



Montgomery County Office of
Grants Management

Euna Grants (eCivis)

Reviewer Instructions

June 2025

Prepared by Montgomery County Office of Grants Management

Welcome and Thank you!

- Log into the Euna (eCivis) Portal using your MCG email address.
<https://portal.ecivis.com/#/login>
- Grant applications will appear in the "My Reviews" section of your grant portal account.
- All relevant Grant Program information and instructions will be duplicated and available within the application platform.
- As an **optional** reference point, Reviewers may read the Notice of Funding Opportunity (NOFO). Most of this document will be irrelevant to the reviews.
- OGM Homepage (Public):
<https://montgomerycountymd.gov/ogm/>

For questions related to the specific Grant Program, refer to the department and/or OGM POCs identified in the NOFO.

For review portal questions, contact:

Office of Grants Management
grants@montgomerycountymd.gov

Ali Hoy at 240-773-3384

Or

Greg Weissman at 240-773-3344

Outgoing Grants



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Navigating Reviews within Euna Grants (eCivis)

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Step 1: Once logged into the portal (**NOT** the Grants Network Login), click on “My Reviews” in the left column to open the applications specifically assigned to you.


eCivis
A Civic Technology

My Applications

My Awards

My Reviews

My Profile

My Applications

Search:

Showing 0 to 0 of 0 entries

Program Solicitation	Due Date	Status	Actions
No applications have been saved or submitted			

Previous

Next

Reload

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Step 2: A list of assigned applications will appear along with their status. Click on one of the blue text line items to open a specific application. Please note **you will only see those applications assigned to you.**

My Applications

My Awards

My Reviews

My Profile

Active Reviews

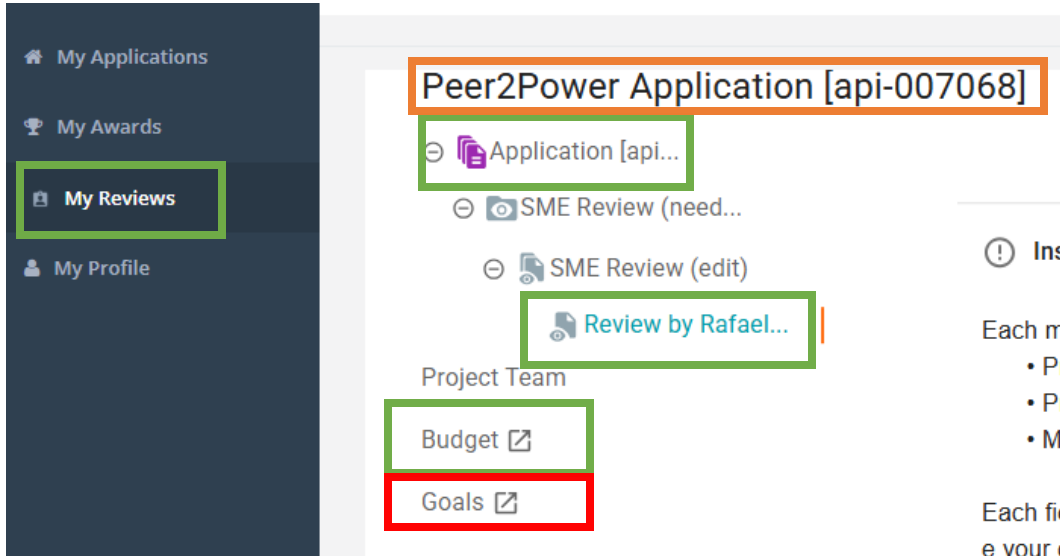
Submitter	Application (Project Title)	Active Stage	Review Form	Review Form Status	Remaining Time	Started	Last Edited
Community Reach of ...	Support Immigra... [api-007188]	OGM Admin Review [esi-016942]	OGM... [rfi-041353]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Gaithersburg HELP	Gaithersburg HE... [api-007189]	OGM Admin Review [esi-016945]	OGM... [rfi-041354]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Housing Opportunities...	HOC Youth STEM... [api-007190]	OGM Admin Review [esi-016948]	OGM... [rfi-041355]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
AsylumWorks	Health & Wellnes... [api-007194]	OGM Admin Review [esi-016957]	OGM... [rfi-041356]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Easter Seals Serving D...	Easterseals Adul... [api-007211]	OGM Admin Review [esi-016993]	OGM... [rfi-041357]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Gaithersburg HELP	Gaithersburg HE... [api-007212]	OGM Admin Review [esi-016996]	OGM... [rfi-041358]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Japanese Americans' ...	Japanese Langui... [api-007220]	OGM Admin Review [esi-017015]	OGM... [rfi-041360]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Madison House Autis...	Off Campus Edu... [api-007229]	OGM Admin Review [esi-017037]	OGM... [rfi-041361]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Madison House Autis...	Job Readiness Tr... [api-007231]	OGM Admin Review [esi-017043]	OGM... [rfi-041362]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Bender JCC of Greater...	FY26 Legacy Aw... [api-007232]	OGM Admin Review [esi-017046]	OGM... [rfi-041363]	In Progress	113d 11h 28m	06/04/2025	06/05/2025
Hispanic Business Fo...	Internships and ... [api-007238]	OGM Admin Review [esi-017060]	OGM... [rfi-041364]	In Progress	113d 11h 28m	06/04/2025	06/05/2025

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Navigating Applications



Step 3: Use the various tabs to access review materials.

- **My Reviews** – Click here to see all assigned reviews
- **Application** – Click here to see applicant instructions
- **Review by ...** - Click here to open the Tasks and scoring module for this application
- **Budget** – Click here to open the applicant's Budget and Budget Narrative for review
- **Application Name/ ID #** - If you have question/issue provide this to OGM.
- **Goals** – Ignore.

Step 4: The full application, including any uploaded materials, is on the left-hand column. The scoring form is on the right-hand column. The width of these columns can be adjusted by clicking and dragging in the space between the columns (**below in green**). Click the “EDIT REVIEW” button to begin entering scores and comments.

The screenshot displays a web application interface for reviewing applications. On the left, a sidebar titled ***Full application*** lists sections for review: Core Information, Applicant Information Renewal Task, Lead Applicant Background, Attachment Renewal Task, and Certifications, Acknowledgements, and Assurances. On the right, the main review area shows a '100% completed' status and the 'Application Eligibility' section. This section includes instructions, links to 'Register Your Business Online | Maryland.gov' and 'Tax Exempt Organization Search Details | Internal Revenue Service', and a '501(c)(3) Tax-Exempt Status' question with radio button options for 'Yes', 'No', and 'Issue Resolved'. A red box highlights the 'EDIT REVIEW' button in the top right corner. A green double-headed arrow indicates the adjustable space between the sidebar and the main review area. A red arrow points to the bottom right of the main review area, labeled ***Scoring form***.

Full application

EXPORT TO PDF EDIT REVIEW COMPLETE

Application Forms to Review

Core Information

Applicant Information Renewal Task

Lead Applicant Background

Attachment Renewal Task

Certifications, Acknowledgements, and Assurances

100% completed

Application Eligibility

Instructions

[Register Your Business Online | Maryland.gov](#)

[Tax Exempt Organization Search Details | Internal Revenue Service](#)

501(c)(3) Tax-Exempt Status *

☒ Yes

☐ No

☐ Issue Resolved

The organization must have a Federal 501(c)(3) tax-exempt status or be a collaboration between two or more entities with at least one having this status.

Scoring form

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Step 5: Once you complete your review OR if you need to pause and save progress, click the blue “SAVE” button at the top of the form. Clicking “CANCEL” will wipe all entered text and scores. These options are only visible **after** you have clicked “EDIT REVIEW.”

EXPORT TO PDF

SAVE

CANCEL

100% completed

Application Eligibility

! Instructions

Register Your Business Online | Maryland.gov

Tax Exempt Organization Search Details | Internal Revenue Service




Step 6: Once a review is saved, you can open it up again for edits by clicking on the “EDIT REVIEW” button. If you are done with the review and do not want to make any edits, click the blue “COMPLETE” button to save your review. OGM recommends not clicking “COMPLETE” until you have entered draft scores for all applications. You cannot re-open an application after marking it as “COMPLETE.” Repeat until all assigned applications are done.

EXPORT TO PDF

EDIT REVIEW

COMPLETE

100% completed

 Form Saved Successfully!

Budget: A major part of your review will be to closely examine the applicant's proposed Budget. To access the applicant's budget information, click on "Budget" in the applicant's review panel. This will open a ***new*** window/tab.

The screenshot shows the eCivis application review interface. On the left is a dark sidebar with the eCivis logo and navigation links: "My Applications", "My Awards", "My Reviews" (highlighted), and "My Profile". The main content area displays the title "Support Immigrant Education through the Naturalization Program and childcare Application [api-...]" and a breadcrumb trail: "Application [apl...]" > "OGM Admin Review" > "OGM Admin Review" > "Review by Greg W...". Below this, there are two links: "Project Team" and "Budget [icon]". The "Budget" link is highlighted with a red box, and a red arrow points from the sidebar's "My Reviews" section to it. Another red arrow points from the "Goals [icon]" link below it. The right side of the interface shows an "Instructions" section with the following text:

Instructions: The goal of the Administrative Review Stage is to ensure that all submitted applications laid out in the NOFO that OGM is able to verify **before** they are passed on to the Subject Matter. SME Reviewers should not be using scarce time on evaluating incomplete/inaccurate or fundamental issues. The Administrative Review Stage is **not** to provide applicants with opportunity to fix or improve weaknesses or inconsistencies.

If answering "No" to any question, type in a very brief description of why. Even if you respond with a "Yes," you must still provide a brief description of Administrative Review questions.

If you answer "No" because you have identified an issue but the issue is then resolved by the applicant, change the answer to "Issue Resolved." This will help OGM track which portions of the application need future grant programs.

Applicants that have uploaded an incorrect document for a given Task (or a question within a Task) will be notified to upload the correct document or information.


Applicants that fail to meet the criteria or respond to requests to complete their application in a timely manner. If the OGM Director confirms ineligibility, the application will be moved to the ineligible folder for review.

Budget: In the newly opened Budget window/tab, the applicant's budget will appear.

Click on this box to opens the submitted budget as a detailed MS Excel file.

Application Budget for Community Reach of Montgomery County

Program: FY26 Legacy Grant Award Renewal (aka Bridge Grants)
Project name: Support Immigrant Education through the Naturalization Program and childcare

Budget Stage: Pre-Award
Actions: 

Budget Summary

\$28,734.20	Total Direct Costs	\$0.00	Match / Cost Share
\$4,310.13	Total Indirect Costs	\$0.00	Program Income
\$33,044.33	Total Amount (Direct + Indirect)		

Budget Settings

Indirect Costs	De Minimus Rate	15.00	%
Match / Cost Share	Not Applicable	0.00	% \$ 0.00

Other inputs are applicant-dependent. Please let OGM know if you have questions.

Total value must be within the grant program min./max award range OR should match the award amount for renewals.

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Budget Items

Budget Categories:

Click on the blue Budget Category header to open up the line-item detail submitted by the applicant. The header is hyperlinked to those categories' details, as seen in the Personnel example. These details will also be included in the MS Excel attachment.

1. Personnel

					Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:					\$24,271.20	\$24,271.20	\$3,640.68	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item Type
LOP Director	\$30.70/hour * 8 hours/week * 52 weeks/year	416.00	\$30.70	\$12,771.20	\$12,771.20		<input checked="" type="checkbox"/>	Direct Cost
Naturalization Instructor	\$22/hour * 160 hours/year (four 40-hour sessions)	160.00	\$22.00	\$3,520.00	\$3,520.00		<input checked="" type="checkbox"/>	Direct Cost
Child Tutors/Childcare staff	\$17.50/hour * 456 hours over the course of a year	456.00	\$17.50	\$7,980.00	\$7,980.00		<input checked="" type="checkbox"/>	Direct Cost

2. Fringe Benefits

Ext Cost	Direct Cost	Ind Cost	Cost Share
\$3,315.00	\$3,315.00	\$497.25	\$0.00

3. Travel

Ext Cost	Direct Cost	Ind Cost	Cost Share
\$0.00	\$0.00	\$0.00	\$0.00

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Budget:

Example of how budget details with \$0.00 for inputs appears.

	Ext Cost	Direct Cost	Ind Cost	Cost Share
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Supplies	\$1,148.00	\$1,148.00	\$172.20	\$0.00
6. Contractual	\$0.00	\$0.00	\$0.00	\$0.00
7. Construction	\$0.00	\$0.00	\$0.00	\$0.00
8. Other				
Other Totals:	\$0.00	\$0.00	\$0.00	\$0.00

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Budget Narrative: Below the “Budget Items” breakdown, you will find the “Budget Narrative”. The level of detail provided varies greatly depending on the application.

Budget Narrative

<> H1 H2 H3 B I U %

Salaries:

LOP Director: Provides programmatic and administrative oversight for the entire Language Outreach Program, including ESL/Conversation/Naturalization classes and the tutoring program. Personally works with Naturalization students to answer questions or help fill out applications.

\$30.70/hour * 8 hours/week * 52 weeks/year = \$12,771.19

Naturalization Instructor: Teaches weekly classes to students, helping them learn the materials necessary to complete the citizenship test. Holds mock interviews and training on completing the citizenship application. Takes attendance and generates reports for the Program Director. This year, four 40-hour semesters will be held virtually over four sessions (fall, winter, spring, summer) for a total of 160 hours.

\$22/hour * 160 hours/year = \$3,520

Child Tutors/Childcare: Help school-aged children with their homework and other educational activities, both in-person while parents attend class, and one-on-one via Zoom. Childcare staff provide enrichment and English exposure for younger children. Currently LOP anticipates to provide approximately 360 hours of in-person tutoring/childcare and 96 hours of virtual tutoring based on the planned ESL and conversation class schedule for a total of 456 hours of tutoring.

\$17.50/hour * 456 hours over the course of a year = \$7,980

Supplies:

\$898 Instructional Materials: Includes textbooks for Citizenship students, instructional materials based on grade level for children to use with tutors. Costs vary based on number of students and children receiving tutoring. \$900 could cover approx. 25 textbooks.

Program Supplies: Includes printing costs for class materials for adult students, materials for enrichment for childcare. \$250 is a general estimate based on prior year expenses.

6228 characters remaining

Clicking on this icon will convert the Budget Narrative response into a PDF attachment of that may be easier to review. Reviewing the Narrative **only** in Excel may cause formatting/text errors.

Step 6 Reminder: Your review will not be marked as completed until you select COMPLETE. If you do not see the green message pop up that says, “Form Saved Successfully!” it was NOT saved successfully!

EXPORT TO PDF

EDIT REVIEW

COMPLETE

100% completed

✔ Form Saved Successfully!



Step 7: Once your review is registered as Complete, your review section will turn green on the left tool bar. Repeat until all assigned applications are done.

Before

Health & Wellness Service:

Application [api...

OGM Admin Review

OGM Admin Review

Project Team

Budget

Goals

After

Health & Wellness Service

Application [api...

OGM Admin Review

OGM Admin Review

Project Team

Budget

Goals



Completed reviews will appear in the “My Reviews” tab **under** “Inactive Reviews”. This is below the “Active Reviews” section.

Nature Forward	GreenKids After... [api-007288]	OGM Admin Review [esi-017182]	OGM... [rfi-041372]	In Progress	111d 14h 38m	06/04/2025	06/05/2025
Adventist Community ...	Making Tracks D... [api-007300]	OGM Admin Review [esi-017213]	OGM... [rfi-041376]	In Progress	111d 14h 38m	06/04/2025	06/05/2025
C&O Canal Trust, Inc.	Provide disadvan... [api-007318]	OGM Admin Review [esi-017258]	OGM... [rfi-041378]	In Progress	111d 14h 38m	06/04/2025	06/05/2025
KindWorks, Inc	Operating Suppo... [api-007418]	OGM Admin Review [esi-017489]	OGM... [rfi-041385]	In Progress	111d 14h 38m	06/04/2025	06/06/2025
Spanish Speaking Co...	Case manage... [api-007422]	OGM Admin Review [esi-017501]	OGM... [rfi-041386]	In Progress	111d 14h 38m	06/04/2025	06/06/2025

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Inactive Reviews

...

Submitter	Application (Project Title)	Review Form	Review Form Status	Started	Last Edited
Gaithersburg HELP	Gaithersburg HEL... [api-007189]	OGM Admin Review [rfi-041354]	Submitted	06/04/2025	06/10/2025
Housing Opportunities Community ...	HOC Youth STEM [api-007190]	OGM Admin Review [rfi-041355]	Submitted	06/04/2025	06/10/2025
AsylumWorks	Health & Wellness... [api-007194]	OGM Admin Review [rfi-041356]	Submitted	06/04/2025	06/09/2025

Purple = Incomplete/In Progress

Green = Complete/Submitted



Common Euna Issues & Solutions

Issue	Solution
Answers are not saving	Euna is a cloud-based platform so it can sometimes take time to sync. Wait a minute after clicking Save or Complete to allow the cloud to update. Or go back to the My Reviews list to see if the inputted information stuck.
Timing out and losing entered responses	Hit the Save button often to ensure entered responses remain. Euna times out after an hour of no action so leaving it open and coming back without saving could result in lost information.
Applicant uploads stop downloading	Hit refresh or log out and then log back in. The browser cache might be full and need time to reset. Additionally, applicant attachments may show as corrupted, but you may just need to refresh the webpage.
Difficulty navigating between applications	Click the My Review button to go back to your overall list. The “Back” arrow and button are not always reliable.
Lagging Responses from platform	If the website is utilized by many users simultaneously, it will run very slowly. Please be patient, save work where possible, and reload.

Additional Resources from Euna (eCivis):

1. [Logging into Your eCivis Portal Account](#)
2. [Application & Review Manager User Guide](#)
3. [Reviewer User Guide](#)

Further Questions?



Montgomery County Office of **Grants Management**

Office of Grants Management

grants@montgomerycountymd.gov

Outgoing Grants Program Managers

Ali Hoy (240-773-3384) &

Gregory Weissman (240-773-3344)

OGM Website

<https://montgomerycountymd.gov/ogm/>

Contact Euna with account or technical issues, usually a 24-hour response time. Email support@ecivis.com with a CC to RaDenna.Funderbirk@eunasolutions.com