

FY23 Independent Agency Funding Program Application – Questions and Answers

Q: I can't get into the portal. I try to reset my password but do not receive the email although they said it is being sent. I have checked with our IT department and they are not being caught in Spam. Can you help please?

I just went in to generate a password reset for you. You should receive an email from eCivis with instructions in a few minutes. Let me know if you don't receive an email from them.

*Applicant responded and did receive the password reset email.

Q: I was able to reset my password and then I went to the portal to start my application. Even though I am signed in, it wanted me to sign in again to see the application. When I tried to, and put in my new password, I received this: [Screenshot of Portal login box stating "WRONG EMAIL OR PASSWORD"]. I apologize. I am not sure what I am doing wrong.

Does it give you the option to log into Grants Network rather than Portal?

*Applicant was able to log into Grants Network and access the application. If you have an existing eCivis account, you should be able to log in from Grants Network.

Q: Just completed the [Agency] profile and selected *Save Draft* which it appears it took. Next the directions say select *Save* button but I don't see one. Can you look at my profile and figure out what I'm doing wrong?

Try to click "Create Profile." If I'm remembering correctly from my test applications, I believe "Create Profile" will save it. You should then be able to proceed to the Application. Let me know if this helps, or if you have any other questions.

*Applicant was able to proceed with this additional direction.

Q: I am working on the FY23 Budget application. Are you asking for our complete budget for FY2023 or just a budget for the amounts that we are asking for from St. Johns HHS?

I believe you are referring to Program Document 3 (HHSIA Budget)? If so, that form asks for the total program costs, and wants it broken down between HHS requested funding **and** other program funding. Let me know if that answers your question.

Q: This is my first attempt to apply for the HHS Independent Agency Funding Program and am unfamiliar with the required document "HHS Certification of Accuracy and Compliance Document." Can you provide me a link or information about what this is, and where I can access the form so I can complete it? I looked but was unable to be successful in my search.

The HHS Certification of Accuracy and Compliance Form can be found in the Forms section of the solicitation with each of the other forms. I believe it is the first form on the list. This explanation is taken directly from the Certification of Accuracy and Compliance form...

“Certification of Accuracy and Compliance

By signing this application, I do hereby certify that all facts, figures, and representations made in the application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations and procedures for program compliance and fiscal control, including but not limited to those contained in the application will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this program(s) and are a true estimate of the amount needed to operate the proposed program(s). The filing of this application has been authorized by the governing body of this organization and I have been duly authorized to act as the representative of the agency in connection with this application. I also agree to follow all Terms, Conditions, and applicable federal and state statutes.”

Let me know if you have any further questions.

Q: I need some assistance completing the [Agency] grant application. I am helping the [Agency] complete this.

My first question is concerning the budget narrative. The instructions on the narrative state the narrative should match the Program Budget Summary form, Requested HHS Funding column and the Program Staff template. We are not requesting any county funds for salary, only for direct services, matching funds so the Requested HHS funding column has no salaries in it. The only item in the narrative is the amount of matching funds we are requesting for direct child care costs. The [Agency] does have salaries charged to our primary funder the [Primary Funding Source] and those are included in the Other Funding Column. Should we include those in the narrative and on the Program Document 1 – Job Descriptions or leave the salary line of the budget narrative and the Job Descriptions blank, perhaps with a short note to explain why.

Secondly, the staff that actually provide direct services are contracted and so their salaries are actually under professional fees and contracts and not broken out in the budget document and since the county funds are not used to pay the contractor, they are not included in the narrative either. Therefore I can't list them on the job descriptions so it appears that no one provides direct services. Can I just make a note there as well or what would you suggest?

If salaries are covered by another funder, you will include those in the “Other Funding” column of the “Program Budget Summary” **and** on the “Budget Narrative for Other Funding” form. If you're not requesting HHS funding to cover salaries, you do not have to include amounts for salaries under HHS funding, or Job Descriptions. However, if any HHS dollars cover any salaries for direct services staff, you should include them in the Job Descriptions, and definitely in the Budget and Budget Narrative. It's up to the applicant to decide what to include in the Job Descriptions, but we would suggest to provide as much information as possible.

Q: I am completing the "Create Profile section" on eCivis and I want to be sure as to the Congressional District/Region are we the 6th District? (also just a heads up and apologies ahead of time, this will be first of many questions I will be asking, first time completing this type of application)

You can use the below link to look up your Congressional District/Region by putting in your agency's address. You could answer District 4 and 6 since, in theory, you are assisting residents from all areas of the county. Hope this helps.

[Find Your Representative | house.gov](#)

Q: I'm trying to log into the RFP applications on ecivis. It's requiring me to sign in twice as a verification. I don't know my password but when I push the reset button it says it has sent me an email to reset. I've tried a couple of times but I'm getting any emails to allow me to reset. Are you able to help in any way?

I just reset your password. You should receive an email from eCivis shortly with further instructions. Let me know if you have any other questions.

Q: I'm working on the HHS funding application for [Agency]. Below is a question for you.

Can grants identified in item #2 (List up to 5 grants that your agency has received over past three fiscal years) also be listed in item #12 (List agency's funding sources [up to 10], including fundraising efforts)?

If the grants identified in #2 are sources of funding for your agency, you should include them as such in #12.

Q: In one section (#25) of the eCivis webpage, I'm trying to add an outcomes table (exhibit 3) from a previous quarterly into one of the text boxes and it won't paste, can I put it as an attachment somewhere on the webpage? Or send it to you directly?

Unfortunately, question #25 is not designed for a file upload. You should include a written summary of proven outcomes in this space so it is available there for the reviewers when they review in the online platform. I hope this helps.

Q: Katrina can we list two congregational districts

If you're not sure which congressional district to use, this website will assist by matching your agency's zip code/address to your congressional district.

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