

eCivis Portal

Award Acceptance



You've Been Awarded! Now What?

- ✓ Wait for the email with link for your community's award
- ✓ Use Portal account associated with application
- ✓ Ensure "support@eCivis" is added to your approved sender list ("Whitelist")

awardNotification.pdf
29 KB

Award Notification Letter

Dear [REDACTED]

Congratulations! An award package has been created for the following program:

Project: GHPLC 2017 MIT Planning
Program: CDBG-MIT 2017 Planning
Approved Amount: \$604,160.00
Federal Awards:

- ORG0007 CDBG-MIT 2017: \$604,160.00
 - Agency: HUD
 - Fiscal Year: 2021
 - CFDA: 14.228

Total Federal: \$604,160.00

Other Awards: No non-federal funds were included in this award.
Total Match: \$0.00
Period of Performance: 10/04/2021 - 10/03/2023
Award/Contract Number: [REDACTED]
Ein: [REDACTED]

Note from grantor:

Congratulations on your 2017 CDBG-MIT Planning award! This award package contains all the information you need for the program. Please fill out all attachments and return via eCivis. As always, if you have any questions, please do not hesitate to reach out.

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

For any questions pertaining to this award package, please contact your grantor at: [REDACTED]

Sincerely,

Community Finance Division (CFD)

The eCivis Support Team

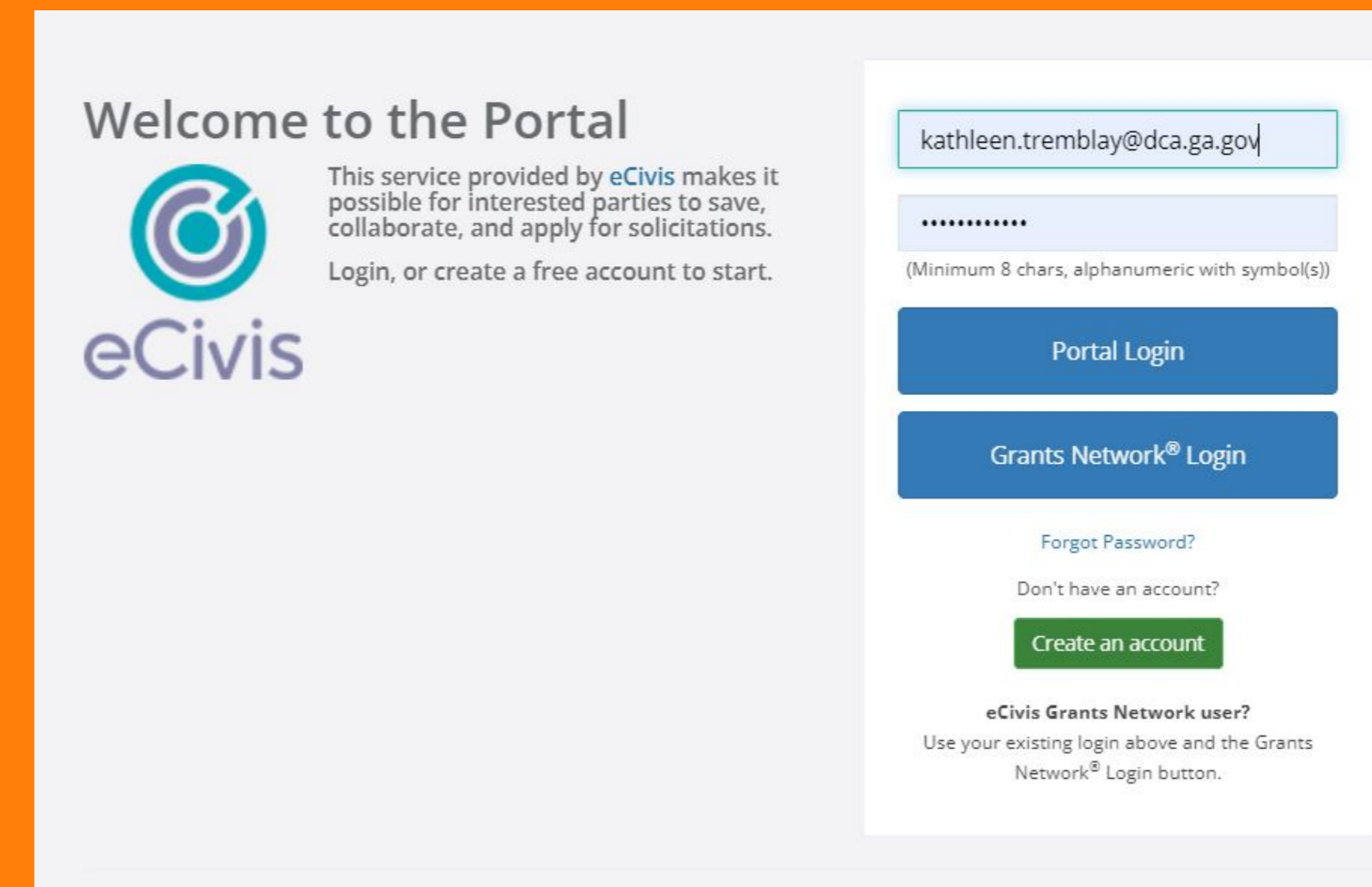
support@ecivis.com

(877) 232-4847, option 2, 8am-5pm PT

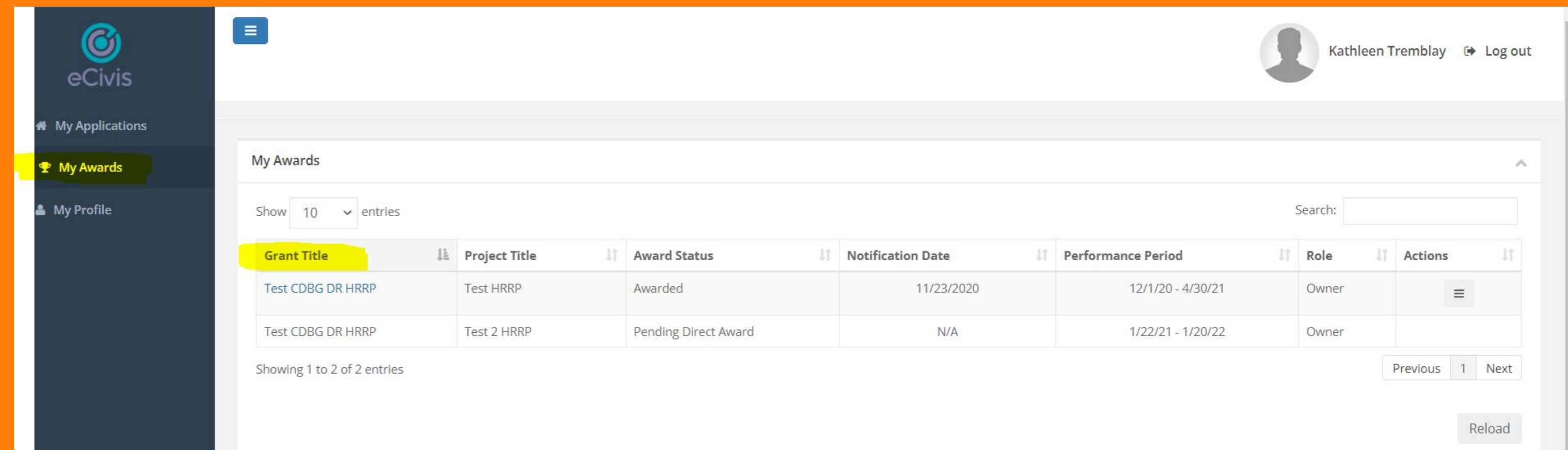
The recipient should click the link (shown above) to see the details of the award and to see the documents required for submission to accept the award.

The Award Notification Email

Log into the Portal account associated with your community's application



Go to “My Awards” and click on the “Grant Title” to access the award









- In the award package you will find all documents necessary to execute your award
- Award documents will require you to download for completion and/or signature(s)
- Additional documents may be samples to assist with completing the required documents
- You can upload documents as they are completed BUT do not submit until all required documents are uploaded

Award Package

Award Files - External:

[Attach Files](#)

File Name	Upload Date	File Size	Action
Approval File: awardNotification.pdf	N/A	N/A	
Acknowledgment of Subrecipient Language Access Plan Requirement.pdf	09/20/2021	173.9 Kb	
Authorized Signature Card (MIT).pdf	09/20/2021	137.9 Kb	
CDBG-MIT Award Checklist.pdf	09/20/2021	216.8 Kb	
Civil Rights Compliance Certification.pdf	09/20/2021	397.0 Kb	
DCA Subrecipient Language Access Plan Guidance.pdf	09/20/2021	344.2 Kb	

Tips for a Successful Award Acceptance



Verify!

Be sure to check your uploads to ensure they are oriented correctly, legible, and the signed document is the one attached



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Ask for help!

DCA staff are here to assist you as you navigate accepting the award in the eCivis Portal



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Timeliness!

Ensure that the entire award package is completed and returned to DCA within 30 days (November 22, 2021)



Things to Remember

- If there are errors in any document, the entire award package will be returned to you
- When resubmitting please ensure you have deleted the erroneous document and only uploaded the revised version
- If you need assistance with completing the required documents please reach out to Cindi Bernhardt



Remember!!!



Any

Questions





Thanks!

Any questions?

You can find me at: Kathleen.Tremblay@dca.ga.gov