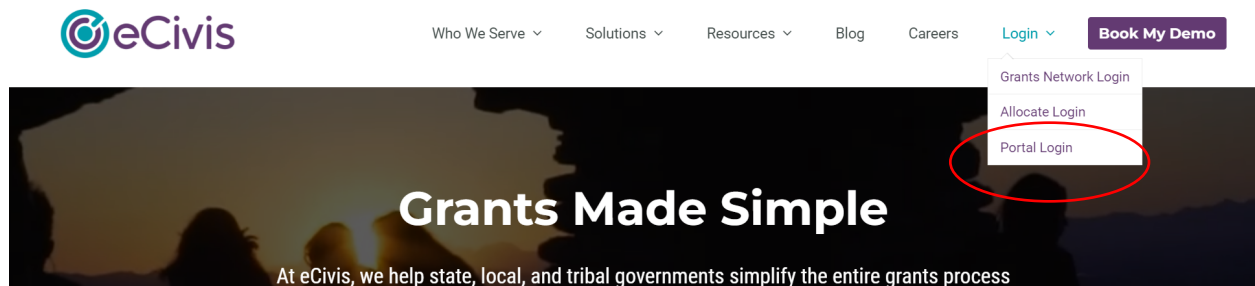


# REPORTING INSTRUCTIONS FOR ARPA PROJECTS

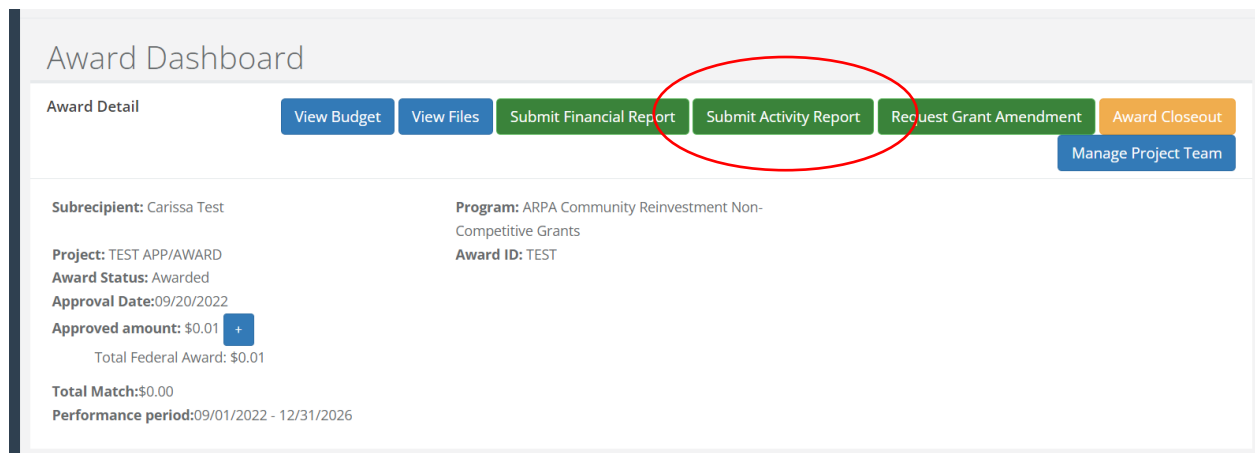
eCivis Reporting Instructions

Open eCivis using Portal Login: <https://portal.ecivis.com/#/login>



## ACTIVITY REPORT

Activity Reports should be **submitted 10 days after the close** of the quarter through eCivis. Upload here:

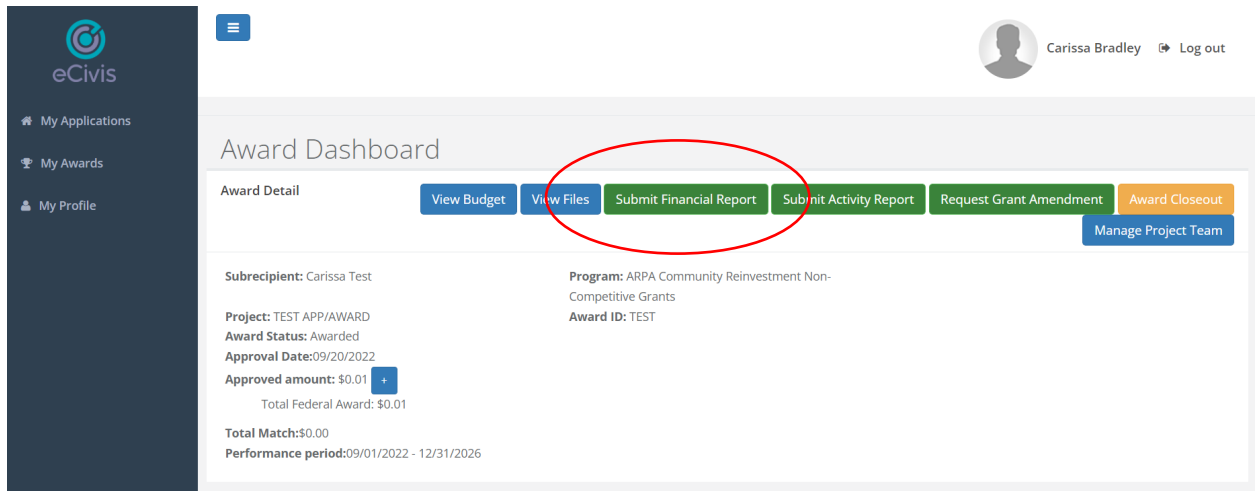


## FINANCIAL REPORT

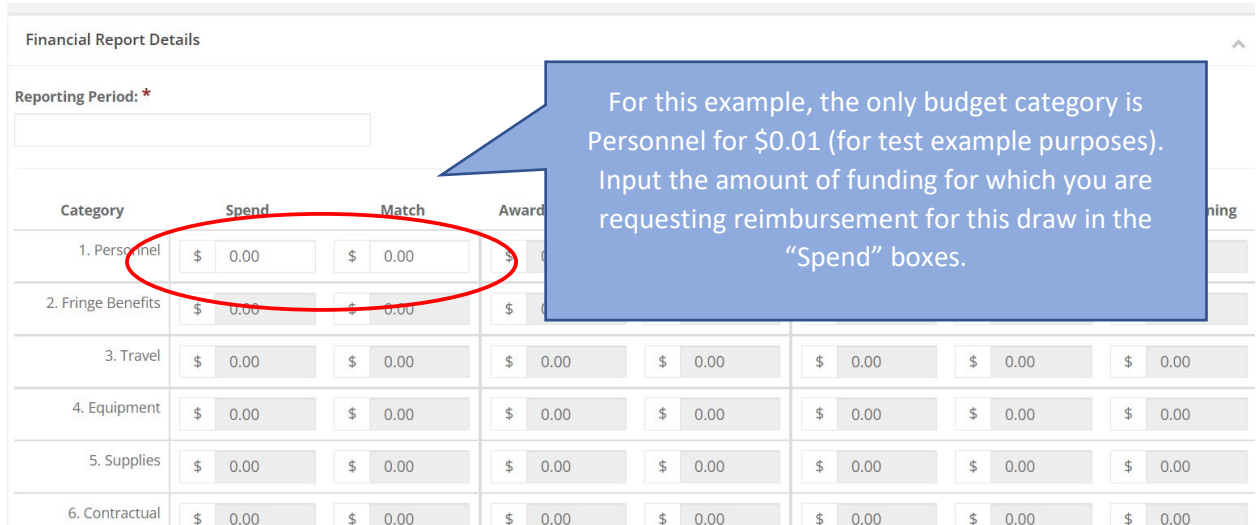
Financial Reports are how your organization will request reimbursement for your grant-funded activities. Reimbursement requests can be made monthly or as needed but no more than once a month.

1. Log into [eCivis](https://portal.ecivis.com/#/login) with the same credentials you used to apply to the grant opportunity.
2. Once logged in, the system will bring you to your Award Dashboard.

3. Click **Submit Financial Report**

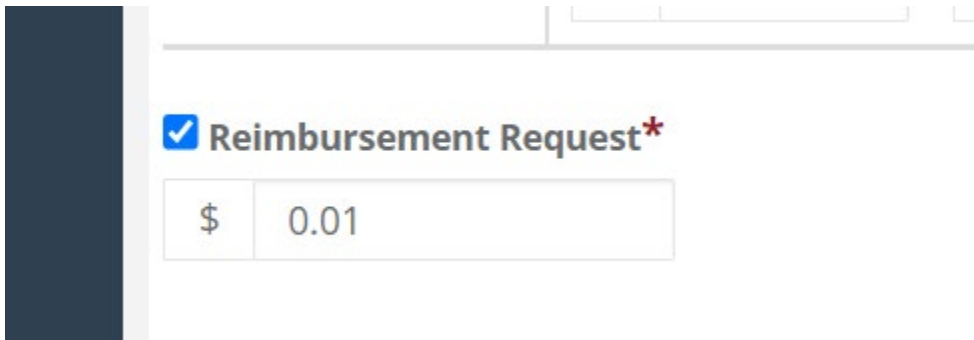


4. Your screen will populate with your budget categories that have been approved through this grant. **Scroll down to the Financial Report Details section.**



5. Enter the amount of funds you are requesting against each appropriate budget category.

6. Scroll down and click “**Reimbursement Request**”



A screenshot of a web form. On the left is a dark blue vertical sidebar. The main content area has a header with a blue checkmark icon and the text "Reimbursement Request\*". Below this is a text input field containing "\$ 0.01".

7. In the **Financial Report Narrative** – include a high-level overview of the spending justification represented in this report.

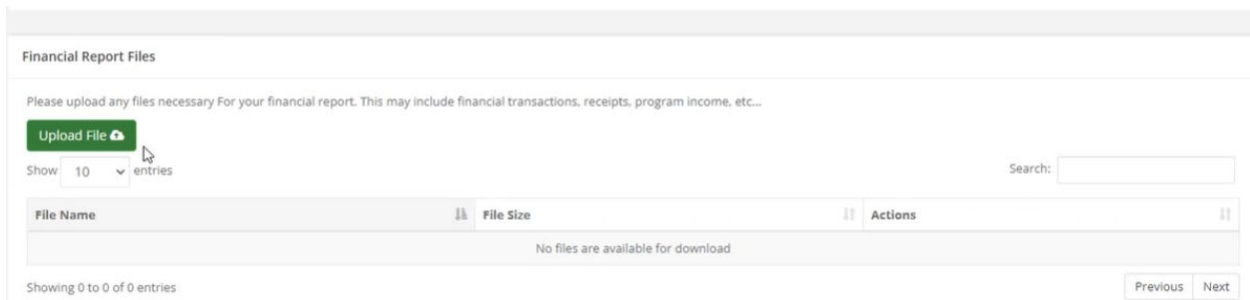
8. Scroll down to “**Financial Report Files**”. Upload backup documentation (invoices, recipients, etc.) for which you are requesting reimbursement.

9. Upload one .pdf with all the following:

a. Your Organization's Invoice

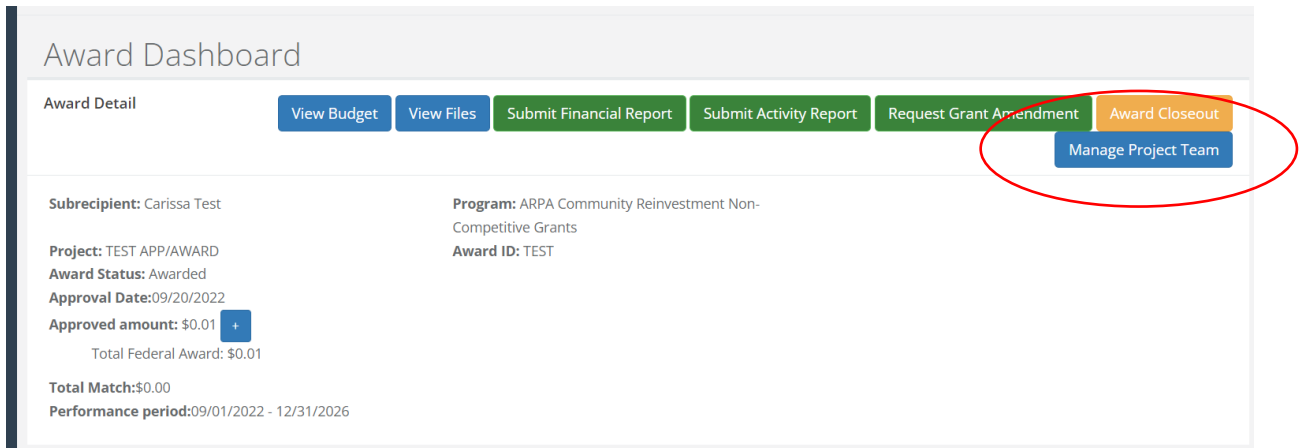
b. Backup documentation – receipts, invoices, etc.

10. Click **Submit Report**.



A screenshot of a web application interface for "Financial Report Files". At the top, it says "Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...". Below this is a green "Upload File" button with a cloud icon. To the left of the button is a "Show" dropdown menu set to "10" and the text "entries". To the right is a "Search:" input field. Below these elements is a table with three columns: "File Name", "File Size", and "Actions". The table is currently empty, and a message "No files are available for download" is displayed in the center. At the bottom left, it says "Showing 0 to 0 of 0 entries". At the bottom right, there are "Previous" and "Next" buttons.

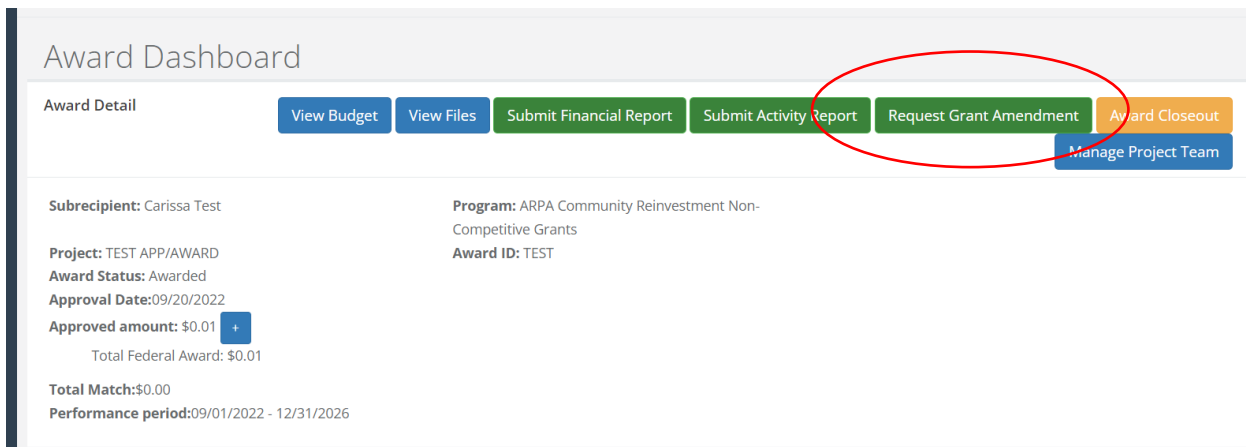
## ADDING TEAM MEMBERS



The screenshot shows the 'Award Dashboard' interface. At the top, there is a navigation bar with several buttons: 'View Budget', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment', and 'Award Closeout'. Below this bar, there is a 'Manage Project Team' button, which is circled in red. The main content area displays award details for 'Carissa Test', including the program name 'ARPA Community Reinvestment Non-Competitive Grants', award status 'Awarded', approval date '09/20/2022', and approved amount '\$0.01'. There is also a plus sign icon next to the approved amount.

You can add additional members from your organization to the Award and they will be able to submit reports, view award files, and submit reimbursement requests. They will be prompted to create an account.

## REQUESTING GRANT AMENDMENTS



The screenshot shows the 'Award Dashboard' interface, similar to the one above. In this version, the 'Request Grant Amendment' button in the navigation bar is circled in red. The award details below are identical to the previous screenshot, showing the same information for 'Carissa Test'.

You may request award amendments for budget adjustments including changing budget categories, increasing/decreasing an award (these are rare and require additional conversation with Community Reinvestment), or changing the performance period.

If you are submitting a financial change, you must include in your narrative a detailed explanation for the change.