Safest Outside Restaurant Assistance Program (SORAP)

Application Submission Process

Contents

12/7/2020

Reviewing the solicitation

The solicitation is broken up into five parts:
- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary, Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application:

Arizona

Safest Outside Restaurant Assistance Program (SORAP)

✔ Apply

| Overview | Eligibility | Financial | Contact | Files |

ID:	N/A
Title:	Safest Outside Restaurant Assistance Program (SORAP)
Application Start Date:	12/07/2020
Application End Date:	01/08/2021
CFDA:	N/A
Reference URL:	

Summary:

The Safest Outside Restaurant Assistance Program is designed to assist bars and restaurants in funding infrastructure needed to expand their premises. The program will fund up to $10,000 in expenditures for items such as outdoor furniture, barriers, patio heaters, parklets that restaurants need to extend their premises to approved outdoor spaces.

The program is aligned with a new Executive Order by Governor Ducey that reduces regulatory hurdles for restaurants to safely expand their premises outdoors

Anticipated Announcement and Award Dates:

Applications will be reviewed on a rolling basis. Applications will be awarded on a first come, first serve basis and will undergo a peer review process to ensure all documentation is submitted and verified.

Reporting Requirements:

1. Request for reimbursements must be accompanied by receipts for items purchased
2. A final programmatic and financial report will be required within 90 days of the completion of the project

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process. Click on the title of the file to download the document:

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can begin filling out your application and uploading all the required documents:
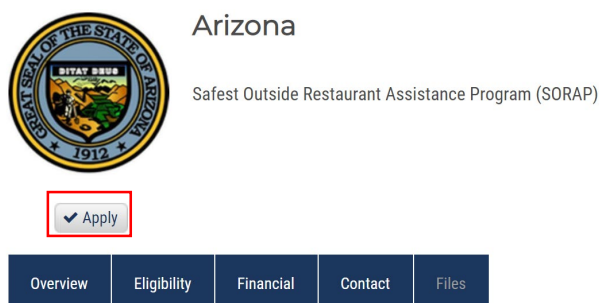
2. Log in to the Portal.

   a. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button.
   b. If you created a Portal account, enter your information and then click on the Portal Login button.
   c. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account:
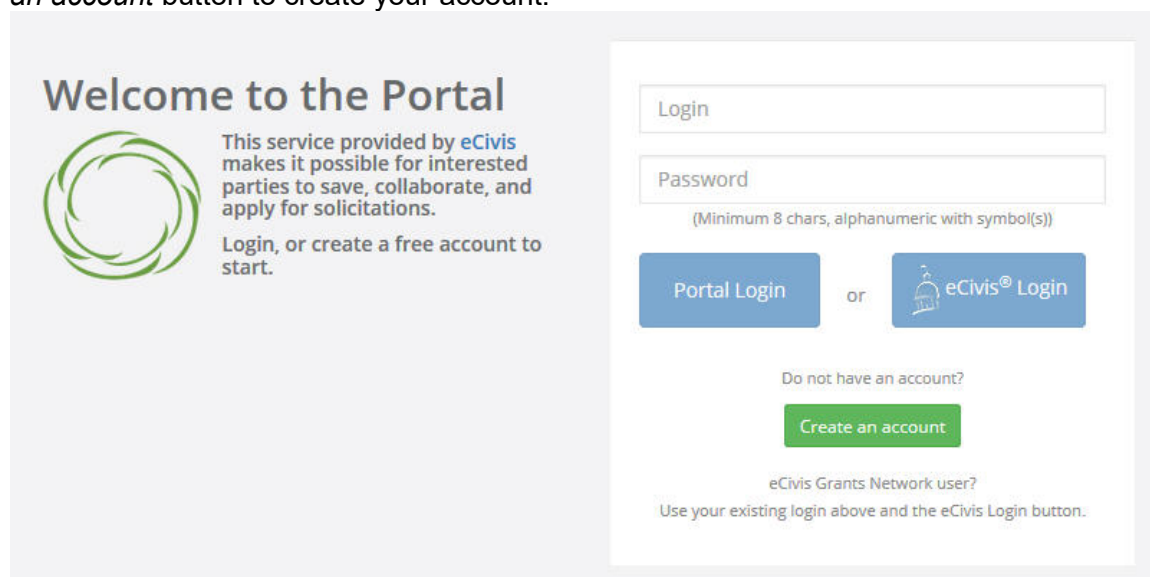
3. On the *Create an account page,* enter basic information:

   a. First name
   b. Last name
   c. Email address
   d. Password

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

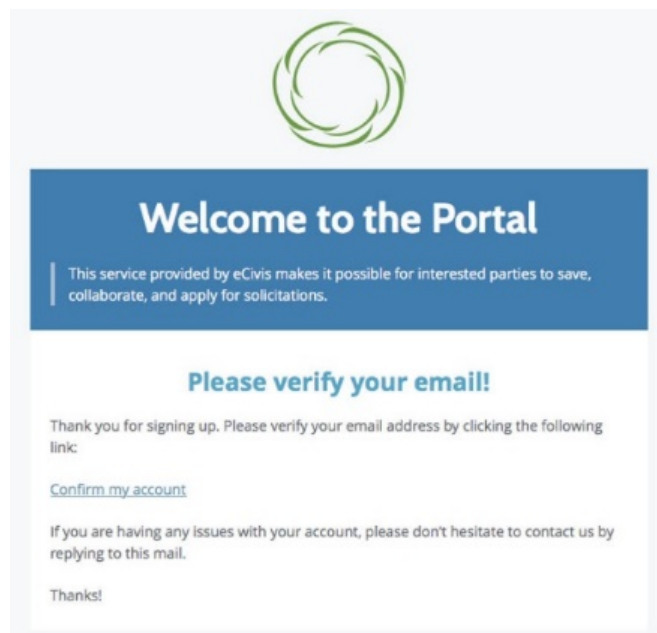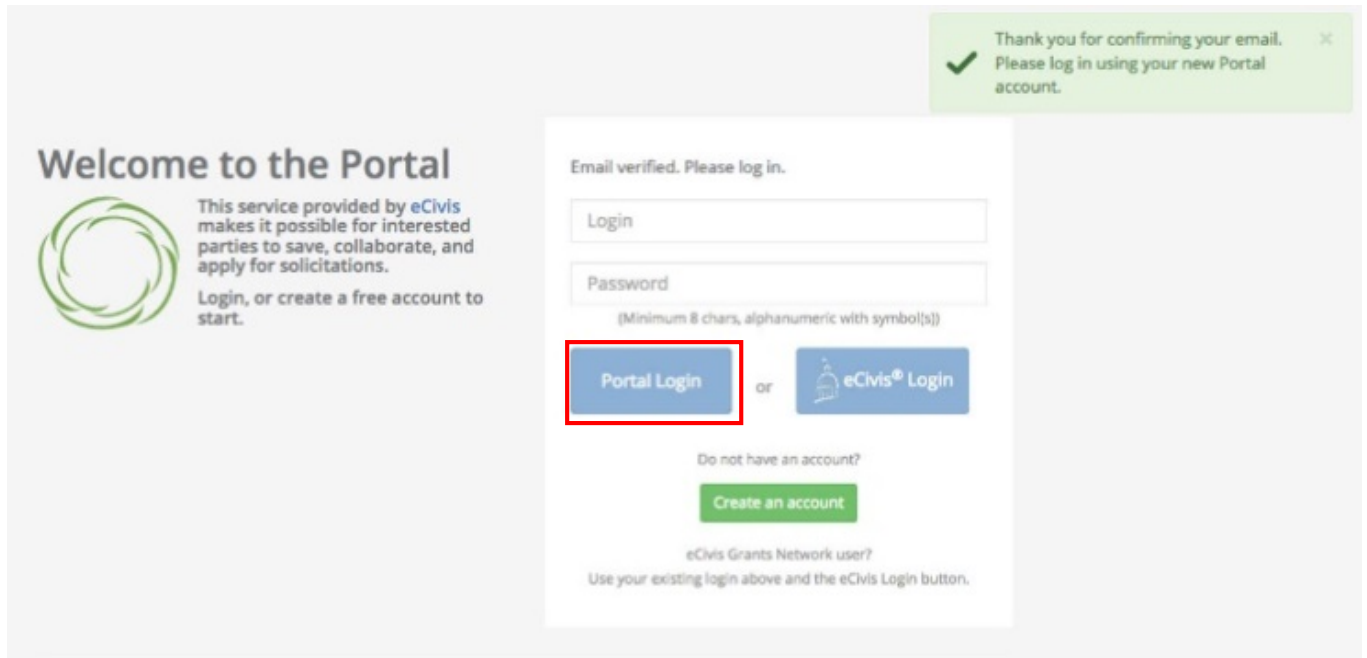First Name

Last Name

Email Address

Passphrase

Weak

Sign Up

4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:
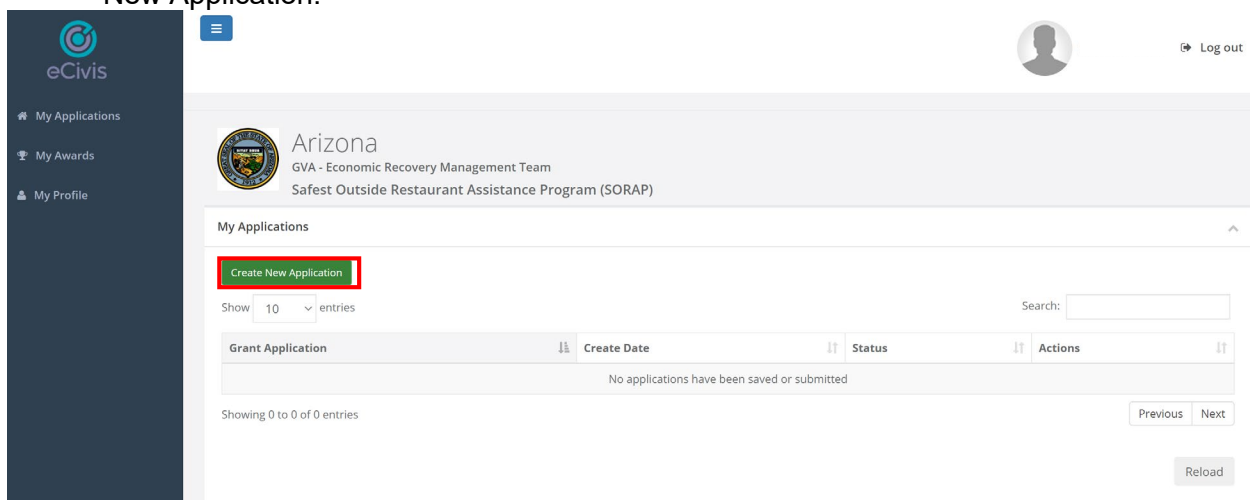
- In the email verification, click on "Please verify your email":

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

Confirm my account

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

- This will bring you back to the Portal login. Enter your full email address and password, then click on **Portal Login**:

Welcome to the Portal

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.

Thank you for confirming your email. Please log in using your new Portal account.

Email verified. Please log in.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login   or   eCivis® Login

Do not have an account?

Create an account

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

5. Once you have logged in and verified your email address, you will be brought back to the landing page of the original application you desired to apply for. Click on "Create New Application."

Arizona
GVA - Economic Recovery Management Team
Safest Outside Restaurant Assistance Program (SORAP)

My Applications

Create New Application

Show 10 entries   Search:

Grant Application	Create Date	Status	Actions
No applications have been saved or submitted			

Showing 0 to 0 of 0 entries   Previous   Next

Reload

6. Prior to beginning the application, you will need to verify your account and log into the grant management system:
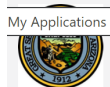
Arizona

GVA - Economic Recovery Management Team

Safest Outside Restaurant Assistance Program (SORAP)

For any questions related to this program solicitation please contact **ERMT@az.gov**

Create New Application   Back to Solicitation

Application Submissions

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Log in with your **credentials again to access your application's** account

Application Components
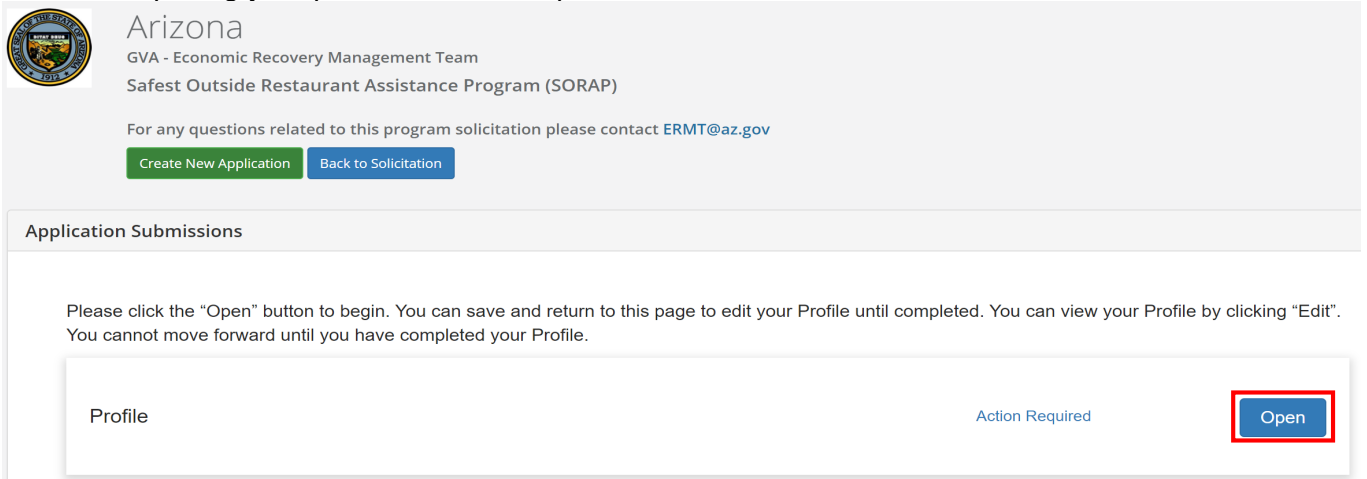
Open any program guidance files and use this to reference how each section of the application should be completed.

There are three primary sections to the application:

1. Profile
2. Application Submission
3. Application Budget

Completing your profile

1. You will need to complete the profile before accessing the application. To begin completing your profile, click the "Open" button:

2. Complete all the fields. If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select *Create Profile.* Your profile will need to be completed prior to starting the application:

Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission is the Application Submission Section and the Application Budget Section:

1. From the Application Submission Section, click on "Application Process" button to access your application.

Application Submissions

To begin, click the "Application Process" button below.When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled

Created on 12/07/2020

Application Process
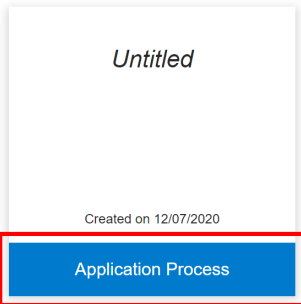
Completing the Application

1. Click on the Open icon, to begin completing your application:

Application Submissions

Untitled

Order by: Newest to Oldest ⌄

🟦 Application Process

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Applications

Action Required

Open

The button will update to reflect how you can interact with this step.

2. The *Applications Input* page will appear, to edit click the text box below each question to input your application information. Please note all required fields are noted with a *red asterisk** and "help text" for some of the questions can be found throughout the application. In addition, please note that you are given three options to proceed:
   a. Select "Save Draft" if you would like to save your changes and return to complete at a later point.
   b. Select "Mark Complete" once you have completed all required fields and ready to proceed with submitting your application.
   c. Select "Close" if you've made no changes and would like to return to the application submission homepage.

Arizona
GVA - Economic Recovery Management Team
Safest Outside Restaurant Assistance Program (SORAP)

For any questions related to this program solicitation please contact ERMT@az.gov

Create New Application   Back to Solicitation

Application Submissions

Applications ▾

Save Draft   Mark Complete   Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Application/Project Title *

Name of Restaurant Business (LLC Name) *

Name of Business

3. The *Application/Project Title* should be unique to your application.

1. Application/Project Title *

4. The *Name of Restaurant Business* should be provided here.

Name of Restaurant Business (LLC Name) *

5. Specify the *Type of Business* by selecting an option from the drop-down list.

Type of Business *

Restaurant

Bar

Restaurant & Bar

Other

6. The *Number of Employees* should be provided here, please review the help text provided.

Number of Employees *

Eligible applicants must have FEWER than 50 full-time equivalent employees

7. The *Year business was established* should be provided here.

Year business was established *

8. The Address of Restaurant or Bar Location should be provided in the following text boxes.

Address of Restaurant or Bar Location *

City *

County *

State *

Zip Code *

9. Specify if you are applying for more than one location using the drop-down list and follows the necessary steps indicated in the help text.

Are you applying for more than 1 location? (if yes, upload a document with all address locations) *

$10,000 award may be used at multiple locations that have obtained approval to extend premises. Applicants should submit one application -- regardless of the number of locations at which the funds will be used -- and include all approval docs

10. *Scope of Work* field must include a description of the extension of premises. Refer to the grant solicitation for details of what MUST be included here: https://gn.ecivis.com/GO/gn_redir/T/zssix54axqsv

Scope of Work *

-

Description of the extension of premises. Refer to the grant solicitation for details of what MUST be included here: https://gn.ecivis.com/GO/gn_redir/T/zssix54axqsv

11. The *Documented Approval for Extension of Premise Documents* that demonstrate completed approval for the extension of premises from all required bodies, which may include landlords, the local governing body, and the Arizona Department of Liquor Licenses and Control can be uploaded here by clicking *Select a file*.

Documented Approval for Extension of Premise *

Documents that demonstrate completed approval for the extension of premises from all required bodies, which may include landlords, the local governing body, and the Arizona Department of Liquor Licenses and Control

+ Select a file   ❓

Once your file is successfully uploaded the file name will appear in the text box, along with a delete icon to the right of this field.

+ Select a file   TEST File.docx   🗑

12. The *ACH/W9 Vendor Set-Up Form* can be found in the File section of the solicitation and can be downloaded to complete, then uploaded to this section of the application.

ACH Payment Form

Please download the forms from the eCivis solicitation, complete and upload here.

Please note only ONE upload will be accepted per file upload. You can upload word documents, PDFs, Excel, or a zip file.

+ Select a file [   ] ❷

13. Ten *Other Upload* fields have been provided in this section if needed; please note only one file can be uploaded to each file upload field.

Other upload (if needed)

This upload field is available if the applicant needs to upload additional supporting documentation.

+ Select a file [   ] ❷

14. Review and complete the following attestations:

I attest the business applying will use the funds to facilitate the approved extended premises, and that the applicant has not received any other public dollars to reimburse the eligible expenditures. *

☐ I agree
☐ I do not agree

I attest the business applying is in good standing with the Arizona Department of Revenue. *

☐ I agree
☐ I do not agree

I attest the business applying has not received any other Federal, State, or local monies explicitly for the same eligible expenditures submitted to this grant program. *

☐ I agree
☐ I do not agree

I attest the business applying has applied for only ONE grant from this program, regardless of the number of separate business entitles the applicant owns. *

☐ I agree
☐ I do not agree

15. In the "*Budget Status*" field includes a drop-down menu; please select *I have completed the Budget Worksheet*

Budget Status *

[▾]

I have completed the Budget Worksheet
A Budget is not required for the Application

16. The "*Did you include indirect costs in your budget?*" field includes a drop-down menu; please select *No.*

Did you include indirect costs in your budget? *

[No   ▾]

17. Once your have completed all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time or to complete your application select *Mark Complete*:

Budget Worksheet

View Budget Worksheet

https://portal.ecivis.com/#/peerBudget/F1EF2DC8-C281-4B41-96A3-D3F36269D056

Save Draft | Mark Complete | Close

18. You will return to the *Application Submissions* homepage. You're application will now say Complete in green text. **Now let's work on the Application Budget Section (Budget) portion of your submission BEFORE clicking on Submit.**

Completing the Application Budget

Return to your Application page by clicking on your *Application Title*. Scroll down to your *Application Budget* section:

Then click on the *Actions* icon and click *Edit Budget* to access the budget worksheet:
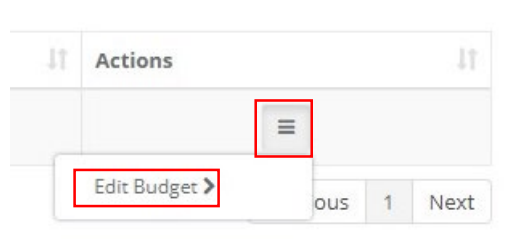
1. Grant Budget Settings

2. The Budget Settings allow you to change how your indirect cost rate and cost share is calculated and also view different stages of your budget:

a. From the Indirect Costs drop down menu, there are several different options to calculate your indirect costs:

- **Select 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 the item (Direct Cost, Indirect Cost, or Cost Share).

c. From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

- **Select Not Applicable**: this will remove Match/Cost Share 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 the item (Direct Cost, Indirect Cost, or Cost Share).

Not Applicable budget example:

Grant Budget Summary

1. As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income are calculated in the Budget Summary:

   - Total Direct Costs: sum of all Direct Cost across all budget categories
   - Total Indirect Costs: sum of all Indirect Costs across all budget categories
   - Total Proposed: sum of all Direct Costs and Indirect Costs across all budget categories
   - Match/Cost Share: sum of all Match/Cost Share across all budget categories
   - Program Income: sum of program income line items listed in the *Program Income* section

Budget Items

1. In the Budget Items section you can add and/or adjust any budget item, add sub categories, and enter line item budget entries. Scroll down and click on the Budget Items that are applicable to your project.

2. Beneath each budget item you can add a table to begin entering specific line items. Using this table you can include specific budget line items:
   - Title: the name of the budgeted item
   - Description: explanation/detail on the budgeted item
   - Unit: if more than one, you can enter multiple units
   - Unit Cost: 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*)
   - Extended Cost: this is indented to represent the total item cost, which could differ from the budgeted amount
   - Cost: total amount budgeted for this item
   - Indirect Cost: 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 indirect costs. If included as *Itemized*, you can put any amount desired for this item in the *Indirect Costs* field. If included as *Not Applicable*, you can mark this budget item as *Indirect Cost* and the amount in the *Cost* field will be included in your total indirect costs.

3. For example go click directly on the *4. Equipment* category to access the table and edit the *Title, Description, Units* and *Unit Costs* **OR** *Title*, *Description* and *Cost* if Units or Unit Cost is not known. Please enter information on each rental unit as shown below:

4. Add or remove rows by performing a right click on your mouse while in the table and selecting from the available options:

Narrative

1. 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. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon:

   Budget Narrative

   Enter your budget narrative below.

   ⟨/⟩ H1 H2 H3 **B** *I* U̲ ☰ ☰ ☲ ☲ %

   [Save Narrative] [📄]   8000 characters remaining

Finalizing Grant Budget

1. Once you have finalized your application budget click on the *Save icon*. You can also export your budget to Excel by clicking on the *Excel icon*:

   ## Application Budget for N/A

   Program: Safest Outside Restaurant Assistance Program (SORAP)
   Project name: N/A

   [Return to Application]

Budget Settings					Budget Summary	
Indirect Costs	Not Applicable ∨	0.00		%	$10,000.00	Total Direct Costs
					$0.00	Total Indirect Costs
Match / Cost Share	Not Applicable ∨	0.00	%	$ 0.00	$10,000.00	Total Amount (Direct + Indirect)
Budget Stage:	Pre-Award					
Actions	💾 🚫 📊				$0.00	Match / Cost Share
					$0.00	Program Income

Submitting your application

1. Once you have completed your application and your budget, click the *Submit* button:

Arizona
GVA - Economic Recovery Management Team
Safest Outside Restaurant Assistance Program (SORAP)

For any questions related to this program solicitation please contact **ERMT@az.gov**

[Create New Application] [Back to Solicitation]

Application Submissions

N/A

Order by: Newest to Oldest ∨

Application Process   [Submit]

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Applications   Complete   [Edit]
The button will update to reflect how you can interact with this step.

2. Your application has been submitted and you will see the follow confirmation:

Application Process   ⊘   This has been submitted.
Thank you for submitting.
Your submission is now under review and you will be contacted if any additional information is needed.

3. After submitting your application, you can view the status of your application on the "My Applications" page

Anna Haney   Log out

Recently Viewed Programs   [Clear Recent Programs]

Show 10 entries   Search:

Grant Application	Last Viewed	Solicitation Link
	No applications have been recently viewed	

Showing 0 to 0 of 0 entries   [Previous] [Next]

My Applications

Show 10 entries   Search:

Program Solicitation	Due Date	Status	Actions
Parent's Commission on Drug Education and Prevention FY2020	03/19/2019	Draft	≡
Arizona, GVA - Office of Youth, Faith and Family			
Regional Trip Reduction Program	01/31/2020	Draft	≡
Arizona Demo, ADA- department of administration			
Regional Trip Reduction Program	01/31/2020	Draft	≡
Arizona Demo, ADA- department of administration			
Specialty Crop Block Grant Program - 2019	03/27/2019	Draft	≡
Arizona, AHA - Agricultural Consultation and Training			
Volunteer Fire Assistance (VFA) - FY2019	12/21/2020	Draft	≡
Arizona Sub Recipient Portal, FOA - Forestry and Fire Management			
Water Management Assistance Program	02/14/2020	Under Review	≡
Arizona Demo, DWR- department of water resources			

4. Click the 3 lines in the Action column to view your application or the solicitation. Once the application has been reviewed, you will be notified by the Grantor of an award or denial notice.