INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets that were not submitted prior to the early review deadline must be submitted to the AZDA electronically on-line using the following process:

> Step 1 - Download the Application Packet files.
> Step 2 - Complete the Application Packet files.
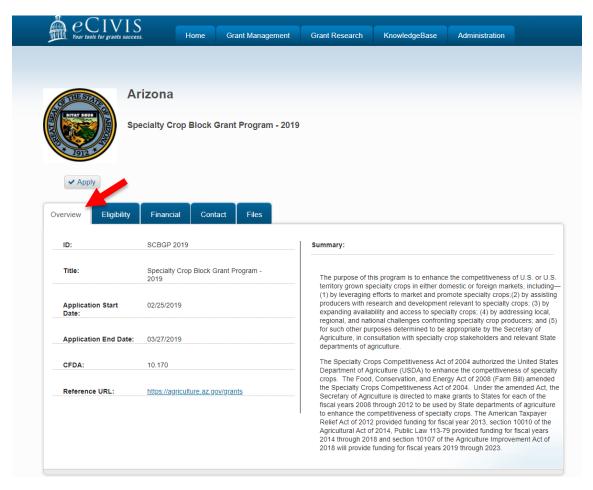> Step 3 - Submit the Application Packet files.

To complete the steps above, your computer system must have the following:

- o **Internet access**
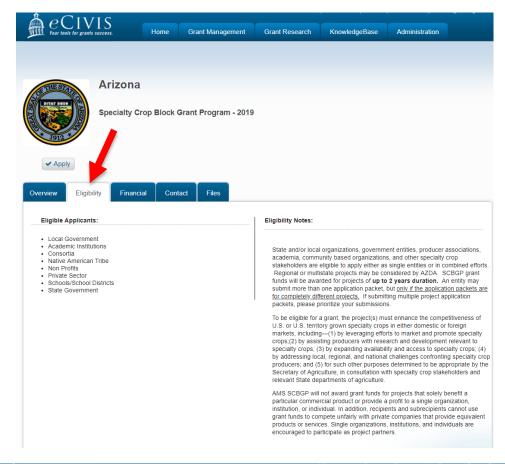
- o **Microsoft Word**

- o **Adobe Acrobat Reader**

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.
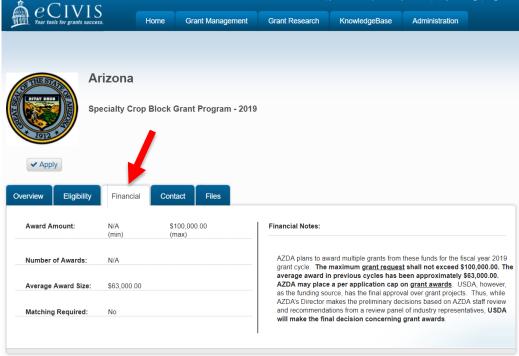
1. Access the SCBGP private solicitation web page at: http://tinyurl.com/SCBGP2019

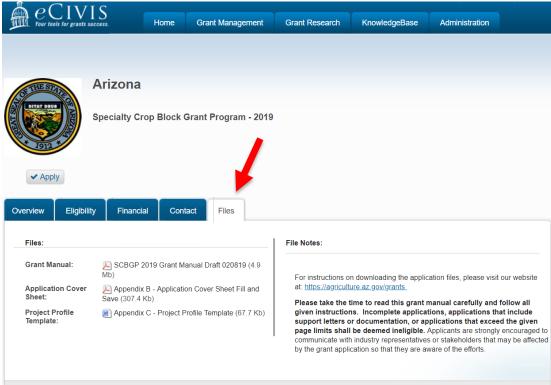   Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

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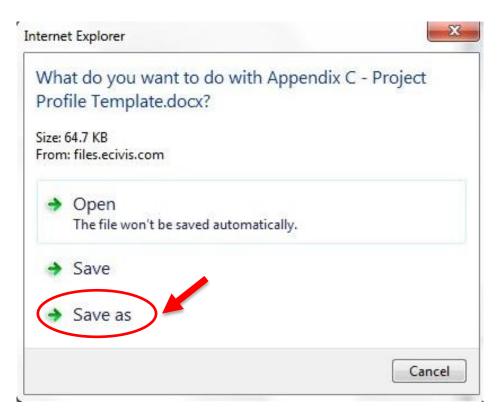At the Files tab, download and save each of the files to your computer:

Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

Download and save the ⬚ PDF files using the following steps:

a. Click on the file link to open the file.

b. Click on "File" in the upper left menu bar.

c. Click on "Save As" in the drop down menu.

d. **Name the file and save it to a location on your computer that you can access later.**

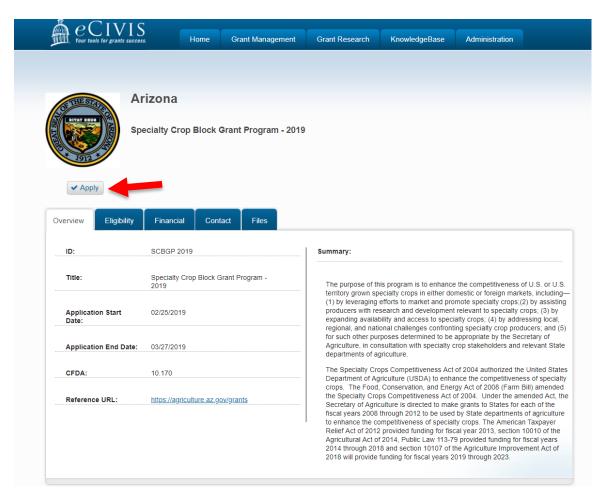Download and save the ⬚ Word file using the following steps:

a. Click on the file link to open the dialog box.
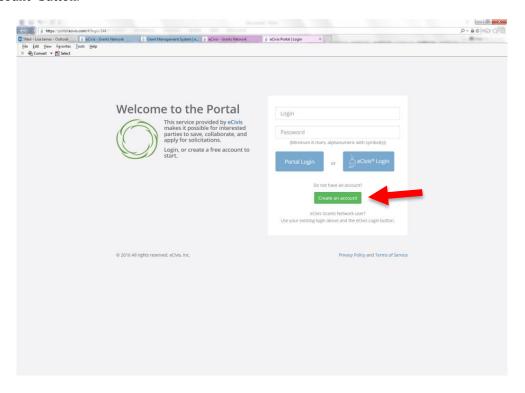
b. Click on "Save As" in the dialog box.

c. **Name the file and save it to a location on your computer that you can access later.**
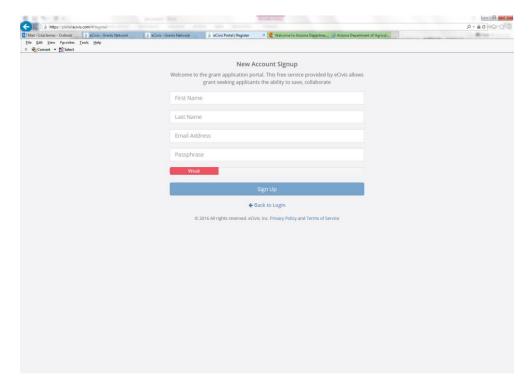
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2. Prepare the application packet files off-line (see Sections II. A. B. and C.):

   a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than TEN words.

   b. **Project Profile in Word format –** Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than NINETEEN pages total.

3. When the application packet files are complete, use the following steps to submit the application packet on-line:

   a. **If you are submitting more than one application packet, follow the steps below for each application packet.**

   b. Return to the SCBGP solicitation web page at: http://tinyurl.com/SCBGP2019

   c. Click on the "Apply" button.

d. Either login to the eCivis Portal with an existing account and **skip to Step i.** or click on the "Create an account" button.
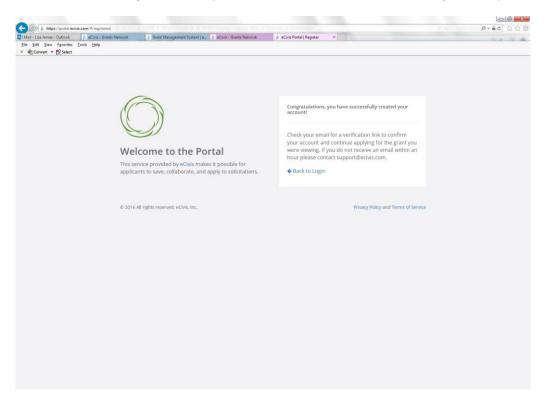

e. Enter the appropriate information for a new account signup. Note: The "Passphrase" (password) must rate as "strong" or "perfect" or the system will not allow a "Signup".
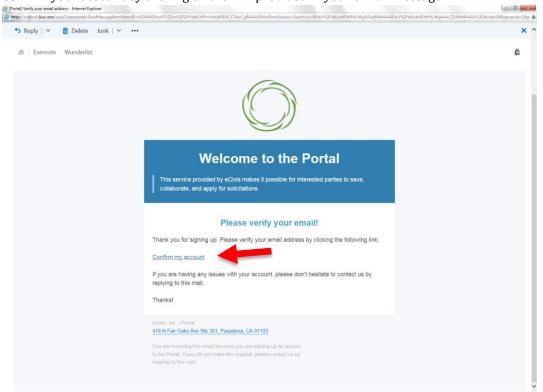

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f.   You will receive a message to confirm your e-mail address via an e-mail message sent to you.
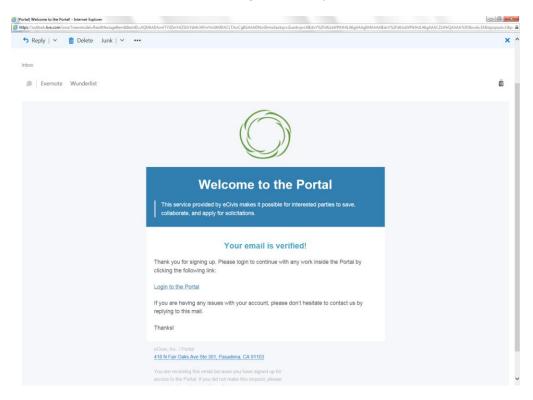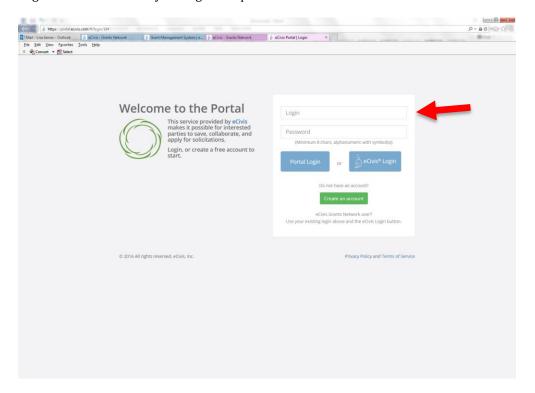

g.   Confirm your account by clicking on the link provided in your e-mail message

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h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.
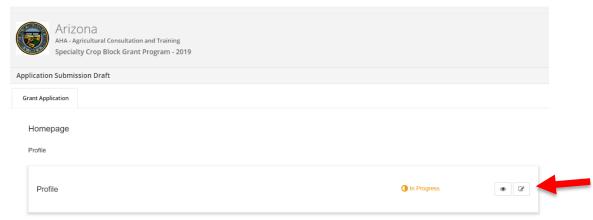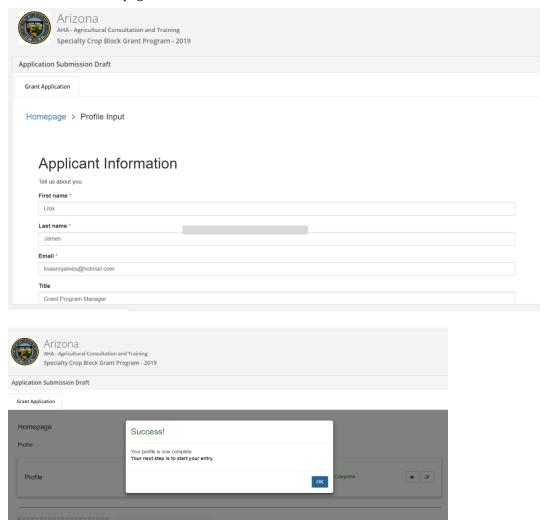

i. Login to the Portal with your login and password.

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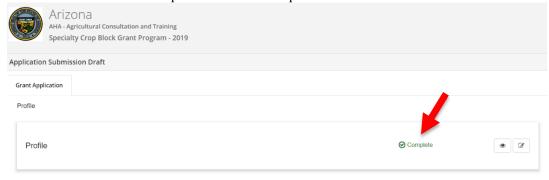j. Click on ✎ to update your profile information if necessary.

k. Enter the appropriate information on the "Profile Input" page and click on "Update Profile" or "Save" at the bottom of the page.
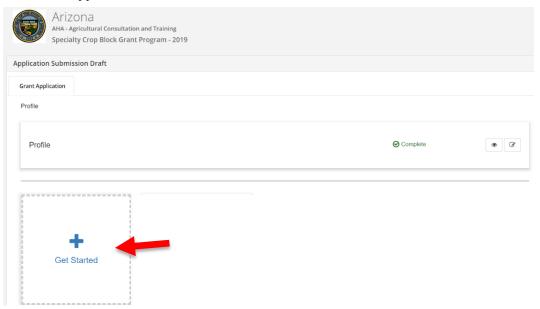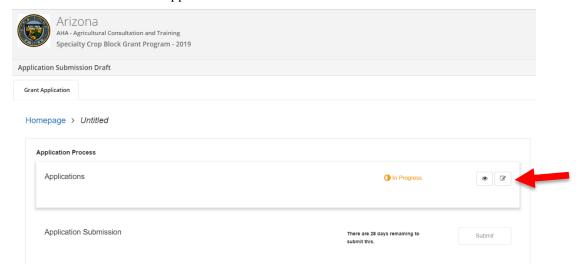
l. Confirm that the "Profile" step is checked as "Complete".

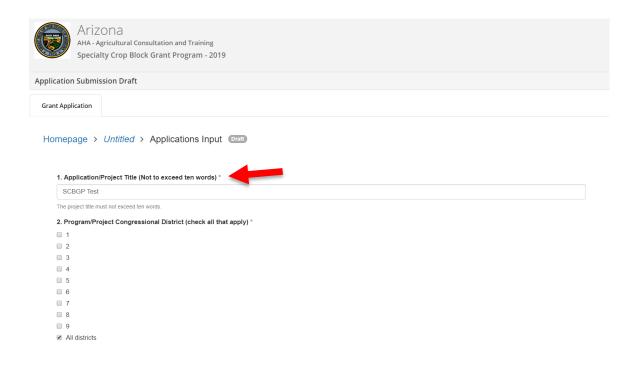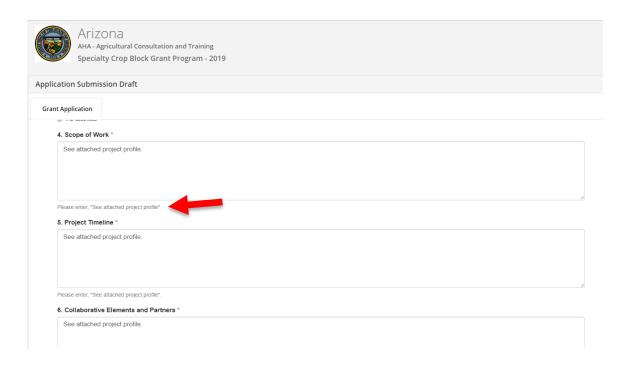m. To start the application, click in the "Get Started" box.
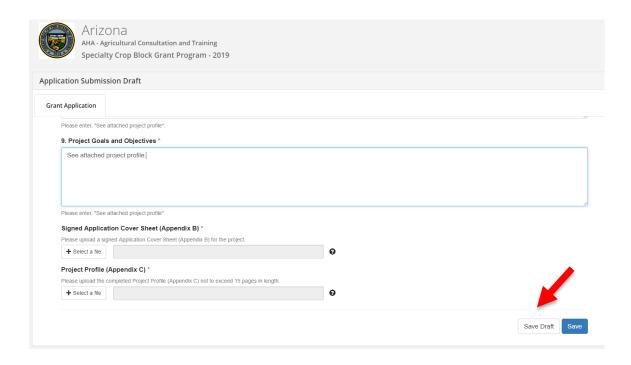

n. Click on ✎ to enter the application information.

o. Enter all "required" information indicated with an asterisk. **Please see instructions under each section.**
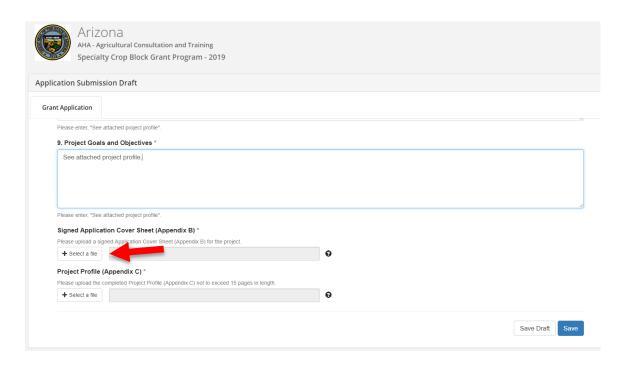
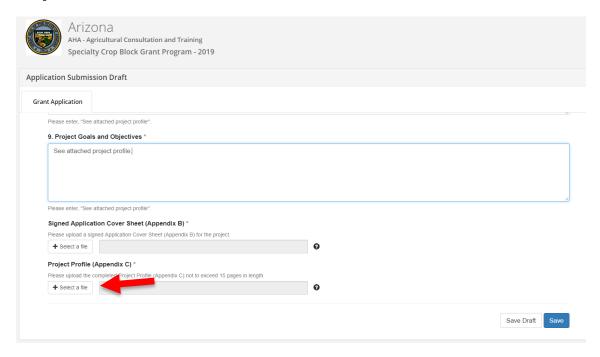p.   Click on "Save Draft" to return to the application at a later time.

q.   Click "+ Select a file" to upload the completed and signed Application Cover Sheet (Appendix B). **The system will only accept a file in PDF format.**
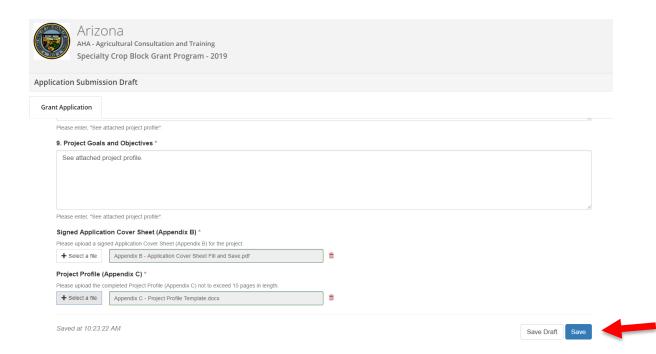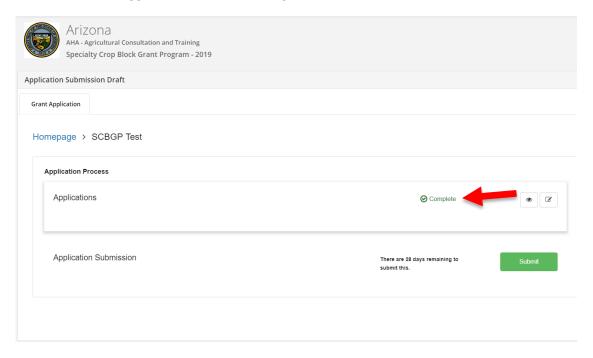
r. Click "+ Select a file" to upload the completed Project Profile (Appendix C). **The system will only accept a file in Word format.**
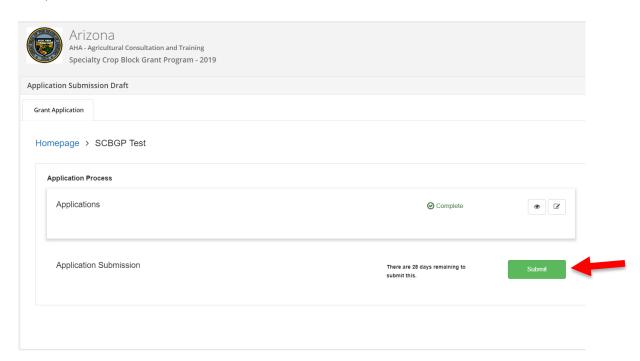

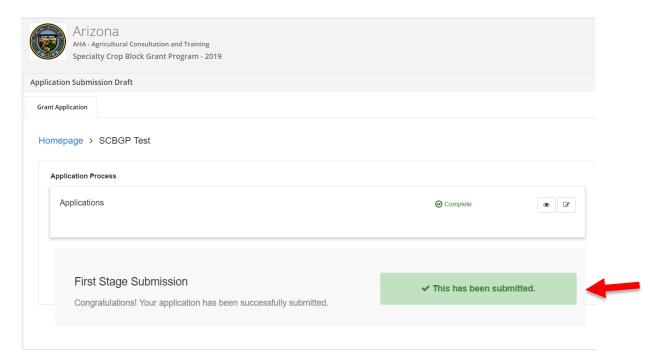s. When all required fields are completed, click on "Save".

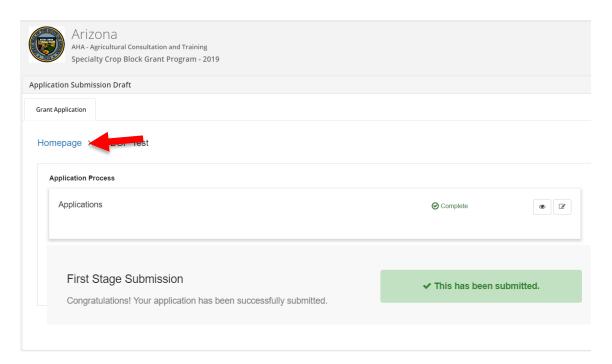t.   Confirm that the Application is checked "Complete".

u.   Click on "Submit". **The Application must be submitted prior to 11:59:59 p.m. (MST) on March 27, 2019.**
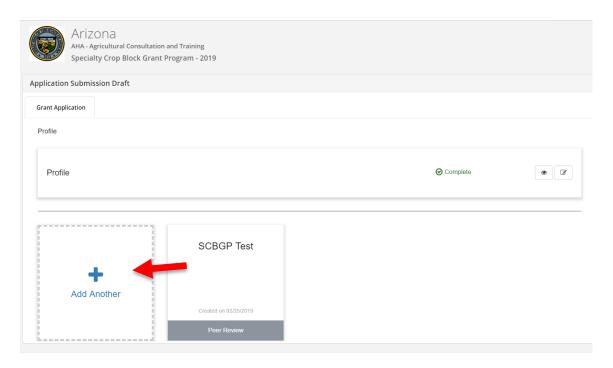
v. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the SCBGP staff, see Grant Manual.

w. Return to the "Homepage" to view the status of applications.

x.   To complete another application click the "+ Add Another" box and follow steps l. through x.

Remember, AZDA's Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Wednesday, March 27th.**

Applications submitted by the March 27th deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 28th at 1688 West Adams Street, Phoenix, Arizona.