4. Actions: options will change depending on the status of your application
   Draft*: your application is in progress
      a. Draft: View/edit application or navigate to the solicitation
      b. Under Review: View your submitted application or navigate to the solicitation
      c. Awarded: View your award or navigate to the solicitation
      d. Application Denied: Navigate to the solicitation
5. Search: If you are responsible for multiple applications, you can search for the program to narrow down the My Applications table.

2.3. How do I access my application and begin working on it?
To edit or work on an application in a “Draft” status, you will need to open the application.

1. Click on the title of the program.
NOTE: If you do not see the application you want to apply for in your My Applications section, click on the link below to access the CA HCD solicitations listing page.

SOLICITATIONS LISTINGS PAGE

2. Click on the program you want to apply for and click on the apply button in the top left hand corner.
Note: If you do not already have an eCivis Portal account or are not already logged into your eCivis Portal account, you will need to follow the steps outlined in section 1.2

3. Click on the Create New Application button to begin the application submission process.
4. For each application, you will need to verify your profile and account information. Click on the Log in with your Grant Management System Account button.

5. For eCivis Portal Users, click on the Portal Login button and then use the same log in information entered on Welcome to the Portal login page:

Note: Portal Login: for users who have an eCivis Portal account only or are creating a new eCivis Portal account and do not already have an eCivis Grants Network account.
6. For eCivis Grants Network Users, click on the eCivis Login button and then use the same log in information from the very first log in page:

Note: eCivis Login: for users who have an eCivis Grants Network account.

7. You will need to verify and complete your Application Profile before generating the application. Click on the Pencil Icon to edit the profile:
8. Complete all Applicant and Organization field information. If you plan to complete your profile at a later time, select *Save Draft*.

**Applicant Information**

Tell us about you.

**First name** *

David

**Last name** *

John

**Email** *

djones@jones.com

**Title**

City Manager

**Company**

Government Organization

---

**Organization Information**

Tell us about your organization.

**Organization Name**

eCivic Test

**Employer Identification Number (EIN)**

123-456789

**DUNS**

123-456789

**Authorized Representative**


**Finance/Accounting Representative**


---
Note: When entering your Employer Identification Number (E.I.N.) and DUNS numbers, **enter as single string of numbers** with no spaces or characters in between. (Example: 123456789)

Organization Address

<table>
<thead>
<tr>
<th>Address</th>
<th>1234 Any Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address2</td>
<td></td>
</tr>
</tbody>
</table>

| City | New York |
| State | New York |

Note: For the CDBG – Competitive or CDBG – OTC grant programs. If you are applying on behalf of an additional jurisdiction, select yes to the question at the bottom of the profile and add the additional jurisdiction information.

<table>
<thead>
<tr>
<th>Are you applying on behalf of an additional jurisdiction?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

9. Click Save. If you completed your profile correctly, you will be taken back into the Application Homepage, where the application will now appear:

![Success Message]

**Success!**

Your profile is now complete.  
Your next step is to start your entry.
1. Title of the Program
2. Budget Worksheet: The Budget component of the application. If this does not appear, the application is accepting a budget as a file upload or does not require one at all.
3. Profile: “Action Required” will appear if a component is missing. It will say “Complete” if it is correctly done
4. Application Process: this will change depending on the status of your application. You will either click on the + Create and Application link here to view or edit your application.

2.4. Can I save my application without submitting it?
1. Click on Application Process to work on the application. You will be taken to the following page:
Note: Once you edit the title of your application, you can begin completing all required fields.

1. If your application has all required fields completed. “Action Required” will appear if a component is missing. It will say “Complete” if it is correctly done.

2. View: A printable version of your application is available by clicking on the View button. Files will need to be saved or printed separately; only the file title will be displayed.

3. Edit: Click here to edit your application.

4. Submit: The Submit button is only available if all required fields have been completed. Once you have saved the final version of your application, this will turn green and you can click it to submit your application to Under Review.

2. If you have clicked on Edit and you will be brought to the next section of your application where you can provide basic information on your project and threshold criteria.

2.5. Completing the application

Sections I-V are the core elements of your application and will serve as the key components of your standard agreement should you be awarded.

1. Section I - First provide a title and description of your application.

Section I

Project Title *

Organization Name *

Project Description
2. Section II – Provide a detailed scope of the work to be completed.

**Section II**

**Detailed Scope of Work**

3. Section III – Provide at a minimum a beginning and ending milestones for the project. Additional milestone can be added.

**Section III**

**Milestone #1**

**Milestone #1 Completion Date**

**Milestone #2 (optional)**

**Milestone #2 Completion Date (optional)**

4. Section IV – Provide an activity category, HUD Activity and National objective.

   NOTE: the activity category chosen will determine the HUD Category, National Objective, and Readiness Criteria in the application.
5. Section V – Provide the beneficiaries and metrics for assistance.

6. Click *Save* at the bottom of the page to complete this section of the application.
Chapter 3. Submitting the Budget Worksheet

As an applicant, I am required to complete and submit a budget proposal. The Budget Worksheet is accessible underneath the Application Submission Draft header if an electronic budget template is being used by the grantor.

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Ext Cost</th>
<th>Direct Cost</th>
<th>Ind Cost</th>
<th>Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activity</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. General Administration</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3.1. How do I create budget items?
1. Click on one of the budget categories and add a table to enter line items under your activity delivery or general administration.

2. After adding a table you can enter specific budget item and use the Cost field to enter the amount for each item.
3. You can add additional rows by clicking on the +Add Row button or by simply using the right click mouse option while on any cell within the table row and then selecting Insert row above or below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Cost</th>
<th>GL Code</th>
<th>Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Text</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>activity</td>
<td>none</td>
<td>1.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>activity</td>
<td>delivery</td>
<td>none</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>travel</td>
<td>none</td>
<td>1.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
</tbody>
</table>

4. You can remove unwanted rows by simply using the right click mouse option while on any cell within the table row and then selecting Remove row.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Cost</th>
<th>GL Code</th>
<th>Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Text</td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>activity</td>
<td>none</td>
<td>1.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>activity</td>
<td>delivery</td>
<td>none</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
<tr>
<td>travel</td>
<td>none</td>
<td>1.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td></td>
<td>Direct Cost</td>
</tr>
</tbody>
</table>

3.2. Can I create a budget narrative?

The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget line items. The budget narrative is also fully compatible with Microsoft Word. Already developed narratives can be cut and pasted into this section.
Chapter 4. How can I submit my application?

One all sections of the Application and Budget are completed you’re ready to submit your application.

1. Select the *Grant Application* section for the page and click on your application title.
2. Click on the green *Submit* button to submit your application. You will receive a confirmation that your application was successfully submitted.

Managing my sub-award

**Chapter 5. Accepting and managing my award**

**5.1. How do I receive and accept my award notification?**

As an applicant, if my application is approved I will need to know how to accept an award and begin managing reporting requirements.

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. Click on the link to Portal at the bottom of the email notification:

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

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

3. From the following page, download any files from the Actions column. Then, click **Continue**
4. Review and finalize your budget. Your granting agency may not have awarded you the exact amount you requested. You can request changes if you believe the budgeted items are justified.
5. You can include a narrative in the budget to further explain and justify your expenses. When you are ready to finalize your budget click on **Save Changes** and select **Accept and Continue** at the bottom of the page.
6. If you need to attach files to accept the award, select Upload Files on the following page:

   ![Budget Narrative](image)

   Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.

   ![Upload File](image)

7. Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser.
8. Any uploaded file can be downloaded again, or deleted using the trash icon:

9. Select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award.

Note: A popup window will allow you to leave an optional note to the grantor and Program Administrator.
5.2. How do I manage my awards?
Access to all of your awards and their financial history is available from the My Awards option from the navigation bar.
1. Grant Title: name of program
2. Award Status:
   a. Awarded: you have accepted the award
   b. Pending Acceptance: the award is waiting for you to accept or decline it
3. Notification Date: the date the program officer reviewed and approved your award
4. Performance Period: the project period as specified by the Program Officer
5. Role:
   a. Owner: you submitted the application and are tracking and managing the award
   b. Team Member: you are not the original applicant but were invited to help track the award and submit reports
6. Actions: vary by Award status:
   a. Awarded: Manage Award
   b. Pending Acceptance: Accept/Decline Award

5.3. What does the award dashboard tell me?
You can click on each grant title to access its Award Dashboard. The Award Dashboard contains:

- Award Detail
- Pending Tasks
- Financial activity
Award Detail

1. Click here to view Funding Details
2. View Budget: the original budget worksheet
4. Submit a new Activity Report
5. View team members who also have access to the Award Dashboard and can submit reports. Team members can be added and removed using this button. This button will only appear for Owners of the award.

Pending Tasks

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

Financial Activities

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

5.4. How will I submit financial reports?
From the Award Dashboard, you can submit a Financial Report directly to the Program Officer.
1. Select My Awards from the Navigation bar:
2. Click on **Submit Financial Report**: 

![Award Dashboard]

Note: The Award Detail provides a summary of the award information:

![Award Detail]

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.
3. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click apply:

4. Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Subrecipients can only report in categories they are awarded in. If a category is grayed out, and you would like to request reimbursement in that category, a budget modification is needed:
Note: The *Spend+Match* and *Award Remaining* columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:
5. Once complete, check *Reimbursement Requests*. The box will auto populate with the amount from the spend column. If different, define the amount you are requesting for reimbursement.

6. When this is the final report and the final request for reimbursement, check the box *This is my final report*. The grant closeout process will automatically begin once this box is checked and submitted.
7. Include any spending details and a brief description about the reporting period’s expense in the Financial Report Narrative:

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

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

10. Click on the warning page to send the report to the funding agency:
Note: You will be taken back to the Award Detail page, where the Financial Report will now be recorded under the Financial Activities:

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

1. Pending Approval: The Financial Report has not been reviewed
2. Approved/Awaiting Payment: The Financial Report has been reviewed and is waiting for payment
3. Approved/Paid: The reimbursement is complete.

5.5. How will I submit activity reports?
1. From My Awards, select the grant title of the award:
2. At the top right, select *Submit Activity Report*:

3. Complete the following form and attach any pertinent files:

4. Select *Submit Report*:
5.6. How will I submit a grant amendment?

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

2. Select the option to *Request Grant Amendment*.

3. Complete the basic award details and select save and continue.
4. If applicable, check the box *This amendment includes a financial change*. This will allow you to make adjustments to your budget that will be submitted for approval.
5. Upload any documentation needed to support the amendment, include additional notes/clarification in the narrative, and click Submit.

6. Include any final notes for the grantor to consider and click Save.
Note: You will be notified that your amendment was successfully submitted.

Note: You can locate the status of your Amendment in the *Award Amendments* section.
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Report</td>
<td>A summary of activities performed over a given period of time (usually defined by Grantor) and submitted for review by the Grantor.</td>
</tr>
<tr>
<td>Amendment</td>
<td>A written request to modify an awarded grant. Grant amendments may include budget modifications, changes to key personnel, no-cost extensions, and carryover budgets.</td>
</tr>
<tr>
<td>Amendment Narrative</td>
<td>A written description that details your request for a grant amendment.</td>
</tr>
<tr>
<td>Applicant</td>
<td>A registered grant applicant user who is working on or submitting applications on behalf of an organization, such as a state government, nonprofit organization, private business, or any other type of institution.</td>
</tr>
<tr>
<td>Application</td>
<td>The specific set of forms, documents, and attachments that comprise an applicant’s submission to a grant opportunity.</td>
</tr>
<tr>
<td>Application Denied</td>
<td>Application was not accepted for funding.</td>
</tr>
<tr>
<td>Application Submission</td>
<td>Submitting a completed application to an organization for funding.</td>
</tr>
<tr>
<td>Award</td>
<td>Financial assistance that provides support or stimulation to accomplish a public purpose.</td>
</tr>
<tr>
<td>Award Notification Letter</td>
<td>Official notification from Grantor that recipient has been accepted and outlines the award details.</td>
</tr>
<tr>
<td>Award Dashboard</td>
<td>In Portal, the Award Dashboard allows users to view their funding details, budget, submit new financial reports, submit activity reports, and view team members who have access to the award.</td>
</tr>
<tr>
<td>Budget</td>
<td>The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.</td>
</tr>
<tr>
<td>Budget Category</td>
<td>A section that offers categories to enter your line items.</td>
</tr>
<tr>
<td>Budget Extended Cost</td>
<td>This is indented to represent the total item cost, which could differ from the budgeted amount.</td>
</tr>
<tr>
<td>Budget Line Item Title</td>
<td>Title of your bookkeeping ledger or an item of expenditure in your budget.</td>
</tr>
</tbody>
</table>
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Line Item Description</strong></td>
<td>Allows you to enter a description of the budgeted item.</td>
</tr>
<tr>
<td><strong>Budget Narrative</strong></td>
<td>Explains in a clear and concise manner the costs in each budget category, and which budget items will be covered by the grant and which ones will be covered by matching funds (e.g., cost-share or in-kind).</td>
</tr>
<tr>
<td><strong>Budget Line Item Unit</strong></td>
<td>The specific amount of the budgeted item. If more than one, you can enter multiple units.</td>
</tr>
<tr>
<td><strong>Budget Line Item Unit Cost</strong></td>
<td>Per unit cost (NOTE: if Unit and Unit Cost is used, the Cost field will automatically be populated with the Unit number multiplied by the Unit Cost).</td>
</tr>
<tr>
<td><strong>Budget Worksheet</strong></td>
<td>The budget component of the application that outlines the financial plan for the project or program.</td>
</tr>
<tr>
<td><strong>California Housing and Community Development (CA HCD)</strong></td>
<td>The California Department of Housing and Community Development, hereinafter referred to as CA HCD, is a department within the California Business, Consumer Services and Housing Agency that develops housing policy and building codes and administers programs that provide grants and loans.</td>
</tr>
<tr>
<td><strong>Cash Match</strong></td>
<td>The portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute).</td>
</tr>
<tr>
<td><strong>Cost Field</strong></td>
<td>A field where you can enter the amount for each line item.</td>
</tr>
<tr>
<td><strong>Cost Share</strong></td>
<td>This field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total Cost Share. If included as Itemized, you can put any amount desired for this item in the Cost Share field. If included as Not Applicable, you can mark this budget item as Cost Share and the amount entered in the Cost field will be included in your total Cost Share.</td>
</tr>
<tr>
<td><strong>Data Universal Numbering System or DUNS</strong></td>
<td>The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&amp;B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&amp;B by telephone (currently 866–705–5711) or the Internet (currently at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> Click to View Exit Disclaimer)</td>
</tr>
<tr>
<td><strong>De Minimus Rate</strong></td>
<td>This is the standard indirect cost rate that can be used for a Federal Grant if you do not have a negotiated rate.</td>
</tr>
<tr>
<td><strong>Draft</strong></td>
<td>This is when your application is still in progress and has not yet been submitted.</td>
</tr>
<tr>
<td><strong>eCivis Portal Account</strong></td>
<td>An online service which allows interested applicants to create a free account so they can save, collaborate, and apply for program solicitations.</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>eCivis Grants Network</td>
<td>eCivis Grants Network is a SaaS grant management system used by state, local, and tribal governments.</td>
</tr>
<tr>
<td>Employer Identification Number (E.I.N.)</td>
<td>E.I.N., also known as a Federal Tax Identification Number, is used to identify a business entity.</td>
</tr>
<tr>
<td>Financial Report</td>
<td>A report that tracks spending and reimbursement requests that the subrecipient will send to the grantor from Portal. Another name that is related is the Program Progress report (see Program Progress Report).</td>
</tr>
<tr>
<td>General Ledger or GL</td>
<td>Number used to identify this budget category in your financial system</td>
</tr>
<tr>
<td>Granting Agency</td>
<td>Organization, institution, or agency providing a sum of money for a particular purpose or goal. This is often referred to as Grantor.</td>
</tr>
<tr>
<td>Grant</td>
<td>A sum of money given from one entity to another for a particular purpose or goal.</td>
</tr>
<tr>
<td>Grantor</td>
<td>A person, organization, institution, or agency providing a sum of money for a particular purpose or goal. In eCivis Grants Network, this is an organization who is offering a program solicitation.</td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>Third-party in-kind contributions means the value of non-cash contributions (i.e., property or services) that- (a) Benefit a federally assisted project or program; and (b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.</td>
</tr>
<tr>
<td>Itemized</td>
<td>This will change the indirect cost calculation from a percentage to a manual entry amount</td>
</tr>
<tr>
<td>Login Credentials</td>
<td>User ID and Password associated with a Portal account. These credentials are used to allow access to the Portal Account.</td>
</tr>
<tr>
<td>My Applications Page</td>
<td>This is the main homepage in the portal account. This page allows users to select their applications, view their awards, and access their profile.</td>
</tr>
<tr>
<td>My Awards</td>
<td>Access to all the programs that you have been awarded.</td>
</tr>
<tr>
<td>My Profile</td>
<td>Access to your profile information.</td>
</tr>
<tr>
<td>Negotiated Rate</td>
<td>This should be used if you have negotiated an indirect cost rate with the federal agency you are applying to.</td>
</tr>
<tr>
<td>Notification Date</td>
<td>The date the program officer reviewed and approved your award.</td>
</tr>
</tbody>
</table>
### 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 made available in each line item to indicate the type of item it is (Direct Cost, Indirect Cost, or Cost Share).

### Pass-through-funding

Funds issued by a federal agency to a state agency or institution that are then transferred to other state agencies, units of local government, or other eligible groups per the award eligibility terms. The state agency or institution is referred to as the "prime recipient" of the pass-through funds. The secondary recipients are referred to as "subrecipients." The prime recipient issues the sub awards as competitive or noncompetitive as dictated by the prime award terms and authorizing legislation.

### Pending Award

A portion of funds that have been offered to a subrecipient, but have not yet been finalized through a formal award process.

### Performance Period

The period established in the award document during which awarding agency sponsorship begins and ends.

### Post-Award

When a grant is awarded implementation of the grant begins, reporting progress is tracked, and completion of the closeout requirements.

### Program Administrator

The individual responsible for planning, implementing, and evaluating the grant program.

### Program Income

Sum of program income line items listed in the Program Income section.

### Program Officer

The person who is responsible for overseeing program development, seeking grants and submitting proposals, managing projects and overseeing budgets.

### Program Solicitation

An available funding opportunity.

### Portal Profile

Information that is entered by Portal user, which will be used when submitting application for review and consideration.

### Reimbursement

Reimbursements are provided for project expenses on a set payment schedule after the organization has submitted sufficient documents to verify expenses.

### Reimbursement Request

A form completed in the Portal Account requesting reimbursement from the Grantor for grant related expenses.

### Role

This defines who the user is in a Portal account.

### Owner

Owner who submitted the application and is tracking and managing the award.

### Solicitations Listings Page

A webpage on CA HCD website showing all programs available for funding.

### Spending Report

A report which shows spending in the grant budget categories.
### Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subrecipient</td>
<td>A non-Federal entity that receives a sub award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.</td>
</tr>
<tr>
<td>Sub-award</td>
<td>An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.</td>
</tr>
<tr>
<td>Team Member</td>
<td>Not the original applicant. This is a user added to a Portal Account to assist and collaborate on the grant program. These people are invited to help track the award and submit reports.</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>Sum of all Direct Cost across all budget categories</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td>Sum of all Indirect Costs across all budget categories</td>
</tr>
<tr>
<td>Total Proposed</td>
<td>Sum of all Direct Costs and Indirect Costs across all budget categories</td>
</tr>
<tr>
<td>Title</td>
<td>The name of the budgeted item.</td>
</tr>
<tr>
<td>Under Review</td>
<td>Grant application is received by granting agency and is being reviewed.</td>
</tr>
</tbody>
</table>