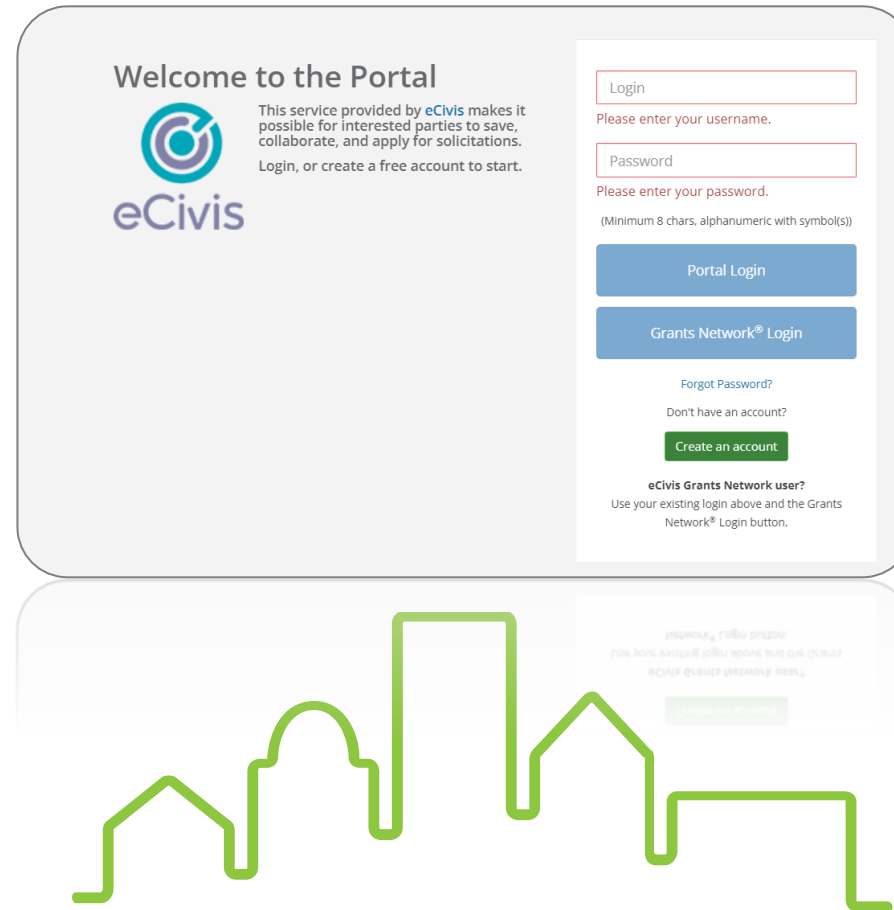



# GrAAM/eCivis Award Administration



Welcome to the Portal

  
eCivis

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Please enter your username.

Password

Please enter your password.  
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

Don't have an account?

[Create an account](#)

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

Kathleen Vaughn, Compliance Manager, October 20, 2021

# GrAAM/eCivis

# CDBG.Biz



- Special Conditions
- Activity Reports/  
Accomplishments
- Financial Reports
- Extension Requests
- Budget Amendments
- De-obligation Requests

- Requests for Release of  
Funds
- Wage Determinations &  
Add'l Classifications
- Contractor Clearance
- Notice of Contract Action
- Sole Source Requests

# Recipient Award Selection Page



portal.ecivis.com/#/index/myAwards

Anthony Torres Log out

My Awards

Show 10 entries Search:

Grant Title	Project Title	Award Status	Notification Date	Performance Period	Role	Actions
Electric Bus Fleet Implementation	School Bus Replacement	Awarded	01/16/2019	1/15/19 - 1/15/20	Owner	⋮
Homeland Security Disaster Program	Emergency Generator Preparedness	Awarded	04/02/2020	4/30/20 - 6/30/21	Owner	⋮
Improving the Chesapeake Bay	Chesapeake Youth Development Initiative	Awarded	01/16/2019	1/31/19 - 1/31/20	Owner	⋮
Substance Abuse and Mental Health Services Program	School Mental Health	Awarded	01/15/2019	1/31/19 - 1/31/20	Owner	⋮

Showing 1 to 4 of 4 entries

Previous 1 Next

Reload

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

# Recipient Award Dashboard

The screenshot shows the 'Award Dashboard' interface. At the top, there are two tabs: 'Draw Requests' and 'Quarterly & Accomplishment'. The 'Award Detail' section includes buttons for 'View Budget', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment', and 'Manage Project Team'. The award information includes: Subrecipient: City of Springfield; Project: Emergency Generator Preparedness; Approval Date: 04/02/2020; Approved amount: \$126,000.00; Total Federal Award: \$126,000.00; Total Non-Federal Award: \$0.00; Total Match: \$72,000.00; Performance period: 04/30/2020 - 06/30/2021. The 'Pending Tasks' section shows a table of tasks with columns for Task Type, Due Date, and Actions. Annotations include pink arrows pointing to the 'Submit Financial Report' and 'Submit Activity Report' buttons, a pink arrow pointing to the 'Request Grant Amendment' button with the text 'Extensions, Amendments, De-obligation', and a pink arrow pointing to the 'Pending Tasks' section with the text 'Assigned Tasks: Special Conditions'.

portal.ecivis.com/#/index/award

## Award Dashboard

Draw Requests    Quarterly & Accomplishment

**Award Detail**

View Budget   View Files   Submit Financial Report   Submit Activity Report   Request Grant Amendment   Manage Project Team

Subrecipient: City of Springfield    Program: Homeland Security Disaster Program  
Project: Emergency Generator Preparedness    Award ID: abc12345  
Approval Date: 04/02/2020    EIN: 123456789

Approved amount: \$126,000.00 +  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00

Total Match: \$72,000.00  
Performance period: 04/30/2020 - 06/30/2021

**Pending Tasks**    Assigned Tasks: Special Conditions

Show 10 entries    Search:

Task Type	Due Date	Actions
Financial Report Request	06/30/2020	⋮
Activity Report Request	06/30/2020	⋮
Financial Report Request	09/30/2020	⋮
Activity Report Request	09/30/2020	⋮

tal.ecivis.com/#/index/award

Detail







View Budget View Files **Submit Financial Report** Submit Activity Report Request Grant Amendment Manage

Recipient: City of Springfield  
Program: Homeland Security Disaster Program  
Award ID: abc12345  
EIN: 123456789

Emergency Generator Preparedness  
Award Date: 04/02/2020  
Awarded amount: \$126,000.00  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00  
Match: \$72,000.00  
Finance period: 04/30/2020 - 06/30/2021

Pending Tasks

10 entries Search:

Type	Due Date	Actions
Financial Report Request	06/30/2020	 Create Financial Report Mark Task Complete
Activity Report Request	06/30/2020	
Financial Report Request	09/30/2020	
Activity Report Request	09/30/2020	
Financial Report Request	12/31/2020	
Activity Report Request	12/31/2020	

## Draw/ Reimbursement Requests

- Select “Submit Financial Report” from the top menu options to access the financial report screen
- Tasks assigned by DCA can be accessed in the “pending tasks” menu.

# Draw Requests

- The Financial Reporting Screen provides a budget overview above the financial reporting section.
- The reporting period will either reflect the day of the draw request or quarter (if reporting for a quarter in which no reimbursements were requested)
- Enter the amount requested per line item in the “spend” column. This should mirror column G on draw form.
- **Match should always be entered on the final financial report.**



When filling out your spending report, pay attention to the balances left in your budgeted cost lines. Also be sure to factor program income....

### Award Financial Overview

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

	Spend	Match	Spend + Match
Award Total Spend	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
Award Remaining	\$ 126,000.00	\$ 41,000.00	\$ 167,000.00

Award Total Program Income	Received	Expended
\$ 0.00	\$ 0.00	

### Financial Report Details

Reporting Period: \*

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,000.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,000.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,000.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Program Income	Received	Expended
\$ 0.00	\$ 0.00	

Report Total	Spend	Match	Spend + Match
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	

Reimbursement Request

This is my final report

7 / 25/25

# Draw Requests

7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 4,000.00	\$ 4,000.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 48,000.00	\$ 5,000.00	\$ 53,000.00	
	90.57 %	9.43 %		

Reimbursement Request\*  
\$ 48,000.00

This is my final report

**Financial Report Narrative \***

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

</> H1 H2 H3 B I U ☰ ☷ ☹ ☺ %

- To receive payment, select “Reimbursement Request” checkbox.
- Enter the amount. Ensure the Request Total matches the Reimbursement Request amount.
- Do not check “This is my final report”.
- Enter a narrative.

All Georgia Department of Community Affairs Request for Drawdown of CDBG Funds

1. Recipient Name: \_\_\_\_\_ 2. Grant Number: \_\_\_\_\_

Name and telephone number of the person to contact.

Drawdown Request Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Final Drawdown? (type an X in the appropriate box)  
 Yes (Click to Refresh)

3. Drawdown Information

A. Activity Number	B. Budget Amount	C. Budget Adjustments
TOTAL	0.00	0.00

4. If any of the amounts in Column H will exceed the number from which you want funds transferred, please indicate the amount of Program Income (PI) in your Cash on Hand (COH) section.

5. Please indicate the amount of Program Income (PI) in your Cash on Hand (COH) section. Leaving this blank certifies total cash on hand (including PI) in your Cash on Hand (COH) section.

6. I hereby certify that the data above is correct and I agree to the Conditions of the above referenced grant agreement.

Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Below For DCA Use Only				
Date Received	Explanation of Differences (if applicable)			
Date of Wire				
Amount Approved	Reviewed by	Date	Approved by	Date

DDForm DCA v01 2012

Financial Report Files

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

Upload File

Warning!

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

Cancel

OK

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

Q1 Report.docx

11.1 KB

Showing 1 to 1 of 1 entries

Previous 1 Next

Submit Report

Cancel

Search: \_\_\_\_\_

Actions

Sub

ts



Award Activities

Show 10 entries Search:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Financial Report	01/01/2020 -- 03/31/2020	Anthony Torres	04/02/2020	Approved / Paid	<a href="#">View Report</a>
Financial Report	04/02/2020 -- 04/03/2020	Anthony Torres	04/02/2020	Approved / Awaiting Payment	<a href="#">View Report</a>
Financial Report	04/02/2020 -- 04/03/2020	Anthony Torres	04/02/2020	Changes Requested	<a href="#">Review/Resubmit</a>

Showing 1 to 3 of 3 entries

[Previous](#) 1 [Next](#)

[Reload](#)

Award Amendments [Request Grant Amendment](#)

# Draw Requests

# Activity Reports

Used for Quarterly Reporting

The reporting periods and deadlines are:

- January - March (due April 30)
- April - June (due July 31)
- July - September (due October 31)
- October - December (due January 31)

The first quarterly report for a grant should cover the first full quarter after the award date.

Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

Recipient Name:		Grant Number:		Report No:		Quarter End:		Final Report:	<input type="checkbox"/>
Contact Person:		Telephone Number:		E-mail:					

**SECTION II: CONTRACTS/SUBCONTRACTS & LABOR FOR THIS QUARTER**

Subcontractor Name	Address	City, State, Zip	Prime Contractor ID #	Sec 3	Subcontractor ID #	Sec 3	Total Amt. Contract/Sub	CDBG Part	Trade Code	Race Code	Women Owned
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>

Instruction, 2 = Education/Training, 3 = Other  
Section 3 Business as: 51% or more owned by low or very-low income persons, OR 75% or more labor hours are performed by low or very low-income persons, OR 25% or more owned by current residents of public housing, or Section 8-assisted housing.  
Hours - Please enter unreported hours. If submitting the 2nd Quarter report (ending 6/30) enter the cumulative hours as well. The cumulative reporting period is 7/01 - 6/30.

Quarterly Hours	Annual Report - Quarter ending 6/30

The screenshot shows the ECVIS portal interface. At the top, there are navigation buttons: 'View Budget', 'View Files', 'Submit Financial Report', 'Submit Activity Report' (highlighted with a pink arrow), 'Request Grant Amendment', and 'Manage Project Team'. Below these buttons, the 'Award Detail' section is visible, showing information for the 'City of Springfield' and 'Emergency Generator Preparedness' project. The 'Approved amount' is \$126,000.00, and the 'Total Match' is \$72,000.00. The 'Performance period' is 04/30/2020 - 06/30/2021. Below the award details, there is a 'Pending Tasks' section with a table of tasks. The table has columns for 'Task Type', 'Due Date', and 'Actions'. The tasks listed are 'Financial Report Request' (due 06/30/2020), 'Activity Report Request' (due 06/30/2020), and 'Financial Report Request' (due 09/30/2020). A dropdown menu is open for the first 'Financial Report Request' task, showing options 'Create Financial Report' and 'Mark Task Complete'.

# Activity Reports

The screenshot shows a web application interface for submitting an activity report. At the top, there is a navigation bar with a menu icon on the left, a user profile icon in the center, and a 'Log out' button on the right. Below the navigation bar is a header section titled 'Activity Report'. Underneath the header is a section for 'Award Detail' with a 'Back to Award Detail' button. The award information includes: 'CDBG 2020 Annual Competition' (marked as 'Awarded'), 'Awarded by: Georgia Department of Community Affairs', 'Approved amount: \$750,000.00', 'Match type:', and 'Performance period: 10/16/2020 - 10/16/2022'. Below the award details is the 'Activity Report' section. It features a 'Reporting Period: \*' label and an empty text input field. Below the input field is a note: 'Please develop your narrative below including key metrics, and other pertinent details.' This is followed by a 'Report Narrative: \*' label and a rich text editor with a toolbar containing icons for code, heading (H1, H2, H3), bold, italic, underline, list, link, and unlink.

Reporting period should reflect the quarter the Recipient is reporting on.

Enter the following information the “Report Narrative” field:

- Identify the report number
- Provide a brief narrative description of work in progress during the reporting period. Amount of funds expended per line item.
- Provide a brief narrative description of all other supporting efforts that have begun, been partially implemented, or completed during this period.
- If applicable, information concerning problems encountered or are anticipated that may impact the project as originally proposed in the grant application. If applicable, indicate “final” activity report and indicate that no other accomplishment / activity reports are due until the Final Financial Report.

# Activity Reports

- Enter Accomplishments, if applicable
- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.
- "Submit Report"

Activity Report Metrics

Please enter metrics to describe progress on your goals.

Job Creation:	<input type="text" value="0.00"/>	(1606.00)
Job Retention:	<input type="text" value="0.00"/>	(1606.00)
Port YEU:	<input type="text" value="0.00"/>	(1596.00)
Private Investment:	<input type="text" value="0.00"/>	(1800000.00)

Enter program outcomes/accomplishments using the Activity Report Metrics fields.  
(Note: These entries may not be required by all programs.)

Activity Report File

Reupload any files necessary for your activity report.

Showing 0 to 0 of 0 entries

File Name	File Size	Action
No files are available for download		

Showing 0 to 0 of 0 entries

Click the Submit Report button once all entries have been made.

Award Activities

Showing 1 to 2 of 3 entries

Report	Reporting Period	Created By	Date Created	Current Status	Action
Financial Report	03/01/2021 - 04/30/2021	Rick Thompson	03/08/2021	Approved / Waiting Payment	
Activity Report	03/01/2021 - 04/30/2021	Rick Thompson	03/08/2021	Pending Approval	

# Activity Reports

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
 GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
 QUARTERLY EXPENDITURES AND PROGRESS REPORT  
 ACCOMPLISHMENTS REPORT – JOBS

- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

Matrix Code	HUD Activity	Date	No. of Jobs	Full Time or Wky Hrs	Created or Retained	Racial Data											Ethnicity			Income Data				Job Category				
						White	Black	Asian	Native Am	Pacific Islander	Native Am/White	Asian/White	Black/White	Native Am/Black	Other Multi-Racial	Asian Islander	Total from Race	Hispanic	Hispanic Base Race	Extremely Low Income	Low Income	Mod Income	Non-Low/Mod		Total Income Data			
																												Techicians
																												Laborers
																												Laborers
																												Laborers
																												Laborers

**PERFORMANCE CERTIFICATION**  
 This certifies that

No Accomplishments occurred during this quarter.  
 All Accomplishments for this quarter have been reported accurately

**GRANT ADMINISTRATOR**  
 This Quarterly Report is complete:  
 Date Completed

# Award Dashboard

## Award Detail

- [View Budget](#)
- [View Files](#)
- [Submit Financial Report](#)
- [Submit Activity Report](#)
- [Request Grant Amendment](#)
- [Manage Project Team](#)

**Subrecipient:** City of Springfield  
**Project:** Emergency Generator Preparedness  
**Approval Date:** 04/02/2020

**Program:** Homeland Security Disaster Program  
**Award ID:** abc12345  
**EIN:** 123456789

**Approved amount:** \$126,000.00 +  
Total Federal Award: \$126,000.00  
Total Non-Federal Award: \$0.00

**Total Match:** \$72,000.00  
**Performance period:** 04/30/2020 - 06/30/2021



## Pending Tasks

# Grant Amendment Requests

- Extension Requests
- Substantive Amendments
- Budget Amendments
- Budget Revisions (under 10%)
- De-obligation requests

# Grant Amendments

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

Please edit the appropriate information below.

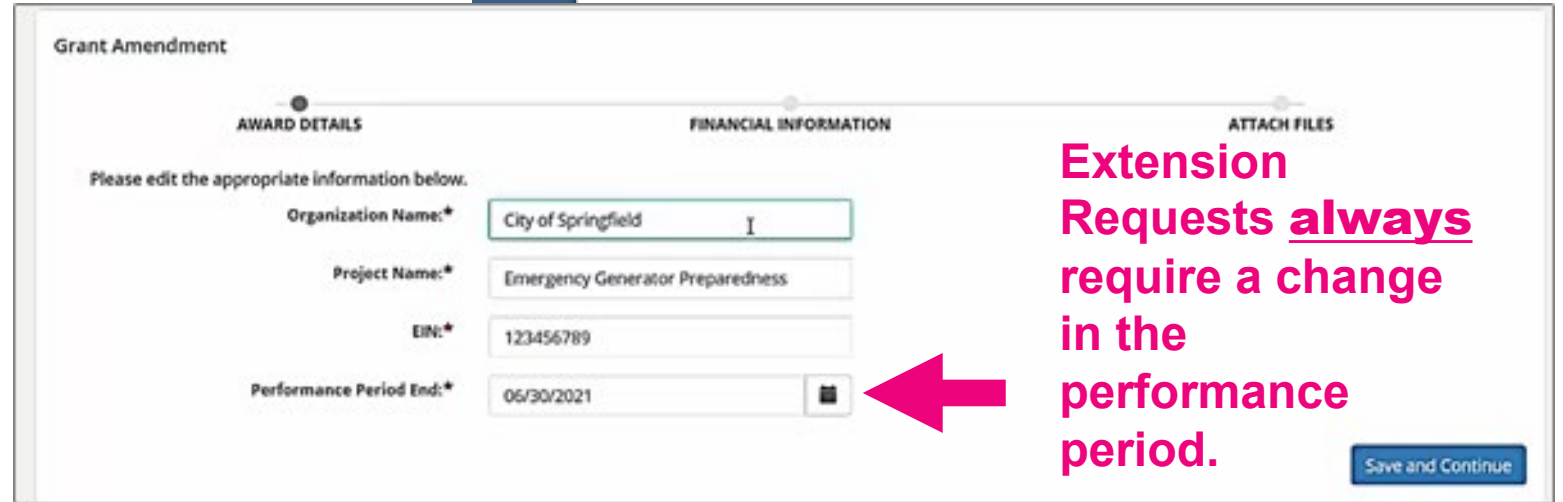
Organization Name:\* City of Springfield

Project Name:\* Emergency Generator Preparedness

EIN:\* 123456789

Performance Period End:\* 06/30/2021

Save and Continue



Extension Requests always require a change in the performance period.

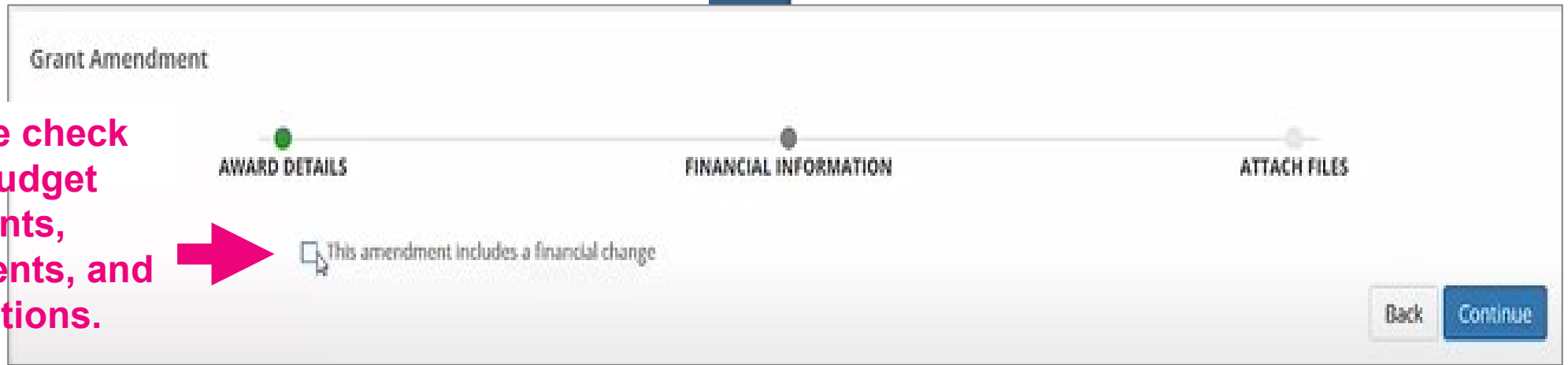
Select the check box for budget adjustments, amendments, and de-obligations.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION ATTACH FILES

This amendment includes a financial change

Back Continue



# Grant Amendments

## Save Budget

### Revisions:

**Pre-Award:** Budget Created by A. Torres on 04-02-20 04:11 PM

done  
**Pre-Award:** Budget Saved by A. Torres on 04-02-20 04:15 PM

**Awarded:** Grant Awarded by G. Washington on 04-02-20 04:26 PM

**Post-Award:** Budget Locked by G. Washington on 04-02-20 05:02 PM

### New Note:

1000 characters remaining.




This amendment includes a financial change

#### Budget Settings

Indirect Costs: Not Applicable 24.75

Match / Cost Share: Not Applicable 7.92 %

Budget Stage: Post-Award

Actions:   

#### Budget Items

##### Ext Cost

1. Personnel \$0.00

Ext Cost Direct Cost Ind Cost Cost Share

\$0.00 \$0.00 \$0.00 \$0.00

Ext Cost Direct Cost Ind Cost Cost Share

Totals: \$0.00 \$13,000.00 \$0.00 \$0.00

Item	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	0.00	\$0.00	\$0.00	\$5,000.00	2222-004	Direct Cost
Printing	0.00	\$0.00	\$0.00	\$4,000.00	2222-003	Direct Cost
Supplies	0.00	\$0.00	\$0.00	\$4,000.00	2222-005	Direct Cost
Differences	0.00	\$0.00	\$0.00	40000	2222-002	Direct Cost
Shops	0.00	\$0.00	\$0.00	\$0.00	2222-001	Direct Cost

Cancel

Save

Add Row





# Grant Amendments

- Upload relevant documentation, such as extension letters, Public hearing documentation, and other forms
- Please indicate the type of request and describe any changes made or requested in the narrative.

The screenshot displays a web interface for submitting a grant amendment. At the top, a progress bar shows three steps: 'AWARD DETAILS', 'FINANCIAL INFORMATION', and 'ATTACH FILES'. Below the progress bar, there is a text prompt: '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.' This is followed by an 'Upload File' button. Underneath, the 'Amendment Files' section features a search bar and a table with columns for 'File Name', 'File Size', and 'Actions'. The table currently shows 'No files have been uploaded'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons. A large green success message box is overlaid on the screen, stating: 'Your amendment has been successfully submitted. Your amendment will go through the approval process. You will be notified when your amendment has been finalized.' Below the success message, there is a section for a final review with the text: 'Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:' followed by a large text area and a '5000 characters remaining' indicator. At the bottom right, there are 'Cancel' and 'Save' buttons.

# Pending Tasks

- Special Conditions will appear under "Pending Tasks".
- Use the "Actions" menu to respond and clear Special Condition

Award Dashboard

Award Detail [View Budget](#) [View Goals](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#)

Subrecipient: ██████████ Program: CDBG 2019 Annual Competition  
Project: ██████████ Award ID: ██████████  
Award Status: Awarded  
Approval Date: 10/16/2019 EIN: 586000846  
Approved amount: \$750,000.00 [+](#)  
Total Federal Award: \$750,000.00  
Total Match: \$0.00  
Performance period: 10/16/2019 - 10/16/2021

Pending Tasks

Show  entries Search: \_\_\_\_\_

Task Type	Due Date	Actions
Special Condition #7 - Draw Downs	10/01/2021	<a href="#">Create Task Response</a>

Showing 1 to 1 of 1 entries



# Pending Tasks/ Special Conditions

**Award Detail** [Back to Award Detail](#)

**CDBG 2019 Annual Competition** Awarded  
Awarded by: Georgia Department of Community Affairs  
Approved amount: \$750,000.00  
Match type:  
Performance period: 10/16/2019 -10/16/2021

---

**Special Condition #7 - Draw Downs - 10/01/2021**

**Task Note:** Within sixty (60) days of the Community Development Block Grant (CDBG) award, and prior to funds being released, the Recipient must officially update its locally adopted Language Access Plan (LAP).

**Subrecipient Response:** \*

**Warning!**  
Are you sure you are ready to submit this task response?

[Cancel](#) [OK](#)

8000 characters remaining

**Task Files**

Please upload any files necessary for your task.

[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](#)

[Submit Task](#) [Cancel](#)

**Thank you!**

**Resources:**

**Quarterly Reporting Instructions & Forms -**

<https://www.dca.ga.gov/node/7498>

**-Appendix III – GrAAM Job Aids**

<https://www.dca.ga.gov/node/3582>

**-ECivis Video Library:**

<https://www.gotostage.com/channel/ecivis>

**Kathleen Vaughn:**

**(404)679-0594**

[Kathleen.Vaughn@dca.ga.gov](mailto:Kathleen.Vaughn@dca.ga.gov)

