

State of Rhode Island  
Grant Management Office



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# Grant Management System (GMS) Subrecipient and Applicant Training

October 5, 2022

# Agenda

Questions are welcome! Please use the chat function to ask questions. We will respond to all questions via a follow up FAQ document that will be shared with all participants. If you have additional questions related to the training email: [doa.grants@doa.ri.gov](mailto:doa.grants@doa.ri.gov)

01

## Intro -

Project background, overview of new process

02

## Annual Org Registration -

Review of Annual Organization Registration

03

## Applying -

System demo of how to apply for a subaward

04

## Accepting Awards -

System demo – how to accept an award

05

## Managing Awards -

System demo – how to manage your award

06

## Support and Resources -

Overview of how to contact support and the new Grants Office website resources

# New Grant Management System

The State engaged eCivis in August 2021 to implement a new statewide grant management system. Beginning in April 2022, State Agencies began training on issuing subawards through the system. State Agencies are transitioning subaward issuance to eCivis through June 2023, generally as new application cycles begin.

## Subaward Solicitations

**Rhode Island Funding Opportunity Page – is the single stop for State of Rhode Island funding opportunities.**

- Subaward: federally funded grants
- Training covers subawards, not contracts
- [RI Funding Opportunity Page](#)

## eCivis Portal - Applications

**The eCivis Portal is free for applicants and subrecipients.**

- Only the person that created the application can access it. Coordinate internally to determine who is responsible for submitting each application.
- After award, you can add colleagues to the grant in eCivis Portal.

## eCivis Portal – Award Management

**Use eCivis Portal for Award Management**

- Invoicing
- Reporting
- Amendments
- Closeout

# What's Changing?

	New: Subawards in eCivis Portal	Old: Subawards pre-eCivis Portal
<b>Solicitations</b>	Solicitations on RI Funding Opportunity website	RFPs on Agency or Purchasing website
<b>Binding Doc</b>	Subaward Agreement	Purchase Order (plus signed Contract or Subaward Agreement)
<b>Unique ID</b>	Subaward Number	PO Number
<b>Invoicing</b>	Invoicing via GMS <ul style="list-style-type: none"> <li>• Same backup requirements</li> <li>• GMS workflow to RIFANS workflow</li> <li>• Invoice Number: Assigned by Agency</li> </ul>	Invoicing via email/paper/I-Supplier
<b>Award Management</b>	Reporting/Amendments/Closeout via GMS	Reporting/Amendments/Closeout via email or snail mail

# What's the Same?

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- Federal program requirements still apply. Terms and conditions of federal awards roll down to subrecipients
- Your authorized representative will still be signing a subaward agreement
- Still a fixed start date. State will not reimburse costs incurred before start date (unless allowable under specific program)
- Still need to be registered in Ocean State Procures (OSP) to be paid
- Still need unique federal identifier, now Unique Entity Identifier (UEI) in place of DUNS

- Grants Management
- Announcements
- Grant Management System (GMS) -
- State Agencies +
- Subrecipients -
- Funding Opportunities
- Resources for Applicants & Subrecipients
- Annual Organization Registration
- User Support +
- Federal Reporting & Compliance
- Designated Grants
- FFATA
- Pandemic Funding Resources
- Forms
- Training +

## Funding Opportunities

- + How To Apply
- + Tips for Applicants
- + Tips for Consultants assisting Applicants

### Current Funding Opportunities are Listed Below by State Agency and Division

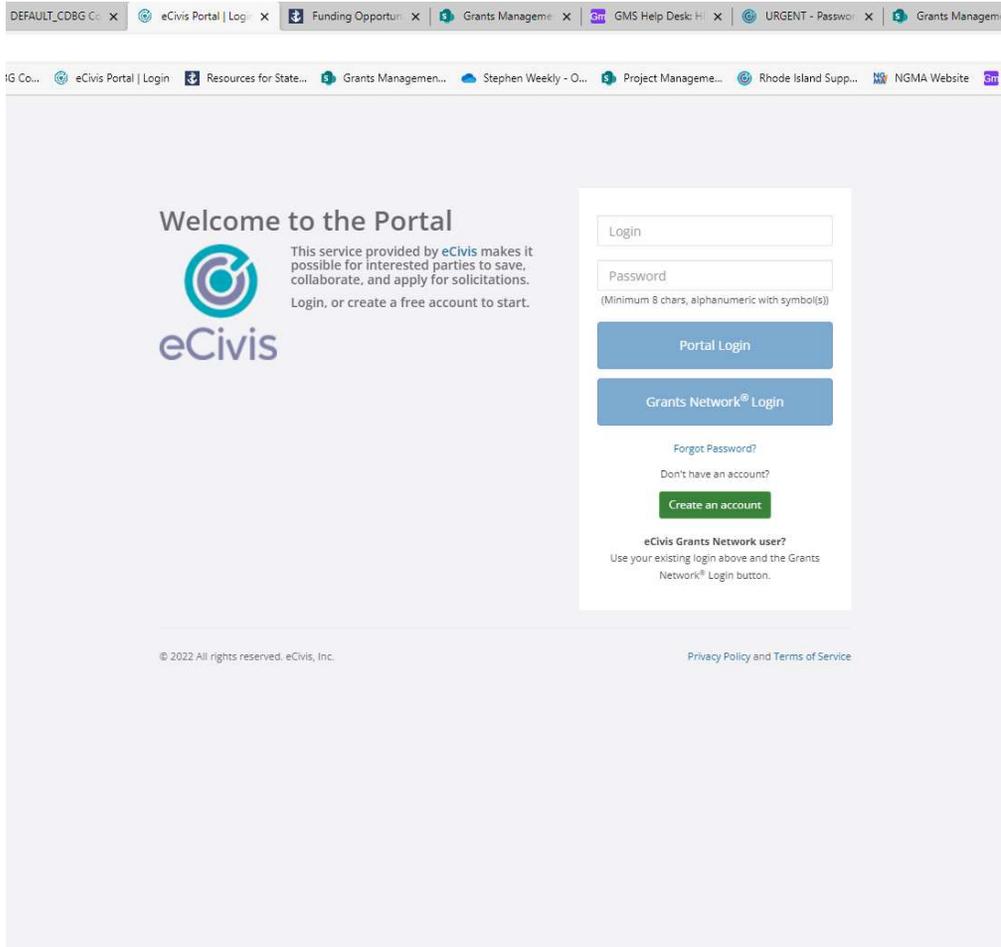
State of Rhode Island  
 Specialty Crop Block Grant Mini Grant Program

Apply

Overview	Eligibility	Financial	Contact	Files
ID:	N/A	Summary:		
Title:	Specialty Crop Block Grant Mini Grant Program	Purpose		
Application Start Date:	08/04/2022	The RI DEM Division of Agriculture (DEM) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for projects that enhance the competitiveness of specialty crops. Specialty crops are defined as fruits and vegetables, dried fruit, tree nuts, horticulture, and nursery crops, including floriculture. Please visit USDA's web site at <a href="http://www.ams.usda.gov/nrcs/ceis/ceis/ceis/ceis/ceis">http://www.ams.usda.gov/nrcs/ceis/ceis/ceis/ceis/ceis</a> to view a comprehensive list of eligible specialty crops, eligible commodities, and examples of projects that enhance the competitiveness of specialty crops under the SCBGP.		
Application End Date:	12/31/2022	Funding and Duration		
CFDA:	10.170			
Reference URL:	<a href="http://www.dem.ri.gov/programs/agriculture/ri-centerspecialty-crop.php">http://www.dem.ri.gov/programs/agriculture/ri-centerspecialty-crop.php</a>			

# Finding Rhode Island Grants – Funding Opportunities

- 01** Find Funding Opportunities and Links to start Applications
- 02** RI Funding Opportunities.
- 03** [RI Funding Opportunities Website | controlleradmin \(ri.gov\)](http://www.controlleradmin.ri.gov)



# Finding Rhode Island Grants – eCivis Portal

01

<https://portal.ecivis.com/#/login>

02

Select “Portal Login”

03

Email invite for Non-competitive/Direct to Award (DTA) only

# Accessing Applications and Registration

- Link <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities> for
  - ✓ Annual Organization Registration
  - ✓ Funding Opportunities
- Access to current public solicitations
  - ✓ **Apply** button sends you to eCivis Portal
- Application Deadline
  - ✓ Defaults to 11:59 PM on the *Application End Date*
  - ✓ See *Overview* tab in solicitation, in case of earlier deadline

# Annual Organization Registration

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# Annual Organization Registration

**Purpose:** To collect important information 1/year, instead of with every application and support connections with state financial system

**Complete once per organization per year**

## **Recommendation:**

CFO completes Annual Org Registration

## **3 Stages:**

- General
- Self Risk Assessment
- Federal Funding Accountability and Transparency Act (FFATA)

## **Prerequisites:**

- Unique Entity Identifier (UEI), available at SAM.gov
- Ocean State Procures (OSP) registration
- Single Audit upload to Federal Audit Clearinghouse (FAC), if applicable

# Applying

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# Budget Application

		Ext Cost	Direct Cost		
<b>PERSONNEL Totals:</b>		\$120.00	\$120.00		
on	Units	Unit Cost	Extended Cost	Cost	GL Code
	1.00	\$20.00	\$20.00	\$20.00	
es	0.20	\$500.00	\$100.00	\$100.00	
es	0.00	\$0.00	\$0.00	\$0.00	
s)	0.00	\$0.00	\$0.00	\$0.00	
	0.00	\$0.00	\$0.00	\$0.00	

- The gray box at the top of each section auto-calculates.
- For each row in a section, fill in the number of Units and the Unit Cost fields, OR just the Cost field.
- For each row, you can select whether that budget item is Direct, Indirect or Match, and will calculate automatically in the gray box

# Consultants Applying on Your Behalf

A 3rd party consultant **cannot** apply to the same program on behalf of multiple entities using the **same** eCivis Portal account/email address. The options for entities using consultants to assist with grant applications are:

1. The consultant creates eCivis account to view application forms directly. Consultant provides content to applicant. Applicant fills out application in eCivis Portal. Recommended because applicant will be able to directly review/accept the subaward, if selected for funding.
2. Applicant creates an eCivis Portal account (including email) for temporary use by consultant. Consultant completes application. If selected for award, account is transitioned back to applicant.
3. The consultant creates an eCivis account, completes and submits the application. If selected for funding, the consultant would go through the award review/acceptance process, including upload of documents signed by the applicant's Authorized Representative. Once awarded, the consultant adds the applicant to the project team. *Note: This is not an option if the consultant is applying to the same program on behalf of different entities.*

# Accepting Awards

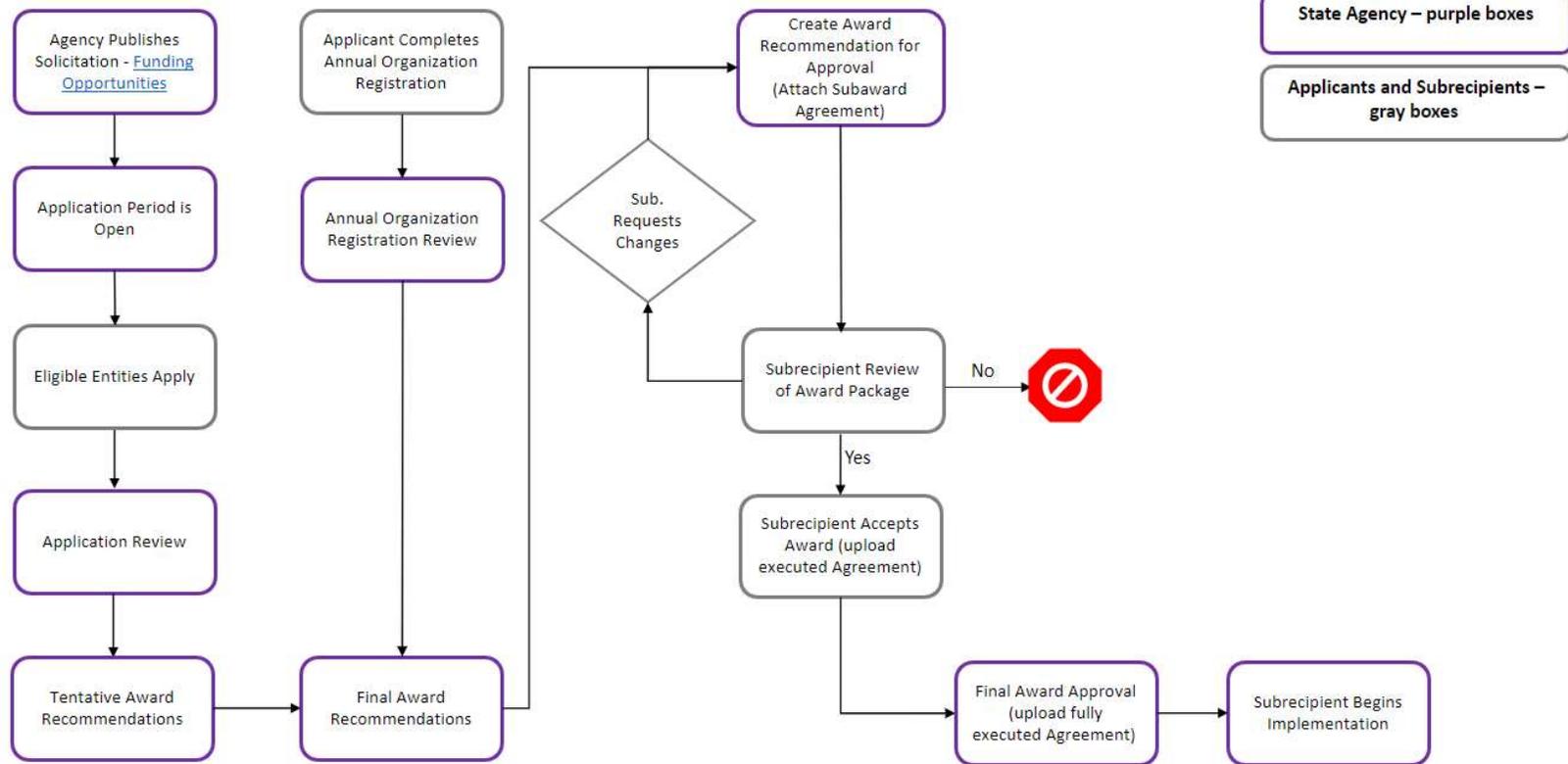
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# Accepting an Award – Competitive Programs

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1. You will be notified via email ([Support@eCivis.com](mailto:Support@eCivis.com)) if your application has been selected for award
2. Status will also change from Under Review to Pending Acceptance in eCivis Portal
3. Award acceptance process (review of files, budget, goals, uploading signed agreement, etc.) completely through eCivis Portal

# Competitive Application Workflow



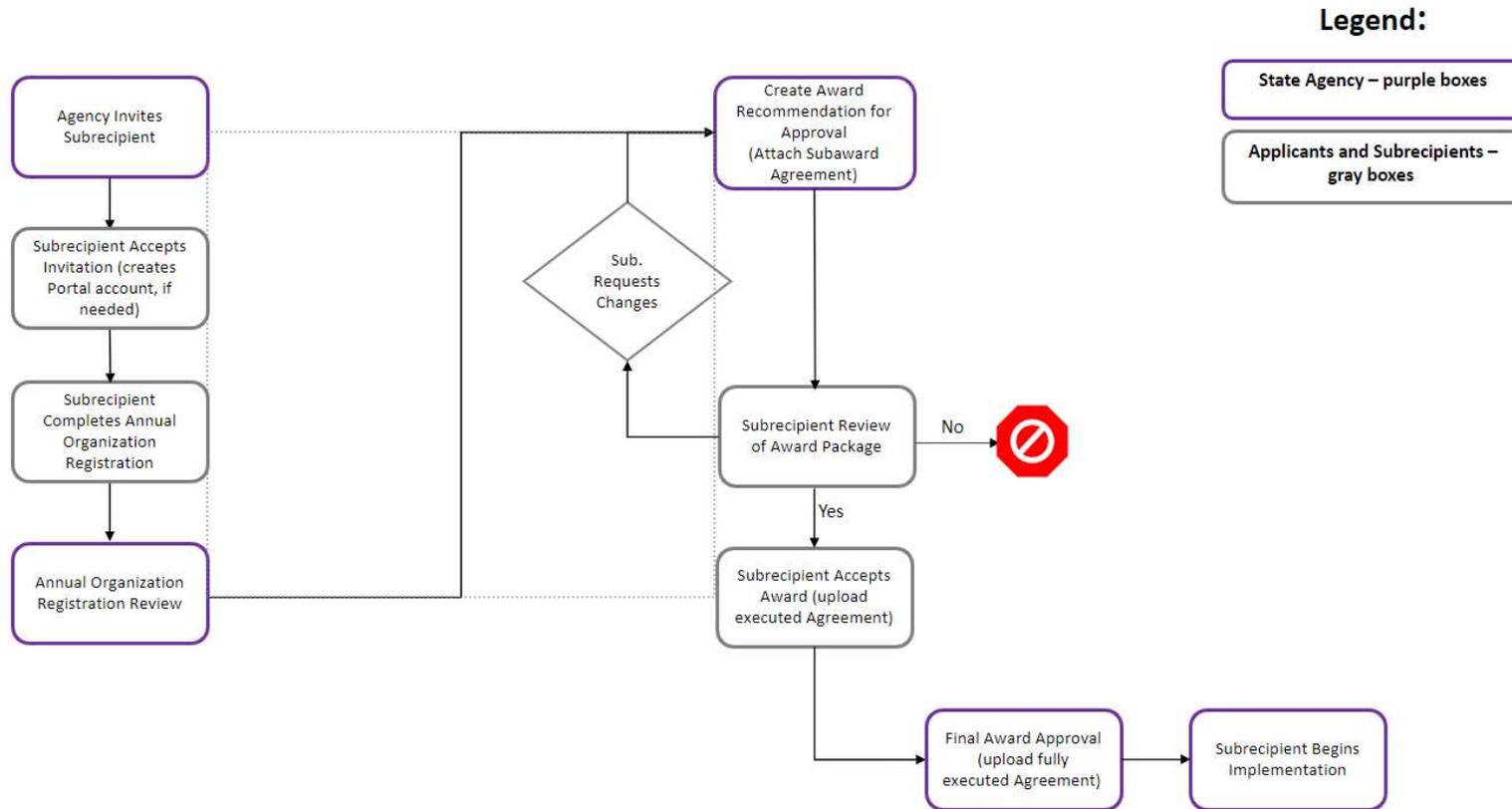
Last Updated: 9/6/2022

# Accepting an Award – Direct/Non-Competitive Programs

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- You will be notified via email ([Support@eCivis.com](mailto:Support@eCivis.com)) that a state agency has invited you to accept a Direct Award
- Award acceptance process (review of files, budget, goals, uploading signed agreement, etc.) completely through eCivis Portal

# Direct/Non-Competitive Award Workflow



Last Updated: 9/6/2022

# Managing Awards

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# Managing an Award – Requesting Payment

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- Submit a “Financial Report”
- Bill against budgeted line items only
- Must attach backup
- Confirm Reimbursement Request amount is correct
- Status will update
- State prompt payment law (30 days) still applies
- Do NOT submit via I-Supplier
- Payment requests and Amendment requests cannot be pending at the same time

# Managing an Award

- Manage Project Team – Add colleagues
- Submit Activity Reports (AKA Program or Performance Reports)
  - ✓ Report on goal/subgoal progress, if applicable
  - ✓ Narrative, Attachment
  - ✓ Frequency
- Miscellaneous Reports – program/subaward specific
- Request Grant Amendment
- Initiate Closeout
- View Budget/Goals/Files

# Support and Resources

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## Support Tickets

Issues for which you should submit a Support Ticket include, but are not limited to:

01

Access/log-in issues for the Portal

02

Applications/information not loading in Portal

03

RI Grants policy-related questions

04

GMS resources, such as trainings

05

Budget not calculating correctly

## Programmatic Questions

The Grant Management Office (GMO) does NOT answer specific programmatic questions about individual grants. For questions on how to fill out a grant requirement or what the issuing agency is looking for, please refer to the "Contact" tab on the Solicitation. These questions include, but are not limited to:

01

Guidance on answering grant questions

02

How to download/upload and fill out mandatory program documents

03

Timeline/budget/evaluation specifics

04

Issues with Solicitation on Funding Opportunity Page

# Grants Management Resources and Links

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- Funding Opportunities: <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities>
- Annual Org Registration: [Annual Org Registration Frequently Asked Questions](#)
- Annual Org Registration Guide: <https://controller.admin.ri.gov/media/6446/download>
- eCivis Portal Training Materials: [Resources Page](#)
- Login or Technical Issues: [GMS Support](#)
- eCivis Portal: <https://portal.ecivis.com/#/login>
  - Create an account
  - Always login using “**Portal Login**” option

# Introduction to GMS Subrecipient and Applicant Training

## Offered four times:

- Thursday, September 8th at 9 AM
- Wednesday October 5th at 10 AM
- Wednesday, November 2nd at 2 PM
- Thursday, December 8th at 2 PM

## Signup form available at:

<https://controller.admin.ri.gov/grants-management/training/upcoming-training>

Please sign up for the date/time that best fits your schedule

If you have additional questions specific to today's training, please email the grants team at: [doa.grants@doa.ri.gov](mailto:doa.grants@doa.ri.gov)

# Presenters

**01** Steve Thompson, Chief of Strategic Planning, Monitoring, and Evaluation

**02** Laura Sullivan, Interdepartmental Project Manager

**03** Katje Benoit, Data Migration Specialist

**04** Stephen Smith, Programming Services Officer

**05** Parul Bhargava, GMS Project Manager