Grantor Award Process Checklist

Part I – Before Creating Award Recommendations

Once an application period has closed, all applications have been reviewed and you have determined who you want to award funds to, there are a few things to verify before starting the award recommendation process.

Annual Organization Registration:

☐ For the applicants that you want to award, review their submitted Annual Organization Registration. DMAH's have access to review those submissions linked here. If applicable, include any recommended special conditions in subaward agreements with high risk subrecipients.

On the eCivis Grantee side:

☐ For federal grants that are funding your program solicitation/subrecipient awards, check that the correct line sequence is entered in the Internal Grant Name field on the Grantee side Project Dashboard. When your subrecipients begin to submit invoices, they will be paid out from the line sequence entered there. If no line sequence is entered, the invoices will <u>fail in RIFANS</u>. If multiple line sequences are entered, the invoices will <u>fail in RIFANS</u>. Contact GMO if you have a federal funding source that has multiple line sequences in the *Internal Grant Name* field.

In the Program Solicitation (Grantor side):

☐ Make sure the correct funding source(s) is loaded in the Financial tab with the correct dollar amount
☐ Make sure all "Placeholder" funding sources have been removed from the Financial tab
☐ If you want the system to autogenerate subaward contract numbers when you begin creating awards, ensure that the *Contract Number* field is marked "Yes" in the Submission tab, and provide a unique prefix for the subaward contract numbers. Note: once you select auto-generation, then you **cannot** change the *Contract Numbers* later.
☐ Ensure that the check boxes "Require Invoice Number on financial reports" and "Require Receiver ID on financial reports" are both checked on the Submission tab. Both a unique invoice number and the Receiver ID field (re-utilized for Natural) need to be entered before an approved payment request is sent from eCivis to RIFANS. Marking these fields required serves as an extra check for your agency approvers to enter that information before approving the payment request.
☐ Add any files you wish to send to ALL subrecipients in their award package to the Award Files section of the Approval tab
☐ Make sure the correct approval workflows are set up in the Approval tab for each task item

In Zengine Application Workspace:

☐ Make sure all applicants that will be awarded are moved to the "Recommend Award" folder in Zengine application workspace. This step will move the applicants into eCivis for you to begin creating their award recommendations.

☐ Export the Subaward Issuance fields from your application workspace. These can be used to mail merge your subaward agreements

Business Process:

☐ Issue tentative award letters, using the option below that best aligns with your business process.
- o Outside of GMS, generate and email tentative award letters. Upload each tentative award letter to the "Award Files - Internal" section of the Award Recommendation package.
- o In Zengine Application Workspace, generate an email message (optional) to applicant when agency moves an application to "Recommend Award" folder/status.
- o In eCivis Grants Network, use the optional External Note. Language entered here will be included in automatic email message (with optional External Note) to applicant when award recommendation has been through the state GMS approval workflow.

☐ Issue denial letters, using the option below that best aligns with your business process. Moving an application to the Denied folder will change the status not automatically generate an email; that is a separate step.
- o Outside of GMS, generate and email denial letters. Upload the denial letters to the "Documents" tab of the federal award(s) Project Dashboard on the grantee side of GMS.
- o To send individual denial messages: In Zengine Application Workspace, use the "Add Denial" functionality. Denials need to be entered individually for each applicant, and a unique external message can be added to the automatic email that gets sent to them.
- o To send 1 simultaneous denial message: In Zengine Application Workspace, use Bulk Email functionality to send a generic email to all applicants whose applications have been moved to the "Denied" folder.

☐ Document in writing the specific justifications for any modifications or rejections of reviewers' recommendations (200-RICR-20-00-02.6.1 A.7). Either build/use a custom review form in Zengine, or upload to either/both a) the "Award Files - Internal" section of the Award Recommendation package; or b) the "Documents" tab of the federal award(s) Project Dashboard on the grantee side of GMS.

Part II – Creating Award Recommendations

Once your agency has completed the above checklist and your agency is ready to create award recommendations in eCivis, ensure the following are completed. Full instructions on creating an award recommendation can be found in the *Making Award Recommendations and the Awarding Process* user guide. Other resources include:

- Subaward Agreement Guide
- Subaward Agreement Template
- Subaward Appendix I: State of Rhode Island Subaward Terms & Conditions
- Grantor Workflow Graphics

☐ Select the correct vendor from the "Subrecipient" drop-down. This selection is vital to the connection between eCivis and RIFANS. If no selection is made, future invoices requested by that subrecipient will <u>fail in RIFANS</u> and not be paid. If you do not see your subrecipient's information in the list, <u>contact the GMO</u> Include the vendor number, name, and address.

☐ Assign a risk level (high, medium, low), based on the subrecipient's financial (from Annual Org Registration) and programmatic risk. For standard application programs, the 2nd review form includes programmatic risk questions that can be completed by agency staff.

☐ Include an external note, such as "Congratulations! Please be sure to review the attached subaward agreement, and upload a signed copy at your earliest convenience. Contact [agency email] if you have any questions, or would like to schedule a meeting to review the terms of the subaward agreement."

☐ Verify the *Award Total* in the *Allocate Funding* section matches the *Total Budget Requested* amount (both in GMS).

☐ Complete the subaward agreement, verifying the data is accurate and it aligns with the fields in GMS.

☐ Enter the Award/Contract Number. Verify it matches the Subaward Number on the subaward agreement for this subrecipient.

☐ Upload a copy of the subaward agreement, including all appendices, for the applicant to sign in the "Award Files – External" section. Files uploaded here will be sent to the subrecipient with their award package for them to download and re-upload before accepting their award.

☐ For subawards with multiple funding sources, verify that the amounts by source are accurate in GMS, and that all federal sources are included in Section IV of the Subaward Agreement.