



Completing the Annual Organization Registration

Prior to receiving a grant (subaward) from the State of Rhode Island, an entity must complete an Annual Organization Registration. Applicants are encouraged (but not required) to complete an Annual Organization Registration before applying for assistance. Before you begin the registration process, check to see if someone else has already registered your entity. To check, go to the *Files* tab of the [Annual Organization Registration Information Page](#). If your entity is listed, the GMS user that completed the registration should be able to download a copy. If that person is no longer with your organization, use the [Contact for GMS Help Form](#) to request that access be transferred to another member of your organization. For frequently asked questions regarding the Annual Organization Registration, visit the [Rhode Island’s Grants Management website](#).

To begin, navigate to the Annual Organization Registration information page: [Linked here](#)

After reviewing the information on each tab, click the *Apply* button

The screenshot shows the 'Annual Organization Registration' page for the State of Rhode Island. At the top left is the state logo with the word 'HOPE' below it. To the right of the logo is the text 'State of Rhode Island' and 'Annual Organization Registration'. Below this is a button with a checkmark and the word 'Apply', which is highlighted with a red rectangular box. Below the button is a navigation bar with tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The main content area is divided into two columns. The left column contains a form with the following fields: ID: N/A, Title: Annual Organization Registration, Application Start Date: 05/03/2022, Application End Date: 01/01/2122, CFDA: N/A, and Reference URL: <https://controller.admin.ri.gov/grants-management/grants-management-system-gms/subrecipients/annual-organization-registration>. The right column contains a 'Summary' section with the following text: 'This is a workspace to provide and update applicant information once annually, rather than each time you apply for grant funds from the State of Rhode Island. This information must be submitted on an annual fiscal year basis to ensure applicants are eligible for funding. This application covers the period through June 30, 2023. To prepare to complete this annual submission, gather your organization's information such as: Entity Identifiers (EIN, UEI), Authorized Representative Information, Demographic Information, General Documents (e.g., Single Audit). Please see the "Files" tab of this solicitation to see if your entity has completed their annual submission for state FY23.'



If this is your first time logging into eCivis Portal, you will need to click the green *Create an account* button and enter your first name, last name, email address, and create a password. If you have applied for funding through eCivis before, enter your username and password and hit *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.

Please enter your username.

Please enter your password.

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

Portal Login

Grants Network[®] Login

[Forgot Password?](#)

[Don't have an account?](#)

Create an account

eCivis Grants Network user?

Use your existing login above and the Grants Network[®] Login button.



Once logged in, you will need to first create a profile by clicking *Create a Profile to Get Started*

State of Rhode Island
ADMIN- Grants Management Office
Annual Organization Registration
For any questions related to this program solicitation please contact doa.grants@doa.ri.gov

Application Submission

Homepage Welcome, katjebenot@gmail.com

Please click the **Open** button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit".
You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

Enter the information requested about you and your entity. Once completed, click *Create Profile* at the bottom of the page.

Once your profile is complete, select the *Get Started* tile from your homepage.

State of Rhode Island
ADMIN- Grants Management Office
Annual Organization Registration
For any questions related to this program solicitation please contact doa.grants@doa.ri.gov

Application Submission

To begin, click the "Application Process" 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.

[Get Started](#)



The first section to complete is the "Organization Information and Documents." This section is required for all subrecipients of the State of Rhode Island. Before you begin this section, we recommend that you confirm the following have been completed:

1. Obtain a Unique Entity Identifier (UEI), available at SAM.gov for no cost. If your entity is registered in SAM.gov, you have likely already been assigned a UEI. This is a one-time requirement. **You will need the UEI number to complete this section.**
2. Register in Ocean State Procures (OSP) by clicking [here](#) for no cost. If your entity has done business with the state in the past, you are likely already registered. This is a one-time requirement.
3. Upload your most recent Single Audit to the Federal Audit Clearinghouse by clicking [here](#), only if your entity was required to complete a Single Audit.

To begin, click the *Open* button

The screenshot shows a web interface for submitting information. At the top, there is a section titled "Annual Organization Information" with a "Submit" button. Below it, there is a section titled "Organization Information and Documents" with an "Open" button highlighted by a red box. The "Open" button is labeled "Action Required".

Complete each field and upload the relevant files. Below each field additional help text can be found in grey.

Entity Legal Name *

Enter entity's legal name here

Application/Project Title

Enter your Entity Name, followed by the word "Profile"

For example: State of Rhode Island Profile



Once you have completed all mandatory fields, you can scroll down and select *Mark Complete*. If needed, you can always hit *Save Draft* and your work will be saved and you can come back and finish at a later time.



Once you have completed the “Organization Information and Documents” section, green *Complete* text will appear. To move on to the next section, click the green *Submit* button in the upper right corner.

A screenshot of a web interface. At the top left is a blue minus sign icon followed by the text "Annual Organization Information". Below this is explanatory text. At the top right, it says "There are 539 days remaining to submit this." and a green "Submit" button is highlighted with a red box. Below this is a section titled "Organization Information and Documents" with a green "Complete" button and a light blue "Edit" button, both highlighted with red boxes. Below that is another explanatory line of text.

This now opens the next section, “Org Risk Assessment.” **This section is required only for subrecipients of programs issuing awards of \$30,000 or more.** This section is a self-risk assessment. Your responses to this will assist us in targeting resources to provide training, technical assistance, guidance, and monitoring in areas of most need. If you are not familiar with your entity’s financial safeguards (internal controls), and policies and procedures, you may want to consult with a colleague.

To complete, click the *Open* button

A screenshot of a web interface. At the top left is a blue minus sign icon followed by the text "Org Risk Assessment Submission". At the top right is a grey "Submit" button. Below this is a section titled "Org Risk Assessment" with the text "Action Required" and a blue "Open" button highlighted with a red box. Below that is another explanatory line of text.



As you did in the “Organization Information and Documents” section, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button to access the last section.

[-] Org Risk Assessment Submission



Org Risk Assessment Complete Edit

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

The final section is for Federal Funding Accountability and Transparency Act (FFATA) Reporting. **The “FFATA Entity Data” section is only required for subrecipients of programs issuing awards of \$30,000 or more.** This section is for reporting executive compensation, as required under federal law.

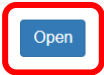
To complete, click the Open button.

[-] FFATA Entity Data Submission



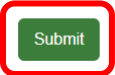
FFATA Entity Data Action Required Open

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



As you did in the previous sections, complete and answer all questions and hit *Mark Complete* at the bottom of the page when finished. When all mandatory fields have been entered, you can hit the green *Submit* button.

[-] FFATA Entity Data Submission




FFATA Entity Data Complete Edit

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




After you have submitted information, you can hit the *View* button to view/PDF the information that has been submitted. If you need to change or update the information that has been submitted, use the [GMS Contact Form](#) to have your registration returned to draft status so you can make those updates.

 **FFATA Entity Data Submission** This has been submitted.

Thank you! You will be contacted if any additional information is needed.

FFATA Entity Data View

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

 **Org Risk Assessment Submission** This has been submitted.

Thank you! You will be contacted if any additional information is needed.

Org Risk Assessment View