State as a Grantor Cheat Sheet & Key Considerations

Helpful Links

Link to Intake Form (for Standard Grant Programs): Intake Form

Link to Zengine (Application Workspace) homepage: Zengine Homepage

Link to Active Public Solicitations: RI Public Solicitations

Link to user guides/resources for state agencies (including Subrecipient vs. Contractor determination tool, Glossary of Terms, etc.): User Guides

Grants Management System User Support Form for all eCivis system issues and questions: User Support Form

User Role Permissions

Application Workspace Access: Any agency user can create an application workspace and give other internal users access to it. Generally, in an application workspace a user can a) change the status of applications, b) assign reviewers, c) create/modify/export views of application and review data, and d) modify application responses. Best practice: Limit access to only necessary users.

Reviewer Portal Access: Typically, only invited reviewers (internal and external) have access. However, the application workspace creator has configuration options.

Department Users have access to most functionality in eCivis. However, only DMAHs can do the following:

- Create/modify a group (Department Users can create/modify workflows with existing groups, users)
- Access the review portal for the Annual Organization Registration

Best Practices for certain critical fields in the Grantor side of eCivis

During Solicitation set up, all tabs must have green checkmarks to move forward. Most fields in the solicitation can be edited at a later date/after it is published. The few fields that cannot be edited/changed once the *Create App Workspace* button is clicked are:

1. *Accept multiple applications per user (Submission tab)*
   a. Selecting "Yes" allows a user to submit more than one application, while selecting "No" prevents a user from submitting more than one application to this specific program.
2. *Budget Development (Submission tab)*
   a. Selecting "Yes" allows applicants to complete a budget that's built into their application, and report/track spending in the post-award phase by budget category. Selecting "No" removes the budget from their application and post-award phase. Subrecipients will only have one total awarded amount, not broken down by budget category.
   b. The most commonly used subaward budget template is the *RI non construction – Subaward* version. Its categories generally align with the grantee budget. It does not have pre-populated line items by RIFANS natural.
3. *Collect Detailed Financial Reports (Submission tab)*
   a. Selecting this checkbox requires your subrecipients to report at a more specific line item level, rather than the budget category level, in the post-award stage.
4. *Goals Tab*: Add goals and subgoals before publishing the solicitation, otherwise applicants will not be able to enter target values or utilize the goals functionality in Activity Reports, post-award.

In the *Approval* tab of the solicitation, certification language should be added to Financial Reports and Closeout Approval. Instructions and language can be found in the [How to Add Subrecipient Certification Language](#) user guide. Certification language is consistent with 2 CFR 200.415a *Required Certifications.*

Key fields in Subrecipient Details for RIFANS integration:

Subrecipient: When awarding a subrecipient, make sure to select the correct subrecipient name and RIFANS Site Code for payment from the drop-down list. This list is validated against RIFANS/Ocean State Procures and is part of the payment integration piece. If you do not see your subrecipient listed in the drop-down, reach out to GMO. If no subrecipient is selected, the invoice will stop at RIFANS, and payment will not be processed.

PO Number: This field will be used for Cost Center and Project Code, if used by your agency. Format should be Cost Center-Project Code. If your agency does not use Cost Center, but uses Project Code, enter a dash first (e.g., -Project Code). If neither are used, leave blank.

Key fields in Finance Reports (payment requests) for RIFANS integration:

Invoice number: A unique invoice number needs to be inputted by agency staff before it is approved and sent to RIFANS. Invoice approval will stop at RIFANS if the GMS invoice number field is left blank, if the invoice number is not unique to the subrecipient, or if there are

additional spaces inputted after the invoice number. An example of a unique invoice number could be Grant Agreement number-date approved (e.g., DOA-22-0001-06012022)

Receiver ID: In this field, enter the applicable RIFANS Natural Account code. If left blank, it will default in RIFANS to Natural Account 654130, which is the subaward natural.

Agency steps for setting up a Grant Program (Additional workflow details can be found at the end of this document)

Direct Awards (no application or review process is needed):

1. Complete and submit the Non-Competitive Subaward Justification Form and submit through the GMS Support Form.
2. Once approved, create and publish solicitation in eCivis
3. Review potential subrecipients Annual Organization Registration in the specific Review Portal*****
4. Initiate Direct Award in eCivis
5. Create Award Recommendation in eCivis and attach subaward agreement
6. Approve/Award Subrecipient in eCivis

*For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the organization and reviewed by the state agency before awarding. For awards less than $30k, only the first section (General Information) is required.

Competitive (Standard)

1. Create Solicitation in eCivis
2. Complete the Intake Form to tailor your application/review process
3. Click "Create App Workspace" button in eCivis
4. eCivis Customer Service will configure your application workspace, this takes 2-5 business days
5. Once application is finalized, request that your solicitation be published through the GMS Support Form
6. Review/score submitted applications and determine who will be awarded in the unique review portal
7. Review potential subrecipients Annual Organization Registration in the specific Review Portal*****
8. In your application workspace, move applicants you wish to award from "Under Review" to "Recommend Award"
9. Create Award Recommendation in eCivis and attach subaward agreement
10. Approve/Award subrecipients in eCivis

*For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the organization and reviewed by the state agency before awarding. For awards less than $30k, only the first section (General Information) is required.

Competitive (Complex)

1. Create application and review form from scratch in Default environment
2. Once finalized, request the application template be added to the Production environment through the GMS Support Form
3. Create Solicitation in eCivis
4. Click "Create App Workspace" button in eCivis
5. eCivis Customer Service will configure your application workspace, this takes 2-5 business days
6. Once application is finalized, request that your solicitation be published through the GMS Support Form
7. Review/score submitted applications and determine who will be awarded in the unique review portal
8. Review potential subrecipients Annual Organization Registration in the specific Review Portal*****
9. In your application workspace, move applicants you wish to award from "Under Review" to "Recommend Award"
10. Create Award Recommendation in eCivis and attach subaward agreement
11. Approve/Award subrecipients in eCivis

*For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the organization and reviewed by the state agency before awarding. For awards less than $30k, only the first section (General Information) is required.

Subrecipient steps before being awarded

Direct Awards

1. Complete the Annual Organization Registration (if haven't already) *
2. Click the "Initiate Award" link in the email sent to you by your grantor
3. Enter the information requested and click "Continue"
4. Review the award package sent to you in eCivis Portal, including all documentation and budget
5. Accept (or Decline) your award in eCivis Portal after uploading the signed subaward agreement and any other required documents

*For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the subrecipient organization. For awards less than $30k, only the first section (General Information) is required.

Competitive Awards Above $30k

1. Review Solicitation and determine if you are eligible to apply
2. Create and submit application in eCivis Portal
3. Complete the Annual Organization Registration (if haven't already) *
4. Review the award package sent to you in eCivis Portal, including all documentation and budget
5. Accept(or Decline) your award in eCivis Portal after uploading the signed subaward agreement and any other required documents

***For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the subrecipient organization. For awards less than $30k, only the first section (General Information) is required.

Key Considerations when setting up your Complex Application and Review Forms

1. Does your program allow multiple applications from the same applicant?
    a. Yes – add applicant level questions to profile section. Add proposal questions to the application section
    b. No – likely minimal changes to profile section needed.

2. Will you need a single data export for leadership to view the application pool?
    a. Yes –
        i. Be sure to include all data fields leadership needs to see in the profile or application sections. If applicable, this includes the total budget amount requested, and goals. (This info should also be in the budget and goals sections but won't export cleanly from the application side of eCivis.)
        ii. Alternatively, if you don't want the application to have redundant questions, you could include fields in a review form for total budget amount requested (or recommended), and goals. Reviews would need to be completed before this information would populate in the data export.
    b. No – in that case, there is no need to ask redundant budget/goals questions outside of the budget/goals functionality

3. Do you require an authorized official to sign specific certifications as part of the application?
    a. Yes – Since the applicant GMS user may not be authorized to sign on behalf of the organization, GMO recommends uploading these to the solicitation as attachments for the applicant to download and upload with their application.

4. What is your current review process workflow? If/how should it be adapted due to GMS functionality?
    a. You may want to add specific review questions to prompt the reviewer to check that attachments are complete, relevant.

b. Generally, order review questions to align with the application (put questions about attachments near the end)

5. Can you use the RI Non-Construction or RI Construction budgets?
    a. Yes – be sure to include help text for applicants about how much line item detail they should include.
    b. No, or not sure – contact GMO at doa.grants@doa.ri.gov to discuss options.

6. Should I use dropdown, radio button, or checkbox functionality?
    a. Dropdown
        i. Takes up less real estate on the screen
        ii. Can enable one selection, or multiple selections
    b. Radio button
        i. Takes up more real estate on the screen
        ii. Limited to selecting only one option
    c. Checkbox
        i. Takes up more real estate on the screen
        ii. Always allows applicant to pick multiple options

Additional Setup Tips for Complex Applications and Review Forms

- Review form scoring – each option under the same question must have a different point value.
- To add an email, zip code, or fixed length code (numeric, alphanumeric, or alphabetic) drag over a *Text* field, go to advanced options, scroll to *Validation Options* and select accordingly.
- Testing your application
    o Go through Portal to test through award recommended stage (if Demo access needed, request through the GMS Support Form)
    o To test application stages without going through portal
        ▪ Go to *Settings & Tools > Submission Portal*
        ▪ Click *Edit Submission Portal*
        ▪ Click *Test Submission Portal*
        ▪ Login, use eCivis login
    o Caution: Required fields cannot be added if there are applications (even test ones) saved
- To reorder forms
    o Go to *Settings > Forms*
        ▪ Drag forms to preferred order
        ▪ Do not delete any forms!
            • Do not rename or delete the following forms: "Applications", "Reviews", "Reviewers", "Denials", "Profile", "Applicants", "Budget". These are needed to make the system work.
    o Click *Manage Form Groups*
        ▪ Click pencil icon next to *Forms we use*

- Click *Choose Forms for this Group,* then select/unselect
- Connecting supplemental application forms to the application
  - Add Link field and select "Applications"
  - Go to *Settings > Submission Portal*
    - *Application Process*
    - *Steps* tab
    - *Add Step*
- To create separate review portals for each review stage:
  - First create a review form for each stage
  - Add 3 Folders. Go to Applications (center of universe)
    - *Form Tools > Edit Forms*
    - Click on *Settings* tab
    - Scroll to Folder Settings, click on *Manage folders*
    - Click *Add Folder*
      - Create 3 folders: *"Not Begun", "In Progress", and "Submitted"*
      - <u>Do not rename or delete the following folders</u>: "Draft", "Under Review", "Denied", "Recommend Award". These are needed to make the system work.
  - Add a Process. Go to *Settings > Program Mgr & Assignments*
    - Click gear icon to edit existing
    - Click *Create A Process* to add a new review stage
  - If only users with access to workspace will be reviewing apps, no need to create a portal
  - Go to *Settings > Review Portal*
    - *Create Review Portal*, follow steps
    - Optional – you can rename link
    - If multiple app forms to review, click *Data* tab, click *Data Detail* tab
      - Drag and drop all forms you want reviewers to review
      - The profile does not show up automatically. Drag and drop it if you need reviewers to see it.
- In each form there are required fields and short names that must not be deleted. Fields that are not marked required can be hidden from applicants, but not deleted. The field names visible to applicants can be modified, but the short names cannot be changed/deleted. You must keep the following:
  - Profile Form:
    - Linked Applicant (short name: applicant Link) REQUIRED*
    - First name (short name: fname) REQUIRED*
    - Last name (short name: lname) REQUIRED*
    - Email (short name: email) REQUIRED*
    - Title (short name: title)
    - Company (short name: company)
    - Company Website (short name: companyURL)

- City (short name: city)
- State (short name: state)
- Organization name (short name: orgName)
- EIN (short name: orgEIN)
- DUNS (short name: orgDUNS)
- Authorized Representative (short name: authorizedRep)
- Business/Finance Representative (short name: busFinRep)
- Address (short name: orgAddress1)
- Address 2 (short name: orgAddress2)
- City (short name: orgCity)
- State (short name: orgState)
- County (short name: orgCounty)
- Congressional District/Region (short name: orgRegion)
- ZIP (short name: orgZip)
- Phone (short name: orgPhone)
- Phone Extension (short name: orgPhoneExt)
- Fax (short name: orgFax)

o Applications Form:
- Profile (short name: profileLink) REQUIRED*
- Org Name (short name: orgName) REQUIRED*
- Application/Project Title (short name: projectTitle) REQUIRED*
- View Budget Worksheet (short name: peerBudgetLink)
- View Application Goals (short name: applicationGoalsLink)

o Reviews Form:
- Submission (short name: submissionLink) REQUIRED*
- Reviewer (short name: reviewerLink) REQUIRED*
- Review Submission Date REQUIRED*
- Profile REQUIRED*

o Reviewers Form:
- Reviewer First Name (short name: firstName) REQUIRED*
- Reviewer Last Name (short name: lastName) REQUIRED*
- Reviewer email (short name: email) REQUIRED*

o Applicants Form:
- Email (short name: email) REQUIRED*

o Denials Form:
- Submission (short name: submissionLink) REQUIRED*
- External Message (short name: externalMessage)

o Budget Form:
- Application (short name: applicationLink) REQUIRED*
- Please use the following link to view the application budget. This link will open in a new window (short name: budgetURL)
- Budget Status (short name: budgetStatus)

For Internal Subawards (Money being transferred from one State Agency to another State Agency)

Internal Subaward 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)

- Treat internal subawards as child/subprojects in GMS
    - Agency with federal award (agency A) allocates funds to subprojects under corresponding grant, gives access to subaward agency (agency B). Agency A may complete and send GMS Sub-Project Setup Tool for Internal Subawards to Agency B.
    - Agency B creates subproject
        - Tag: Select "Internal Subaward"
        - Internal Grant Name: Enter Agency B's line sequence(s)
    - 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 should be treated as regular subawards in GMS.

User Guide available for Internal Subawards

Setting Up Internal Subawards User Guide
GMS Sub-Project Setup Tool for Internal Subawards

Guidance on Single Source/Sole Source

How will single source and sole sources be handled in GMS? Would Purchasing process continue?

This depends on your agency's determination of contractor/subrecipient, per 2 CFR 200.331. When the agency determines the proposed single or sole source recipient is a contractor, then Purchasing's process must be followed. When the agency determines that the proposed scope of work/recipient is a subaward/subrecipient, the agency's subaward process must comply with all applicable federal laws, including federal program regulations and UGG, 2 CFR 200.

- UGG has detailed procurement provisions (for contracts), but is vague on requirements for making subawards.
    - The federal awarding agency may specify formula-based subawards, discretionary subawards made through a competitive process or based on merit of proposals, or some other approach. If your agency limits subrecipient eligibility beyond what is established by the federal awarding agency, such limits must be consistent with applicable laws, regulations, and policies. Your agency must be able to document and justify such restrictions.
    - However, UGG's Part E, Cost Principles, does require that all costs be allowable, reasonable, allocable, and applicable. Your agency may be required to document that costs incurred via a non-competitive/non-merit based subaward are reasonable.
- Note that a <u>fixed amount subaward</u> (provides a specific level of support without regard to actual costs incurred) requires "prior written approval from the Federal awarding agency" 2 CRF 200.333

Standard Grantor Workflow

```
Create Program & Edit Solicitation
        ↓
Complete RI Standard Intake Form
        ↓
Move Program to "Under Review" by selecting, create app workspace in GN
        ↓
eCivis Support configures application workspace
        ↓
Publish Solicitation
        →
Application Period is Open
        ↑
RI Program Staff Manage Application & Review in the Application Workspace
        ↑
Standard Application Review
        ↑
OPTIONAL Pre-award Review
        ↑
Applicant completes Annual Organization Registration
        →
Annual Organization Registration Review
        ↓
Move to Recommend Award
```

Note: During the Application and Review Period, RI Program Staff can move applications back to draft status for Applicants to edit.

Return App to Draft Status

Sub. Changes Requested — Yes → Create Award Recommendation for Approval (Attach Subaward Agreement)

Sub. Changes Requested — No → Subrecipient Accepts Award

Create Award Recommendation for Approval (Attach Subaward Agreement)
        ↓
Subrecipient Review of Award Package
        ↓
Subrecipient Accepts Award
        →
Final Award Approval
        ↑
Begin Post-Award

Legend:

eCivis Grants Network:
www.ecivis.com

Application Intake:
https://webportalapp.com/sp/dqf6wmu0aa

Review Portal:
1. Standard and Pre-Award Review URLs are unique to each grant program
   URL Example:
   https://webportalapp.com/portal
2. Annual Organization Review is maintained by GMO
   URL:https://webportalapp.com/portal/applications_2012

eCivis Portal for Applicants and Subrecipients:
www.portal.ecivis.com

Application Workspace:
URL is unique to each grant program/solicitation. Navigate to application workspace from Program Detail page in Grants Network. URL Example:
https://platform.zenginehq.com/

Last Updated: 6/17/2022

Direct to Award Workflow

```
┌─────────────────┐
│  Submit Non-    │
│  Competitive    │
│  Subaward       │
│  Justification  │
│  Form           │
└────────┬────────┘
         │
┌────────▼────────┐
│ Create Program &│
│ Edit Solicitation│
└────────┬────────┘
         │
┌────────▼────────┐
│ Move Program to │
│ "Publish" by    │
│ selecting,      │
│ "Publish        │
│ Solicitation"   │
│ in GN           │
└────────┬────────┘
         │
┌────────▼────────┐
│ Initiate Direct │
│ Award           │
└────────┬────────┘
         │
┌────────▼────────┐
│ Subrecipient    │
│ accepts invite  │
│ for direct      │
│ award (sets up  │
│ profile)        │
└─────────────────┘
```

Legend

| eCivis Grants Network: |
| www.ecivis.com |

| eCivis Portal for Subrecipients: |
| www.portal.ecivis.com |

| **Review Portal:** |
| Annual Organization Review is maintained by GMO |
| https://webportalapp.com/portal/applications_2012 |

Decision: **Sub. Changes Requested**
- No → Subrecipient Accepts Award
- Yes → Create Award Recommendation for Approval (attach subaward agreement)

Flow:
- Subrecipient Review of Award Package → Sub. Changes Requested
- Subrecipient Accepts Award → Final Award Approval → Begin Post-Award
- Create Award Recommendation for Approval (attach subaward agreement) → Subrecipient Review of Award Package
- Applicant completes Annual Organization Registration → Annual Organization Registration Review → Create Award Recommendation for Approval (attach subaward agreement)
- Subrecipient accepts invite for direct award (sets up profile) → Create Award Recommendation for Approval

Complex Grantor Workflow

Complex Program Build

- Receive Invite to Default Workspace
- Create Application Forms
- Create Review Forms
- RI staff reviews & notifies eCivis Support of readiness
- eCivis Support assigns Default Workspaces as Application Templates to RI production account

Complex Program Go Live

- Create Program & Edit Solicitation
- Move Program to "Under Review" by selecting, create app workspace in GN
- eCivis Support configures application workspace
- Publish Solicitation
- Application Period is Open

Note: During the Application and Review Period, RI Program Staff can move applications back to draft status for Applicants to edit.

Applicant completes Annual Organization Registration

Return App to Draft Status

RI Program Staff Manage Application & Review in the Application Workspace

Complete Complex Application Review Process

Annual Organization Registration Review

Move to Recommend Award

Create Award Recommendation for Approval (attach subaward agreement)

Yes

Sub. Changes Requested

No

Subrecipient Review of Award Package

Subrecipient Accepts Award

Final Award Approval

Begin Post-Award

Legend

eCivis Grants Network:
www.ecivis.com

Review Portal:
1. Complex Program Review URLs are unique to each grant program.
URL Example:
https://webportalapp.com/portal
2. Annual Organization Review is maintained by GMO
URL: https://webportalapp.com/portal/applications_2012
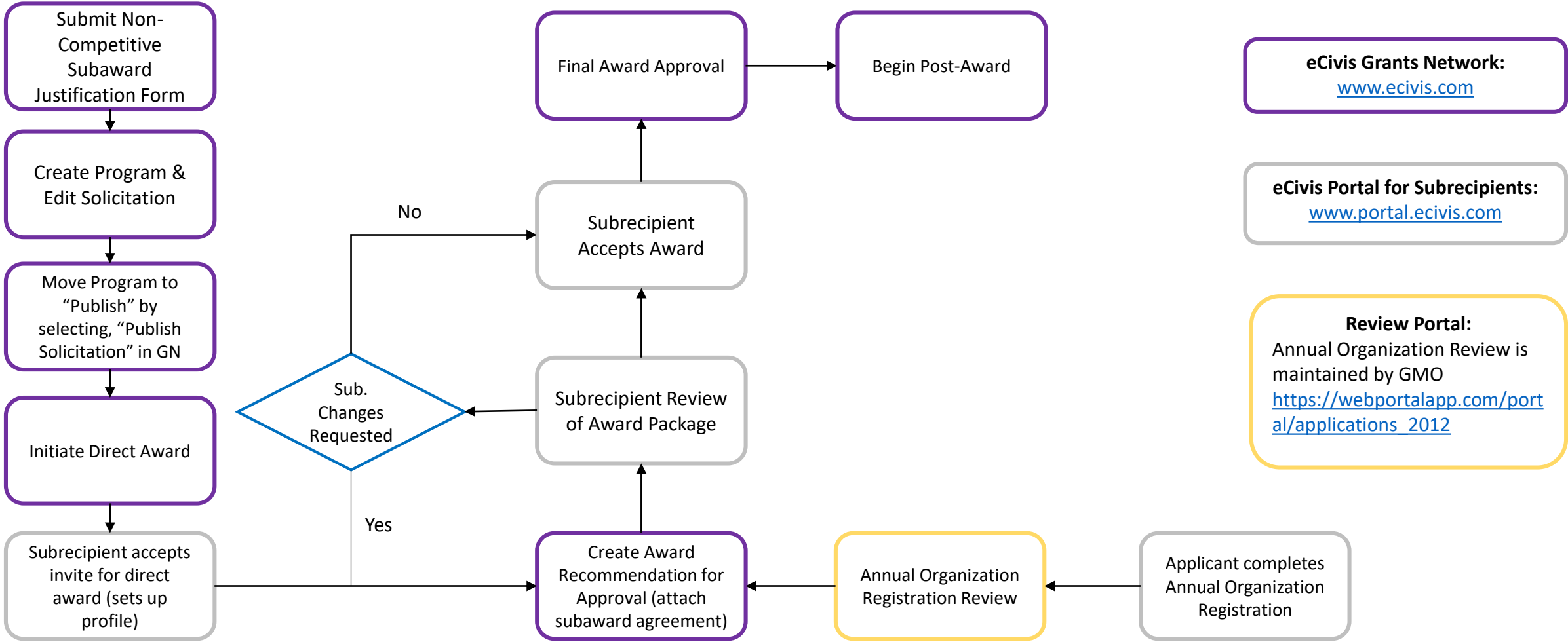
eCivis Portal for Applicants and Subrecipients:
www.portal.ecivis.com

Application Workspace:
URL is unique to each grant program/solicitation. Navigate to application workspace from Program Detail page in Grants Network. URL Example:
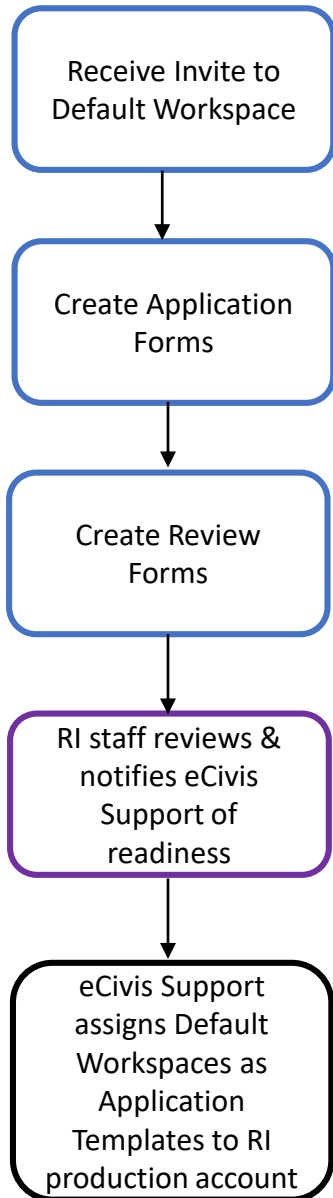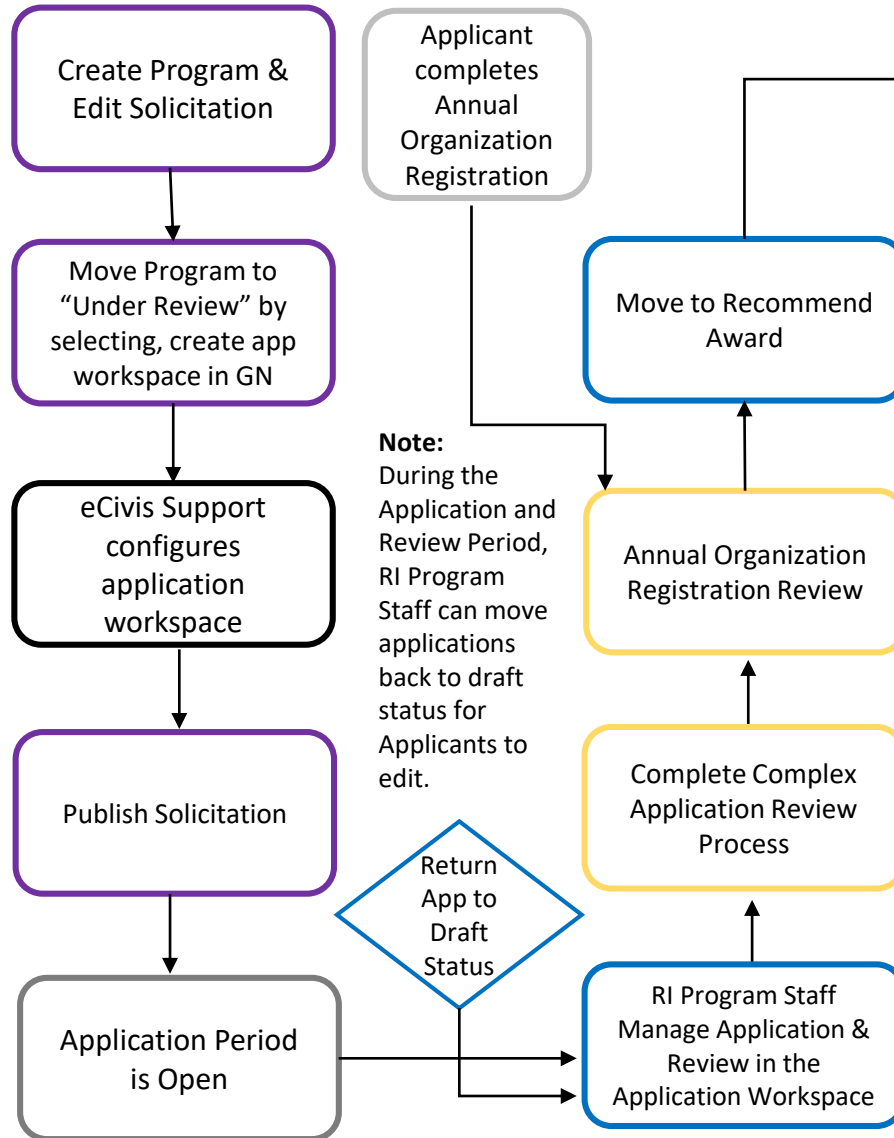https://platform.zenginehq.com/

Last Updated: 6/17/2022

eCivis Invoice Flow Chart

Legend

Subrecipient (SR) Submits Invoice

Return to SR for Changes

Rejected

Financial Approval Workflow (set by agency for program)

Approver can return to SR or to a prior approver, if applicable, for revisions.

Return to Approver for Changes

GMO notifies Approver of Cause(s) of Failure to Load in RIFANS

eCivis Invoice Status: "Approved/Awaiting Payment"

Error Report to GMO

Fail

Automated Invoice Creation

eCivis Invoice Status: "Approved – Paid"

Subrecipient can View Payment Date in eCivis Portal

Payment Details to eCivis

Fail: Consult GMO if invoice status in eCivis does not update after payment is made.

RIFANS Invoice Status: "Paid"

RIFANS Invoice Status: "Approved"

Approved

RIFANS Approval Workflow (based on line sequence)

Rejected

A&C, Central Accounts Payable

Canceled

Reopened to RIFANS Approver

eCivis Grants Network:
www.ecivis.com

eCivis Portal for Subrecipients:
www.portal.ecivis.com

DoIT Automation

RIFANS

A&C, Central Accounts Payable

Last Updated: 5/3/2023