Setting up Internal Subawards

An Internal Subaward is defined as "Funds issued by a federal agency to a state agency that are then transferred to other state agencies, pursuant to the federal award eligibility terms. Transfers to quasi-public corporations do not qualify as internal subawards." (A&C Enterprise GMS Conversion Policy A-77)

Interagency subawards will be treated as child/subprojects in GMS
- Agency A, the prime recipient of federal funds, marks funds available for allocation to Agency B
- Agency B, the subrecipient of federal funds from Agency A, then creates the sub-project/child project with Agency A's allocation
- Either agency can create ad hoc tasks with workflow involving one or both agencies
- Federal funds for internal subaward should flow directly to Agency B (do not hit Agency A's line seq)
- Agency B subawards: Cannot make subawards from a child/subproject. Agency B could use Org Funding Source (contact GMO) to issue subawards from internal subaward. Agency B's subawards would not be directly linked in GMS to the federal award.
- Transfers to quasi's and state colleges/universities should be treated as regular subawards in GMS and use the State as a Grantor workflow

Based on the description above, determine if you are Agency A or B. Click on the title to navigate to your respective instructions:

Agency A – Federal prime grant recipient
**Agency B** – Subrecipient of federal funds via Agency A
Optional: Adding Tasks – for both Agency A and Agency B
Miscellaneous Tips

Process for Agency A (Federal prime grant recipient)

Before starting this process, it will be helpful to have ready data for your federal award and the internal subaward to another state agency. To begin, navigate to the parent grant via *My Projects* or *Project Search* under the *Grant Management* tab.
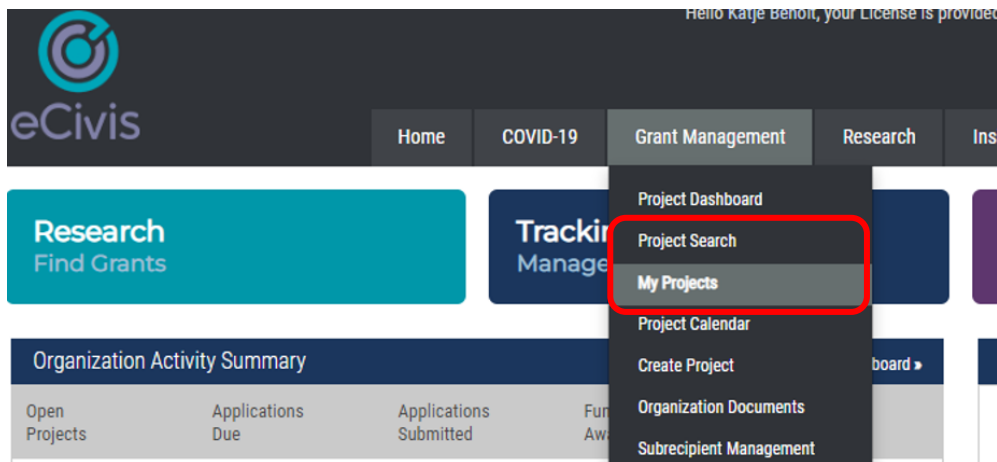
Select the umbrella Project to open up the Project Dashboard. Once in the Project Dashboard, select the *Grant Lifecycle* tab.

Under the Grant Awarded stage, select the *View/Edit* pencil icon

Grant Lifecycle Report
Internal Subaward Test

Stage	Completed On	Completed By	Files	View/Edit	Last Updated On	Last Updated By	Notes
FD18395 School Safety Grant - FY 2021							
Grant Awarded	05/01/2022	K. Benoit DEPT		✏️	05/23/2022	K. Benoit	

Scroll down to the *Allocation Option* section. Select "Yes" for "Are awarded funds to be available for Allocation to sub-projects?" The full amount of your award will auto-populate in the *Available for Allocation* field. Edit and enter the internal subaward amount and any notes (Tip: if making multiple allocations, enter the total amount of all allocations).

Allocation Option

Are awarded funds to be available for use as pass-through funding?* ● No ○ Yes

Are awarded funds to be available for Allocation to sub-projects?* ○ No ● Yes

Amount to be available for Allocation*: 50,000.00

Allocation Source Notes: $50K of my award is being passed to Agency B to complete a section of the project.

418 Characters Left

Select the Department/Division receiving the internal subaward

Departments Eligible for Allocation*:

All Departments
Department of Administration-
Department of Children, Youth
Department of eCivis Training
Department of Public Safety
Environmental Management, D

Eligible Departments
Department of Administration
Department of Health

Click *Save.*

Via email, notify the subrecipient agency (Agency B) that they should create the sub-project.
Optional: Use the *GMS Sub-Project Setup Tool for Internal Subawards.* Include:
     a. Grant Name
     b. Agency A contacts to include in sub-project Team
     c. Data for populating GMS fields

Once created, Agency B's sub-project will be visible in *My Projects* list of any team members.

Process for Agency B (subrecipient of federal funds via Agency A)

Have the internal subaward agreement and the email with GMS fields from Agency A handy. Log into https://gn.ecivis.com/GO/gn_home

Navigate to *Research > Allocation Sources*

On the *Allocation Sources* page, enter the Grant Name in *Search* box

Scroll to the applicable Grant and select the *Assign Allocation* icon under *Actions*.

You can assign the allocation to a new or existing project in your Department

If applicable, refer to documents provided by Agency A for the remaining fields in this section. For the *Grant Tags* field, select *Internal Subaward.*

Once your Internal Subaward is created as a sub-project in GMS, you can add additional team members, and complete the budget (keep/add line items for any naturals you expect to use, even if the budget is $0 for the natural).

Navigate to *Grant Management > My Projects*. Select the applicable project.

Add team members by clicking the green plus symbol on the right side of the Project Dashboard

Use the pencil icon to change "view" access to "edit" access, as appropriate. Note: edit access is required for Agency A users to view the budget and complete tasks

Build the budget by clicking the *Budgets* tab in your Project Dashboard

Select *RI Non Construction* (or *RI Construction*) budget template from the drop-down and hit "Save & Close"

Enter amounts in the *Units* and *Unit Cost* columns of the row with the corresponding natural
Click the *Save* button under *Budget Settings* (to the left of the red padlock icon)
When your budget is final, click the red padlock icon to lock the budget and allow transactions to be
mapped over from RIFANS.

Making subawards with Internal Subaward Funds: Agency B should contact GMO at
doa.grants@doa.ri.gov to have an *Org Funding Source* created, since GMS does not support issuing
subawards from a child/subproject. Include the following:
- Federal Grant Name
- FAIN
- Name of Funding Source (as you want it to appear in GMS)
- Amount of funds designed for subawards (total pass-through amount)
- 7-digit line sequence

Optional: Adding Tasks – for both Agencies A and B

The Task feature can be used to:

- Request reimbursement from Agency A (Task feature does NOT connect to RIFANS.)
- Report monthly/quarterly spending to Agency A (Project Team member can also pull spending reports from the budget tab.)
- Report reimbursements received
- Attach closeout documents
- Attach files/reports

1. Add New Group (Note: User Groups can only be set up by DMAH users) for Internal Subaward task workflow
   a. Navigate to *Administration > Group Manager*
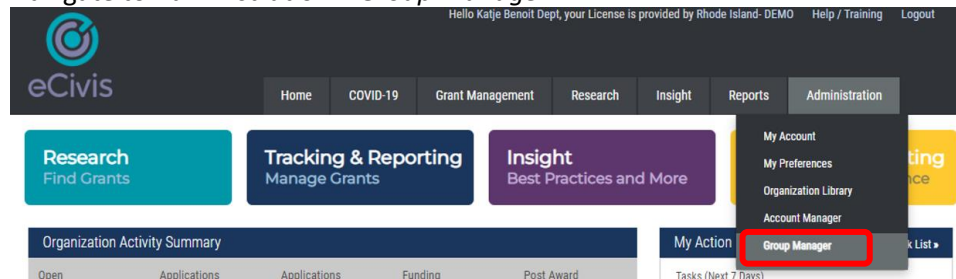
   b. Click *Add New Group*
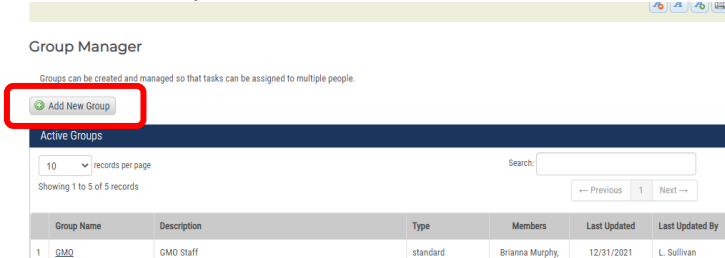
   c. Select options that best align with internal subaward needs (Tip: Make the Group Name self-explanatory)

For *Type*:

Standard – All group members will see the task at the same time, and any user can respond to the task

Sequential – The first person listed in the group will see the task first, once they review, it will be sent to the second person listed. (In this screenshot example, the task will go to Steve to review and once complete, will then go on to Brianna).

Advanced Tip: You can create a standard group, and nest it within a sequential workflow.

2. Add Task
    a. From your Project Dashboard, select *I am ready to schedule my report*. If reports have been submitted in the past, this option will read "*I want to update my scheduled reports*"

    b. Click *Schedule New Report*

    c. Select options that best align with internal subaward needs, and work through the prompts to set up your task
        i. Select *Advanced* if:
            1. Task is required (blocks the grant from moving to closeout if the task has not been completed)
            2. Task repeats

3. Complete Tasks

   At the bottom of your Project Dashboard, you can see all pending tasks, when they are due, and who they are assigned to.

   a. Click the box under *Done* (available if assigned to you)

   b. Follow steps to complete the task

   c. Completed tasks can always be viewed for reference. At the bottom of your Project Dashboard, select *Completed Tasks* tab. A page with all submitted tasks will open, including the attached files, notes, and additional information.

Miscellaneous Tips

- GMS RIGID will populate overnight. If you login the next day, you will see it in the *Internal Grant ID* field. RIFANS RIGID will populate the day after that.
- In RIFANS, search for the line sequence (not agency code) when selecting a RIFANS RIGID for SFRF projects.
- In your GMS budget, keep/add line items for any naturals you expect to use, even if the budget is $0 for the natural. When adding naturals, in the GL Code field, be sure to enter Account Source-Natural (e.g. 02-654130).
- If you don't have a line sequence assigned yet, you can still award yourself the grant, and at a later date, go back and enter the line sequence in the *Internal Grant Name* field in the Contracts & Accounts tab in the Project Dashboard. Make sure the line sequence is entered <u>before</u> transactions start.