



# eCivis

## **RHODE ISLAND QUICK START**

True Up Your Migrated Data  
for Rhode Island Users

## Quick Start Guide

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## Introduction

Welcome to the Rhode Island User Specific Quick Start Guide for **State as Grantee** Management within eCivis Grants Management System (GMS). This document will help you understand how to update your migrated data to true up budgets and add subprojects (child projects) where necessary. Rhode Island has chosen to integrate eCivis GMS with the Rhode Island Finance System (RIFANS). For data to transfer between the two systems, user must set up their grants in eCivis first, which will create a unique Rhode Island Identifier (RIGID). The RIGID will serve as the unique identifying tying eCivis GMS to RIFANS. For expenditure data to properly map to eCivis GMS from RIFANS, you must update your migrated grants.

## Part 1: Updating Your Migrated Data

### 1.0 Updating your Migrated Parent Grant (one-to-one relationship)

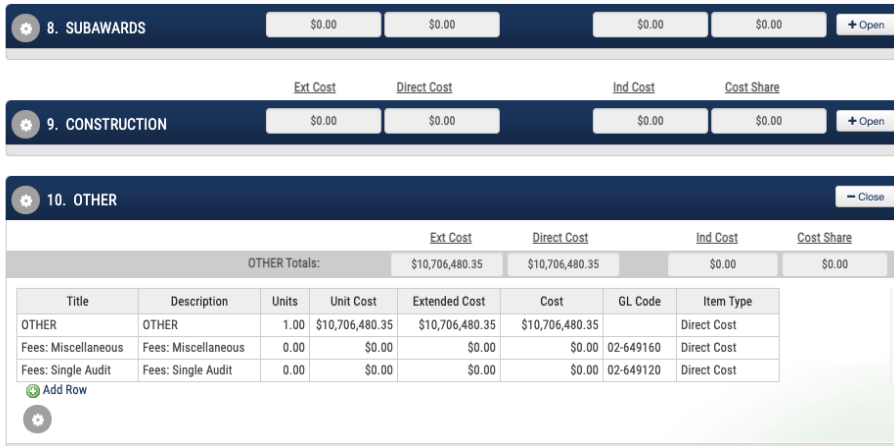
A one-to-one relationship means you do not utilize the “Grant Program Function or Activity” Section A in the SF-424A.

Navigate to the **Grant Management tab**, select **My Projects**

- 1) Go to your Project Dashboard
- 2) Open the grant you would like to work with
- 3) Go to Available Action options and select “I would like to create/manage a budget for this grant”
- 4) Make sure you are in the “Awarded Budget for this grant”
- 5) You will need to **adjust** the migrated budget, click OPEN icon on budget category



- 6) The migrated data will appear in one row within each budget category as shown below. You will need to move the budgeted amount into the pre-populated rows OR add additional rows with your required Naturals in the “GL Code” column.



		Ext Cost	Direct Cost	Ind Cost	Cost Share												
8. SUBAWARDS		\$0.00	\$0.00	\$0.00	\$0.00												
9. CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00												
10. OTHER		<table border="1"> <thead> <tr> <th colspan="2"></th> <th>Ext Cost</th> <th>Direct Cost</th> <th>Ind Cost</th> <th>Cost Share</th> </tr> </thead> <tbody> <tr> <td colspan="2">OTHER Totals:</td> <td>\$10,706,480.35</td> <td>\$10,706,480.35</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>						Ext Cost	Direct Cost	Ind Cost	Cost Share	OTHER Totals:		\$10,706,480.35	\$10,706,480.35	\$0.00	\$0.00
		Ext Cost	Direct Cost	Ind Cost	Cost Share												
OTHER Totals:		\$10,706,480.35	\$10,706,480.35	\$0.00	\$0.00												
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type										
OTHER	OTHER	1.00	\$10,706,480.35	\$10,706,480.35	\$10,706,480.35		Direct Cost										
Fees: Miscellaneous	Fees: Miscellaneous	0.00	\$0.00	\$0.00	\$0.00	02-649160	Direct Cost										
Fees: Single Audit	Fees: Single Audit	0.00	\$0.00	\$0.00	\$0.00	02-649120	Direct Cost										

- Click field you wish to edit. You can edit all columns within the pre-populated rows or remove and add new ones. If you add new ones, you must follow the format below:
  - Title: Naturals Title
  - Description: Naturals Description
  - GL Code Format must be displayed as:
    - 1. Federal Expenditures:
      - Account Source – Naturals
        - Example: 02- 611000
    - 2. Match:
      - Naturals Only
        - Example: 611000
  - Note: GL Codes in the prescribed format are required for RI to enable RIFANS mapping**

7) When you have made the necessary adjustments – Save & Lock Final Budget

8) Click the lock icon “I am ready to lock this budget”

- 9) Warning will come up asking if you are sure – select Yes (Project team members, with edit capabilities, will be able to unlock the budget for edit)

Budget Settings

(This budget is locked)

Report Column

Current Month

From

To

Generate Report

Budget Stage

Post-Award

Actions

Budget Items

Rhode Island Budget Help

Total Cost

## Part 2: Setting up Child Subprojects

### 2.0 Grant Awarded – Setting up a Parent Grant with Child Subprojects

If you have been awarded grant funds, you will enter this in the Available Actions section of your project. This process will differ based on the stage of your grant in eCivis when funds are awarded.

#### 2.1 Application Submitted Stage

If the award occurs while your grant is in the “Application Submitted” stage, select “I have received my award notification and I have been awarded”:

US16317 Tribal Opioid Response (TOR) Grants - FY 2021

Stage: App. Submitted

Projected: \$500,000.00

Match: \$0.00

Available Actions

- ☐ I would like to access details of this grant
- ☒ I have received my award notification and I have been awarded
- ☐ I have received notification that I have not been awarded
- ☐ I need to resubmit my application
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

To complete the process of moving this grant to the “Grant Awarded” stage:






- 1) Select ***I have received my award notification and I have been awarded*** – this takes you to the Grant Status – Grant Awarded Page
  - Fill out the required and necessary information for your notice – make sure you fill out the fields with the red asterisk as they are required



**Grant Status - Grant Awarded**

Opioid Addiction Treatment and Recovery

**Complete Status Form**

Grant:	US16317 Tribal Opioid Response (TOR) Grants - FY 2019
Internal Grant ID:	<input type="text"/>
Internal Grant Name:	<input type="text"/>
Do you consider this a competitive grant? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Award Notification *	<input type="text"/> 
Awarded \$ *	<input type="text" value="350,000.00"/>
Match Required *	NO
Match Type:	N/A 
Cash Match \$:	<input type="text"/>
In-Kind Value:	<input type="text"/>
Contract Start Date:	<input type="text"/> 
Contract Close Date:	<input type="text"/> 
Reminder:	<input type="text"/> 
Award Type:	<input checked="" type="radio"/> Advance Payment <input type="radio"/> Reimbursement
DUNS Number:	<input type="text"/>

2) Select the allocation options that fit how you will use your grant funds.

**A) State as Grantor/Pass-Through Entity:** To make funds available for pass-through funding:

Select “Yes” the funds are available for use as pass-through funding. You will need to allocate the quantity of pass-through funds that are available for pass-through funding:

- Note: Pass through funding is for subawards, **not for contracts**.

**Allocation Option**

Are awarded funds to be available for use as pass-through funding? \* ☐ No ☒ Yes

Amount to earmark for pass-through funding \*

- This will be covered in greater detail in future Grantor Training sessions

**B) State as Grantee:** If you utilize subprojects in the SF 424A (see Appendix A), you will select “yes” and allocate the grant award to subprojects in the system to match the SF-424A.

- Note: For budgeting purposes, if you use this feature, all funding must be allocated to subprojects for tracking expenditures. You will need to create an Administration child subproject to budget Administration and/or Match dollars at



the grant level.

If you select “Yes” the funds are available for allocation to subprojects, you will need to fill out additional information about how the funds will be allocated:

Allocation Option

Are awarded funds to be available for use as pass-through funding?<sup>\*</sup>
☒ No
☐ Yes

Are awarded funds to be available for Allocation to sub-projects?<sup>\*</sup>
☐ No
☒ Yes

Amount to be available for Allocation<sup>\*</sup>:

Allocation Source Notes:

Add a brief description of your organization's allocation project expectations.

421 Characters Left

Departments Eligible for Allocation<sup>\*</sup>:

All Departments

Department of Administration  
Department of Children, Youth  
Department of Public Safety  
Environmental Management, I

Eligible Departments

Department of Health

- 1) Upload your award letter/Notice of Award any files necessary (e.g. approved budget/SF-424, any required certifications, etc.) by clicking the folder button, and click “Save”:

Upload Files

Attach Files:

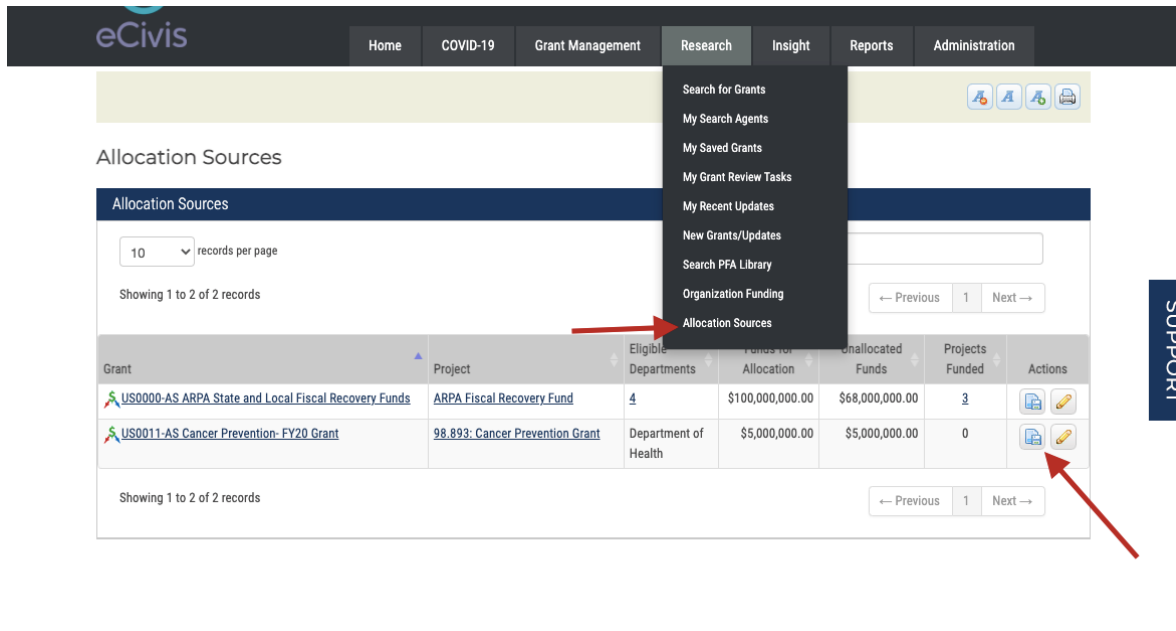
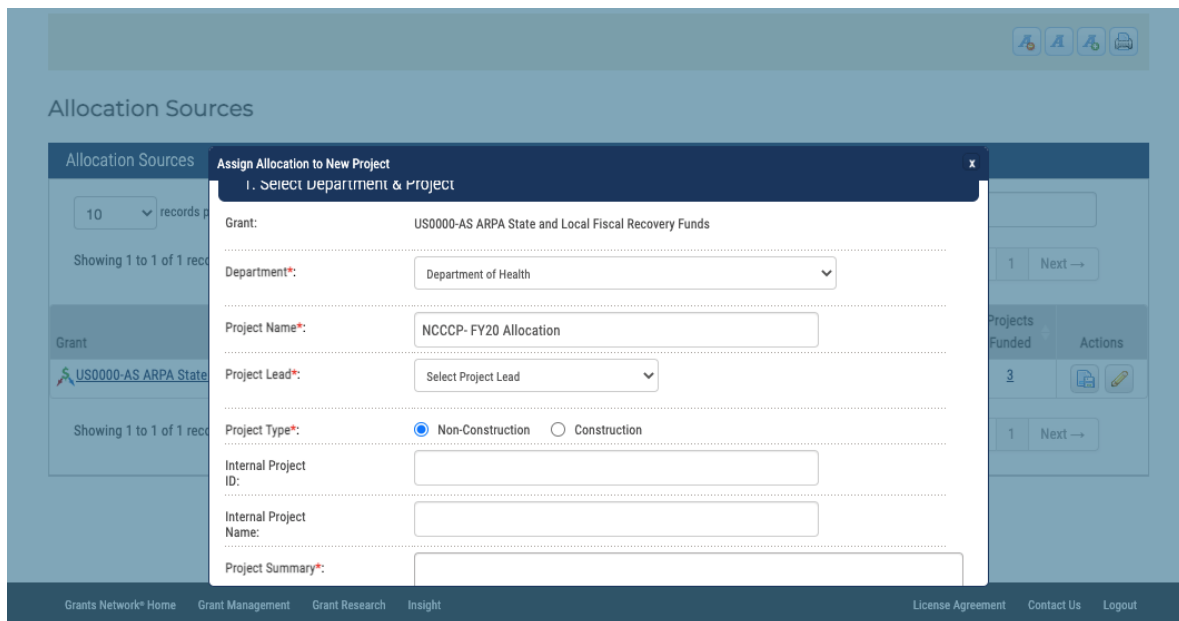
Save >

Cancel >

- 2) Now your grant is in the “Grant Awarded” stage, you MUST allocate it to subprojects to enable subproject tracking. Remember, this applies:
  - If you utilize subprojects in the SF-424A, or
  - For migrated awards with multiple line sequences only, if you are establishing a separate child subproject for each line sequence.



- 3) Navigate to the **Research Tab**, Select **Allocation Sources**. You will see the grant you have made available for subprojects, click **Assign Allocations**. Under the **Actions** column, select **Assign to a New Project**.

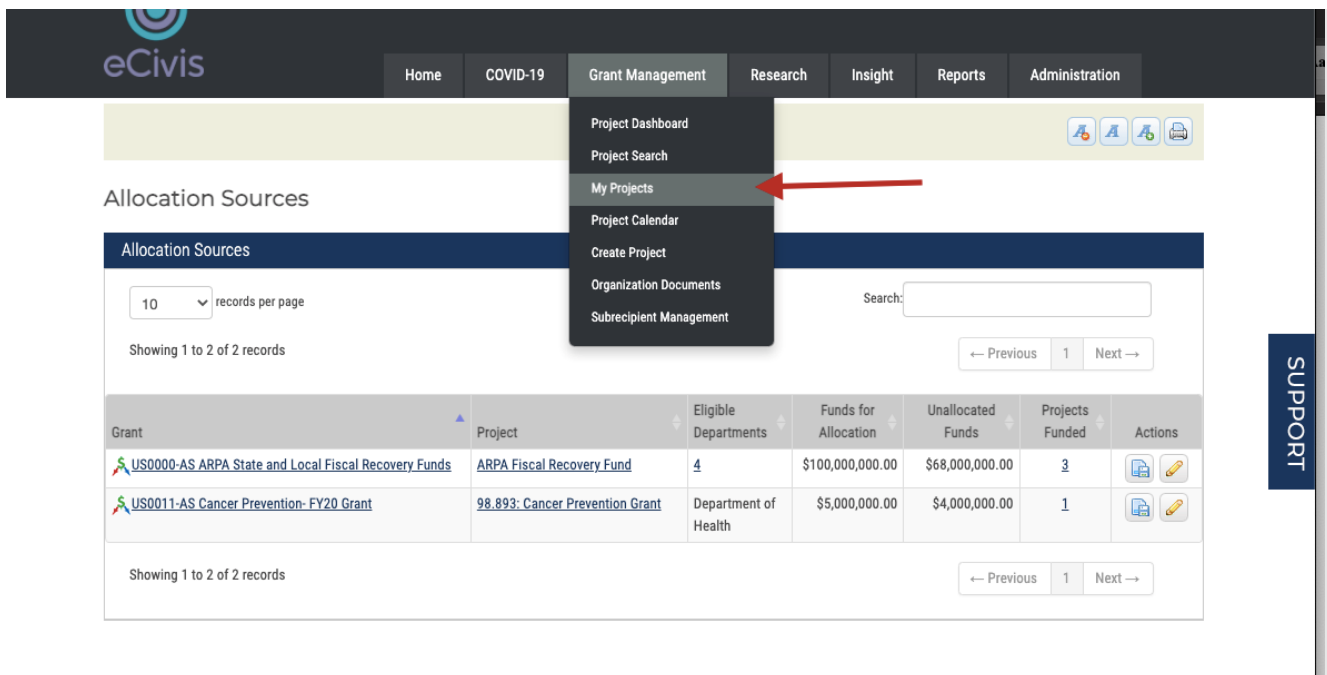
- 4) Name your subproject so it is easily identifiable to the parent project. Click Save. This







will generate a unique RIGID for each subproject, which will interface to RIFANs on a nightly basis.

- 5) Navigate to your newly created subproject by going to the **Grant Management Tab > My Projects**

You are now ready to enter your subproject budget details.



Grant	Project	Eligible Departments	Funds for Allocation	Unallocated Funds	Projects Funded	Actions
<a href="#">US0000-AS ARPA State and Local Fiscal Recovery Funds</a>	<a href="#">ARPA Fiscal Recovery Fund</a>	4	\$100,000,000.00	\$68,000,000.00	3	 
<a href="#">US0011-AS Cancer Prevention- FY20 Grant</a>	<a href="#">98.893: Cancer Prevention Grant</a>	Department of Health	\$5,000,000.00	\$4,000,000.00	1	 





- 1) Your allocated Project Dashboard will have the grant in “Funding Allocated Status”:

## Project Dashboard: NCCP- FY20 Allocation

Department: Department of Health

Data Integration Options

Project Options

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
<div>Active Grants  </div> <div> <div>US0011-AS Cancer Prevention- FY20 Grant</div> <div> <div>Stage: Funding Allocated</div> <div>Awarded: \$1,000,000.00</div> <div>Match: \$0.00</div> </div> </div> <div> <div>Project Team  </div> <div> <div>A. Haney (Lead)</div> <div>Grant Analyst</div> </div> </div> <div>Available Actions</div> <div> <input type="radio"/> I would like to access details of this grant  <input type="radio"/> I am ready to schedule my report  <input type="radio"/> This grant does not require a report  <input type="radio"/> I am ready to initiate grant closeout  <input type="radio"/> I would like to view/manage my contract &amp; account details  <input type="radio"/> I would like to create/manage goals and metrics for this grant  <input type="radio"/> I would like to create/manage a budget for this grant </div>							

- 2) You will need to create the budget for this subproject utilizing the Rhode Island Budget Template. Creating your budget will allow RIFANS to import transactions mapped to this grant's GL Code.
- 3) Navigate to the Budget Tab and select the RI Budget Template applicable to this sub project. The RI Budget Templates are prepopulated with rows that contain the most utilized Naturals. From here, you can edit, add, or remove rows. If you make changes, you MUST ensure the columns are formatted as described below:
  - A. Title: Naturals Title
  - B. Description: Naturals Description
  - C. GL Code Format must be displayed as:
    - i. 1. Federal Expenditures:
      1. Account Source – Naturals
        - a. Example: 02- 611000
    - ii. 2. Match:
      1. Naturals Only
        - a. Example: 611000
  - D. **Note: GL Codes in the prescribed format are required for RI to enable RIFANS mapping**



Indirect Costs
Not Applicable
0.00
%

Match / Cost Share
Not Appli
0.00
%
\$
0.00

Budget Stage
Awarded

Actions

\$10,706,480.35
Total Direct Costs

\$0.00
Total Indirect Costs

\$10,706,480.35
Total Amount (Direct + Indirect)

\$0.00
Match / Cost Share

\$0.00
Program Income

Budget Items
Rhode Island Budget Help

1. PERSONNEL

		Ext. Cost	Direct Cost	Ind. Cost	Cost Share		
PERSONNEL Totals:		\$0.00	\$0.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$0.00	02-614100	Direct Cost
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost

Add Row

2. FRINGE BENEFITS

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

Open

SUPPORT



## 2.2 Award Project Stage

If the award occurs while your grant is in the “Award Projected” stage, select “I want to enter my award amount”:

US16279 State Opioid Response Grants (SOR) - FY 2020

Stage: Award Projected

Projected: \$150,000.00

Match: \$0.00

Available Actions

- ☐ I would like to access details of this grant
- ☒ I want to enter my award amount
- ☐ I have received notification that I have not been awarded
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

To complete the process of moving this grant to the “Grant Awarded” stage, follow the steps as show in section 1.1.1.



[US16279 State Opioid Response Grants \(SOR\) - FY 2020](#)

**Stage:** Grant Awarded

**Awarded:** \$150,000.00

**Match:** \$0.00

Available Actions

- ☐ I would like to access details of this grant
- ☐ I would like to request an account setup
- ☐ I am ready to schedule my report
- ☐ This grant does not require a report
- ☐ I have received a grant adjustment notice and need to amend my grant agreement
- ☐ I am ready to initiate grant closeout
- ☐ I would like to view/manage my contract & account details
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

## 2.3 Verify your Umbrella Project (Parent Grant) and Grant IDs

The eCivis award hierarchy is:

1. Project: For new awards, you should establish a separate umbrella Project for each CFDA number. Then associate future awards to Projects by CFDA. Note: For each migrated award, a unique project was automatically created.
2. Grant: This is the FAIN level. There may only be one grant per FAIN.
3. Subproject/Child: Generally, this is the SF-424A Grant Program Function or Activity. For migrated awards with multiple line sequences, you may create a separate subproject for each line sequence.

Grants Network will be integrating with the State of Rhode Island Financial System (RIFANS).

The unique identifier that ties RIFANS and Grants Network together is the **Internal Grant ID** value, or RIGID. You will NOT enter this value; it will be system generated. The Project ID must be left blank; it is reserved for future use if desired.

**Do not enter any data into either of these fields.**

- 1) Click on the Project Options button:



**Project Dashboard: Opioid Addiction Treatment and Recovery**

Department: Health and Human Services

Data Integration Options **Project Options**

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants    
US15913 Comprehensive Opioid Recovery Centers (CORC) - FY 2020  
Stage: Under Consideration Application Due Date: 03/17/2020

Project Team    
M. Opsal (Lead) CSSS  
G. Hamilton N/A

## 2) Select “Edit Project”:

**Project Options**

☒ Edit Project

☐ Close Project

☐ Delete Grant

☐ Delete Project

Close >

- The **Internal Project ID** should be blank. The **Project Name** should begin with the CFDA number, as shown in the screenshot below. The **Project Summary** should briefly describe the grants covered under the umbrella Project.




### Complete Project Information


Department: Department of Health

Project Name\*: 93.898- Cancer Prevention and Control Programs for State, Territorial and Tribal Organizatic

Project Lead: Anna Haney

Project Type: ☒ Non-Construction ☐ Construction

Project Start Date:  

Project End Date:  

Internal Project ID: RIGID Number


Internal Project Name: DO NOT ENTER DATA



Project Summary\*: FY21 allocation

#### 4) Click on the Contracts & Accounts Tab:

Project Dashboard: 93.898- Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations

Department: Department of Health



[Data Integration Options](#)
[Project Options](#)

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
<div style="display: flex; justify-content: space-between;"> <div> <p>Active Grants </p> <p>ORG0009 Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations - FY21</p> <p>Stage: Grant Awarded      Awarded: \$2,408,783.00 *      Match: \$780,124.00</p> <p>Available Actions</p> </div> <div> <p>Project Team </p> <p>A. Haney (Lead)      Program Manager</p> </div> </div>							



- 5) Click on **+Open** beside the grant for which you are confirming to view the **Internal Grant ID**. This field may be blank when the grant is first awarded. The action of awarding the grant triggers the creation of the **Internal Grant ID** each evening. Once the **Internal Grant ID** has been created, you will see a number that looks like that shown below. As noted above, you will need to enter the 7-digit line sequence in the **Internal Grant Name** field.

[Home](#) / [Org Project Dashboard](#) / [Dept Project Dashboard](#) / [Project Dashboard](#) / Contracts & Accounts



### Grant Contract & Account Details






**Federal Forfeitures**

Information pertains to grants "awarded" in this project. ⓘ



**ORG0023 Federal Forfeitures**

<b>Stage:</b> Grant Awarded	<b>Awarded:</b> \$10,706,480.35	<b>Match:</b> \$0.00
-----------------------------	---------------------------------	----------------------

**Grant Contract Summary**

 **Award Notification Date:** 07/01/2021  
 **Contract Start Date:** 07/01/2021  
 **Contract Close Date:** 06/30/2022  
**Award Type:** ☐ Advance Payment ☒ Reimbursement  
**Award Documents:**   
 **Grantor Contract Number:** RI004015Y  
**DUNS Number:** 92-992-7747

**Grant Identifiers**

 **Internal Grant ID:** SW0tps7800ySgglZNDegzg==  
 **Internal Grant Name:** 3005118

**Notes**

[Edit](#)

**Revenue & Expense Accounts**

Search:

Account Name	Number	Type
No data available in table		

1 - 0 of 0 Accounts

[← Previous](#)
[Next →](#)



## Part 3: Confirm Final Grant Budget

### 3.0 Review Stored Budget (Awarded Stage)

If you have been awarded grant funds, and are ready to review your final budget, follow these steps:

- 1) If you already entered a budget in pre-award, you may edit it now if necessary, or you may create your budget at post-award.
- 2) Keep in mind that You **MUST** enter a budget for your grants. Budgets must be entered at the parent or child level, but not both. If you do not enter budgets, transactional data cannot be mapped, reported upon, or viewed in association with the grant. RI Users are required to enter a GL Code at this stage.

#### **GL Code: Rhode Island Specifics**

- 1 to 1 relationship between grant and tracking financials in RIFANS
  - 1 to many relationships between grant and tracking financials in RIFANS
    - If you utilize subproject tracking per the SF-424A found in Appendix A, you must use the allocation feature in eCivis by creating child projects.
  - Either scenario 1 or 2 may utilize the RI Construction and RI Non-Construction budget template, which will be prepopulated with budget categories and budget line items filled out with Naturals in the “GL Code” column.
  - If you need to add additional line items to track transactions, you may do so by clicking “Add Row”
- 3) For each budget line, you must select Direct, Indirect, or Cost Share
  - 4) In the Project Dashboard, click the name of the grant for which you wish to confirm the final budget. When the Available Actions list appears, click “I would like to create/manage a budget for this grant”:



# FD16917 Institute for Intergovernmental Research (IIR): Rural Responses to the Opioid Epidemic - FY 2019

Stage: Grant Awarded

Awarded: \$525,000.00 \*

Match: \$0.00

## Available Actions

- ☐ I would like to access details of this grant
- ☐ I would like to request an account setup
- ☐ I am ready to schedule my report
- ☐ This grant does not require a report
- ☐ I have received a grant adjustment notice and need to amend my grant agreement
- ☐ I am ready to close this grant
- ☐ I would like to view/manage my contract & account details
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

- 5) You will be taken to the existing budget for that grant automatically. Click on the padlock icon to unlock the budget and make it editable:

**Awarded Budget for**

**US0097 Community Development Block Grant FY 2019**

Inception Date: 04/01/2019


[Goals](#) [Metrics](#) [Revision Report](#)

**Budget Settings**

Indirect Costs: Not Applicable

Match / Cost Share: Itemized 10.0%

Budget Stage: Awarded

Actions: 

You will see a pop-up that warns you that the budget is locked. Click “Yes, Continue” to proceed:

**Warning!**

This budget is currently locked.

Are you sure you want to unlock? If you continue we will load this budget in an editable view and you will be able to change values in your post award budget.

[No, Cancel](#) [Yes, Continue](#)

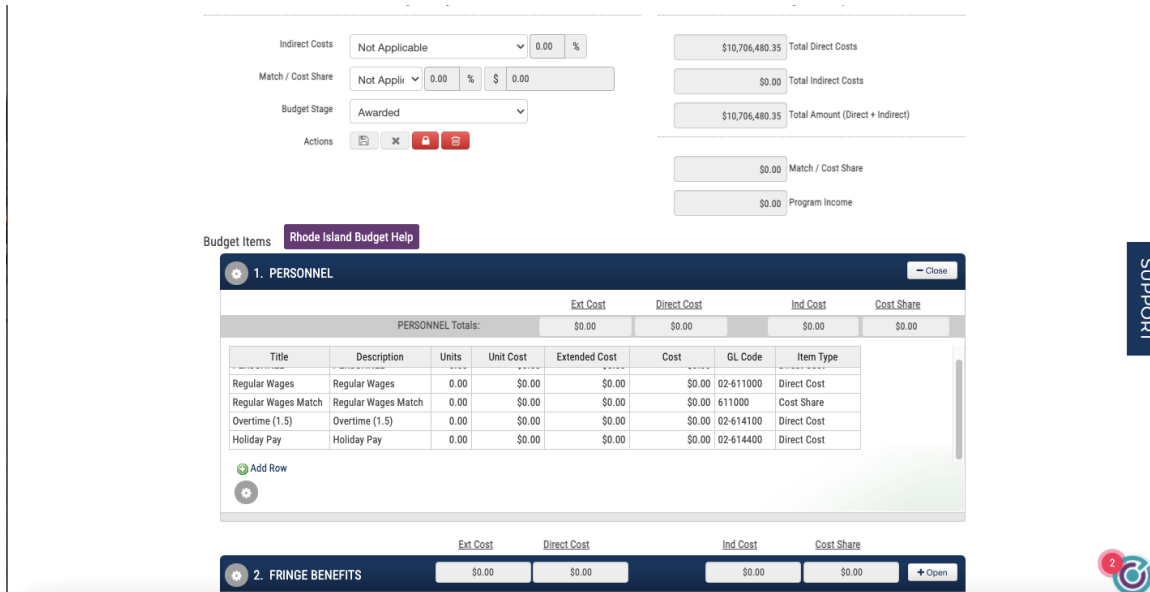
- 6) Click on the “+Open” button at the far right of the first Budget Item you wish to review. This will open a detailed view of your Budget Item line items:

Budget Items				
	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$510,000.00	\$510,000.00	\$0.00	\$51,000.00
				<a href="#">+ Open</a>





7) Edit any of the data you see by double-clicking into the cell you wish to edit:



**Budget Items** [Rhode Island Budget Help](#)

**1. PERSONNEL** Close

		Ext Cost	Direct Cost	Ind Cost	Cost Share
<b>PERSONNEL Totals:</b>		\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	0.00	\$0.00	\$0.00	\$0.00	02-614100	Direct Cost
Holiday Pay	Holiday Pay	0.00	\$0.00	\$0.00	\$0.00	02-614400	Direct Cost

[Add Row](#)

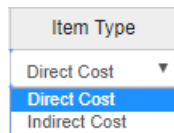
**2. FRINGE BENEFITS** Open

**Summary:**

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Total Direct Costs	\$10,706,480.35			
Total Indirect Costs		\$0.00		
Total Amount (Direct + Indirect)	\$10,706,480.35			
Match / Cost Share	\$0.00			
Program Income	\$0.00			

**Support**

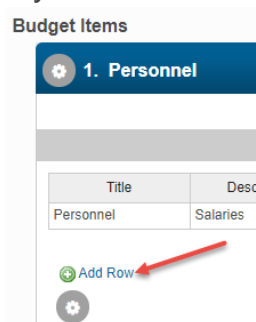
NOTE: If you wish to edit the “Item Type” cell, click in the cell once to select from a drop-down menu:



**Item Type**

- Direct Cost
- Direct Cost**
- Indirect Cost

8) If you need to add a line item, click “Add Row”:



**Budget Items**

**1. Personnel**

Title	Desc
Personnel	Salaries

[Add Row](#)

Enter the necessary data into the newly added row.

9) If you wish to delete a row, right-click on the row and select “Delete Row” from the menu that appears:

Personnel	Personnel	2,000	\$25,000.00	\$25,000.00	\$25,000.00	1111-003	\$15,000.00	Direct Cost
<div> Add Row </div> <div> Insert row above  Insert row below  Remove row </div>								

- 10) Once you have reviewed your final budget, and have confirmed that all the line items and Budget Items are correct, click the “Save” icon, then the “Lock” icon:

**Awarded Budget for**

**US0097 Community Development Block Grant (CD FY 2019)**

Inception Date: 04/01/2019

Goals Metrics Revision Report

**Budget Settings**

Indirect Costs Not Applicable

Match / Cost Share Itemized 10.00 %

Budget Stage Awarded

Actions

1 2


NOTE: This is the only way to ensure that your changes are saved, and the final version of your budget is locked. Only an OMAH user can unlock the budget after it has been locked.

- 11) From the Budget Stage menu, select “Post-Award”. This ensures that your budget will accept budget data integrations, and allocations will be organized properly.

**NOTE: Locking the budget is what allows transactions to import from RIFANs to eCivis.**

### 3.1 Review Stored Budget (Post-Award Stage)


- 1) Review the Budget Summary in the upper right corner of the budget page to ensure that all spending totals are correct and consistent with your SF-424:

Budget Summary			
Current Month Expenditure	\$0.00	\$3,088,000.00	Total Direct Costs
Total Expenditure to Date	\$916,218.97	\$28,000.00	Total Indirect Costs
Total Available Balance	\$2,199,781.03	\$3,116,000.00	Total Awarded 
Percent Expenditure	29.40%	\$309,418.80	Match / Cost Share
		\$0.00	Program Income

If they are not, there could be an issue with your budget line items.


- 2) You can see a Budget Item-level breakdown of expenditures, and the remaining balance of grant funds for each Budget Item below:

Budget Items

1. Personnel 						
	Total Awarded	Total Cost	Current Month	ITD	Balance	Spent %
Personnel Totals:	\$510,000.00	\$510,000.00	\$0.00	\$157,098.00	\$352,902.00	30.80%

- 3) If your expenditures do not look correct for the period you have in mind, note that the default expenditure period is the current month.

Budget Items

1. Personnel 						
	Total Awarded	Total Cost	Current Month	ITD	Balance	Spent %
Personnel Totals:	\$510,000.00	\$510,000.00	\$0.00	\$157,098.00	\$352,902.00	30.80%

- 4) To view your expenditures based on a custom date range: Lock your report by clicking the padlock icon:

**Post-Award Budget for**

**US0097 Community Development Block Grant (CD FY 2019)**

Inception Date: 04/01/2019

[Goals](#) [Metrics](#) [Revision Report](#)

**Budget Settings**

---

Indirect Costs

Match / Cost Share   %

Budget Stage

Actions

- 5) Click on the drop-down menu beside “Report Column” to determine the date range of your expenditure report:

**Post-Award Budget for**

**US0097 Community Development Block Grant (CD FY 2019)**

Inception Date: 04/01/2019

[Goals](#) [Metrics](#) [Revision Report](#)

**Budget Settings**

---

(This budget is locked)

Report Column

From

- 6) Select your To and From dates with the calendar icons:

Report Column  Custom

From

To

**Budget Stage**

**Actions**

**Uncategorized**

**GL Code**


9999-003


4444-002

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

7) Click “Generate Report”:

Report Column Custom Dates ▼

From 10/24/2019 

To 02/05/2020 

**Generate Report**

8) Once you click “Generate Report,” all your Budget Item sections will convert from “Current Month” to “Custom Dates”

Budget Items

1. Personnel <span>Close</span>						
	Total Awarded	Total Cost	Custom Dates	ITD	Balance	Spent %
Personnel Totals:	\$510,000.00	\$510,000.00	\$32,920.00	\$157,098.00	\$352,902.00	30.80%

If you have confirmed your line-item expenditures, and still see Total Expenditure to Date discrepancies, you may have some Uncategorized Transactions to resolve.



## Appendix A: RI SF-424A All Components

OMB Approval No. 4240-0002  
Expiration Date: 02/28/2022

BUDGET INFORMATION - Non-Construction Programs						
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. NBCCEDP	93.898			\$1,512,970.00	\$504,323.00	\$2,017,293.00
2. NCCCP	93.898			\$439,781.00		\$439,781.00
3. NPCR-1 (Core)	93.898			\$315,294.00	\$228,888.00	\$544,182.00
4. NPCR-2 (Screening)	93.898			\$140,738.00	\$46,913.00	\$187,651.00
5. Totals				\$2,408,783.00	\$780,124.00	\$3,188,907.00

SECTION B - BUDGET BY RESOURCE					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) NBCCEDP	(2) NCCCP	(3) NPCR-1 (Core)	(4) NPCR-2 (Screening)	
a. Personnel	\$432,553.00	\$112,005.00	\$53,074.00	\$28,776.00	\$626,408.00
b. Fringe Benefits	\$282,921.00	\$62,114.00	\$28,632.00	\$15,678.00	\$389,345.00
c. Travel	\$4,448.00	\$5,340.00	\$2,970.00		\$12,758.00
d. Equipment					
e. Supplies	\$6,360.00	\$9,016.00	\$600.00		\$15,976.00
f. Contractual	\$715,655.00	\$129,438.00	\$287,447.00	\$69,607.00	\$1,202,147.00
g. Construction					
h. Other	\$575,356.00	\$71,661.00	\$154,414.00	\$62,083.00	\$863,514.00
i. Total Direct Charges (sum of 6a-6h)	\$2,017,293.00	\$389,574.00	\$527,137.00	\$176,144.00	\$3,110,148.00
j. Indirect Charges		\$50,207.00	\$17,045.00	\$11,507.00	\$78,759.00
k. TOTALS (sum of 6i and 6j)	\$2,017,293.00	\$439,781.00	\$544,182.00	\$187,651.00	\$3,188,907.00

7. Program Income					
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Your grant budget in eCivis must tie to the values in the budget categories in Section B. 6, at either the parent or child level, as applicable.

Your match values, denoted as Cost Share in eCivis, must tie to the values in Section C, non-federal resources, at either the parent or child level, as applicable.



Column A in Section A outlined above indicates the RI user MUST use the allocation method for Parent-Child relationships, described on page 26

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 NBCCEDP		\$70,836.00	\$433,487.00	\$504,323.00	
9 NCCCP					
10 NPCR-1 (Core) - Matching and MOE		\$86,212.00	\$142,676.00	\$228,888.00	
11 NPCR-2 (Screening)			\$46,913.00	\$46,913.00	
12 TOTAL (sum of lines 8-11)		\$157,048.00	\$623,076.00	\$780,124.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$2,408,783.00	\$602,195.75	\$602,195.75	\$602,195.75	\$602,195.75
14. Non-Federal	\$780,124.00	\$195,031.00	\$195,031.00	\$195,031.00	\$195,031.00
15. TOTAL (sum of lines 13 and 14)	\$3,188,907.00	\$797,226.75	\$797,226.75	\$797,226.75	\$797,226.75
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 NBCCEDP	\$1,512,970.00				
17 NCCCP	\$439,781.00				
18 NPCR-1 (Core)	\$315,294.00				
19 NPCR-2 (Screening)	\$140,738.00				
20 TOTAL (sum of lines 16-19)	\$2,408,783.00				
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$2,330,024.00		22. Indirect Charges: \$78,759.00			
23. Remarks: For NBCCEDP indirect costs are not permitted. For NCCCP, NPCR-1, & NPCR-2, the federally approved indirect cost rate is 19.3% of direct costs less equipment and contracts (subawards).					

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