GMS Monthly Agency Meeting

Grants Management System
Monthly Agency Meeting: February 13, 2023

February Updates

Important Updates Impacting the Grant Management System:

==**2023 Monthly Calls with State Agencies – Second Monday of the Month.**==

1) **New grants regulation:** The regulation is currently in the 20-day period required by the Secretary of State before it becomes enacted. **220-RICR-20-00-2** is expected to take effect next week, on/about February 20th.

2) **FFATA:** The Grants Management Office conducted a training and information session related to FFATA reporting requirements for subawards. The slide deck is available on our FFATA info page: https://controller.admin.ri.gov/grants-management/ffata

3) **Application Deadlines:** For competitive solicitations, the application process and deadlines must be the same for all applicants. If an applicant is unable to meet the deadline for any reason, including technical, the agency must either a) extend the deadline for all, or b) refuse late applications.

4) **Slide Decks**: Monthly GMS Agency Meeting slide decks available: https://controller.admin.ri.gov/grants-management/grant-management-system-gms/state-agencies/resources-state-agencies-0

New Business # 1 – DTA Form

Non-Competitive (Direct to Award) Subaward Justification Form

1. Form available on [Agency Resources](#) page
2. Required for non-competitive DTA subawards only, per new grants regulation at 220-RICR-20-00-2.6.2(B)
3. Similar in concept to sole/single source justification
4. Process:

- Complete, sign, submit via [User Support](#) 21 days prior to publication of a solicitation in GMS
- GMO to review and respond in writing within 14 days (typically sooner). Approvals will be signed and returned to Agency.
- Agency to proceed with solicitation after receipt of signed approval.

See last page of the form for more details. Contact Laura.E.Sullivan@omb.ri.gov with questions.

Highlights of New Grants Reg - Agencies

- Use GMS for all subawards
- Competitive subawards: Effective 7/1/23
    - required content for solicitations/funding opps
    - public notice - post funding opportunity/solicitation for 21 days
    - preapp conference – optional
    - application review
        - must have 3 reviewers if awards > $30k
        - agency picks reviewers
    - subaward decisions – if agency modifies/rejects reviewers' recommendations, must document before issuing tentative notices of award
- Non-competitive subawards: Justification form to be reviewed and approved by GMO.
- Risk Assessment
    - Use annual org registration if award $30k+. DMAH's have access
    - Federal factors from 2 CFR 200…, plus state monitoring/audit results and credible allegations of fraud, waste, etc.
- Subaward Issuance: Must use subaward agreement template

Highlights of New Grants Reg - Others

- Reviewers
    - Confidentiality
- Applicants/Subrecipients
    - Public UEI, OSP, Annual Org Reg
    - Must use GMS to apply
    - Written subaward agreement
    - "Receipt of the fully executed Subaward Agreement in GMS is a threshold requirement for payment requests to be submitted. Costs may be incurred from the Performance Period Start Date. Unless "pre-award costs" are explicitly authorized in a Subaward Agreement (Subaward Identification Information section), no costs incurred prior to the Performance Period Start Date are eligible for payment or reimbursement."
    - Payment Requests – backup required
    - Reporting via GMS
    - Monitoring happens
    - Submit closeout docs in GMS within 90 days

Tips for Reconciling GMS Transaction Data

- Compare reports:
  - RIFANS: RI Register 1- Federal Transaction Register by Account
  - eCivis: Enterprise Budget Report, filtered for your grant(s)
    navigate to *Report > Enterprise Reporting > Budget Report*
- GMS Data
  - Only transactions with a RIGID
  - Cash Basis
- Key Dates in Enterprise Budget Report
  - transPostDate. This matches the field you see in eCivis. This software is not customized for us, so this is their system fieldname. It is the equivalent of RIFANS Cash Date.
  - physicalPostedDate. Directly from RIFANS.
  - postedDate. Directly from RIFANS.
  - cashDate. Directly from RIFANS.

Troubleshooting Grantee Transaction Data

Reasons your data may not reconcile:

1. Transactions haven't been tagged with a RIGID. Use Register 7/8 to add RIGIDs. See "GMS – RIFANS Training Manual."

2. The GMS budget is unlocked. Transactions won't flow over until your grant or subproject budget is locked. Before locking a budget, add rows for any naturals likely to be used.

3. Transactions have been tagged, but the natural isn't in the GMS budget. A person with DMAH access will need to unlock the budget, add line items for the naturals, and relock the budget.

4. Transactions have been tagged with the wrong RIGID. If you are recycling the line sequence, make sure it is associated with at least 2 open grants/subprojects in GMS. Then use Register 7/8 to revise RIGIDs.

5. The line sequence is not entered in the *Internal Grant Name* field for the grant/subproject. See "Correcting an Invalid Line Sequence in eCivis."

6. Budget Settings for Match/Cost Share and Indirect Costs have been changed. Reset to "Not Applicable."

UPDATE: Guidance on Handling Deleted RIGIDs

- Deleting a grant, project, or subproject in eCivis deletes the associated RIGID.

- Deleted RIGIDs are not available for use in RIFANS, so you **cannot journal transactions off a deleted RIGID to a new one**.

- Close grants. Don't delete them.

- If you must delete, untag the RIGID from all transactions **before** you delete a grant, project, or subproject.

Please reach out to the GMO <u>before</u> deleting a grant, project, or subproject in eCivis. The GMO will work with your agency on alternatives to deleting.

Resources:
[How to Handle Deleted RIGIDs](#) (updated Feb. 2023)
[How to Close a Grant and Project Workspace](#) (State as Grantee)

Note: RIFANS coding related to removing/replacing deleted RIGIDs on unposted transactions will not be in effect until later this month.

New Business Item 1

January 2023 Subaward Inventory

1.Subaward Program Inventory must be update for Grantor agencies only (approx. 18)
2.Purpose
- Targeting support/training where needed
- Helping agencies come into compliance with new Grants Reg
- Support future shift of long duration subawards into GMS to enable ERP transition

2.Timeline
- Excel template was sent out 1/9/23
- Due back to Grants Management Office by 1/31/23
- **Agencies that still need to submit:**
  - **ARTS, BHDDH, CRMC, RIDOH, DPS, OPC, RIDE**

Contact Katje Benoit: Katje.Benoit.CTR@omb.ri.gov with questions or for assistance with the template.

New Business Item 2

Statewide Subaward Agreement Template

The new Agreement template is now available in the Organization Documents in eCivis, under **Grant Management Tab > Organization Documents.** It consists of several components:

1. Agreement Template
2. Appendix I – State Terms & Conditions
3. Appendix II – Agency Terms & Conditions (to be created by each Agency)
4. Guide
5. General Insurance Requirements (for subawards ≥ $30k)
6. Grantor Award Process Checklist

Announcements / Reminders

Agenda

The sign-up form for the monthly Subrecipient and Applicant training is up on GMS website:
https://controller.admin.ri.gov/grants-management/training/upcoming-training

Upcoming Training Sessions:
1. <mark>March 8 @ 1PM</mark>
2. <mark>April 6 @ 11AM</mark>

Note: Agencies can attend. Please pose questions offline rather than in the chat window; the chat window should be leveraged by non-state agency participants.
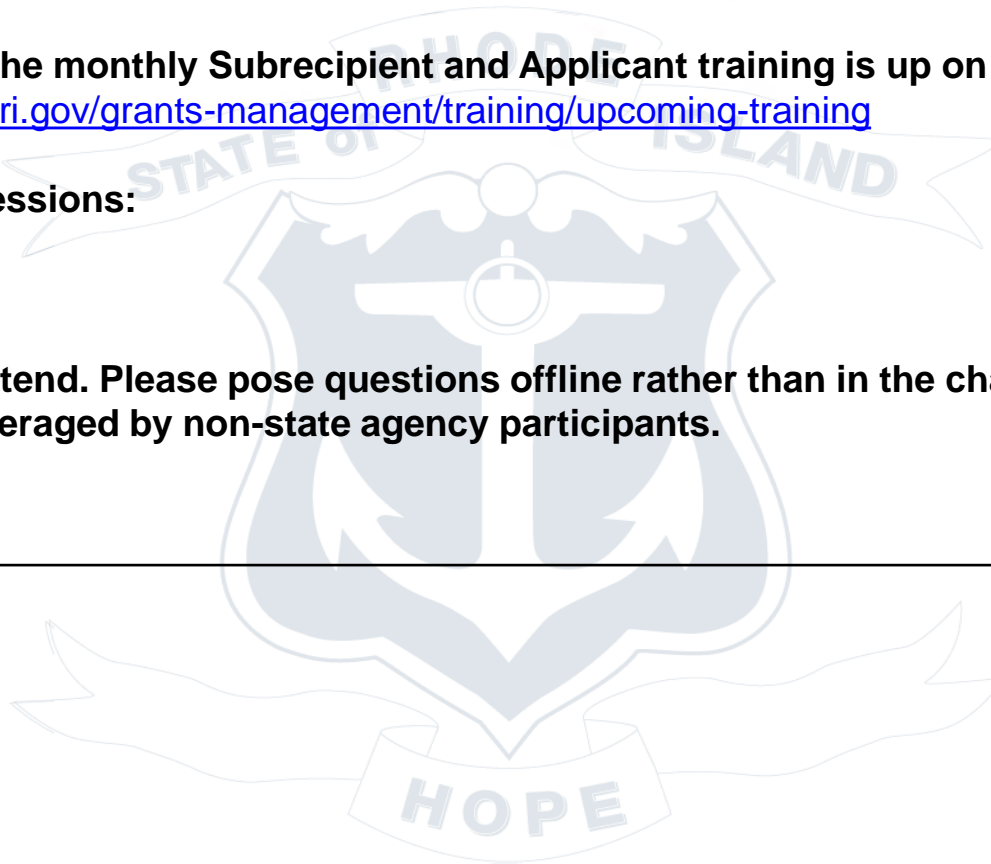
Announcements / Reminders

Additional Training Sessions in the New Year:

1. Grantor Standard Training - 2/14/23

2. Grantor Direct to Award Training - 2/21/23

Additional Support provided to Agencies for GMS Adoption:

1. Weekly Office Hours - Thursday at 1 PM, beginning the second week of January

2. Monthly Agency Call - 2nd Monday at 2 PM

Agencies: Create new federal awards (including internal subawards) in GMS as they are received, to prevent unwanted auto-tagging in RIFANS

Action Items – Follow Up

#	Agency Action Items	Timeline
1	**Agencies to complete Standard Program (Competitive or Direct to Award) set up** 1. **BHDDH** – 2 Competitive Programs - Safe Landings & Contingency Mgmt. Do not have Grant Award info to set up. Set up when info becomes available (either Nov or Dec or next year) 2. **CRMC** – 2 Direct to Award: Developing an equitable shoreline access education plan for RI (Laura Dwyer) & NOAA. No attendance in weekly agency calls and no response via emails on the setup status of both programs. 3. **DEM** – 1 Standard Set up (Chris Walusiak). Do not have Grant Award info to set up. Set up when info becomes available (either Nov or Dec or next year) 4. **OPC –** 1 DTA - College Crusade; Linda/Rachel/Zack/Gail. Gail working on the set up.	~~10/17/22~~ ~~11/15/22~~ ~~12/16/22~~ 1/31/2023
2	**Agencies to complete Complex Program set up** 1. **DEM –** 1 Program - Clean Vessel Act Grant Program 2023 2. **EOC-OHCD –** 1 Program – Recovery Housing Program (RHP)	~~11/23/22~~ ~~12/16/22~~ 1/31/2023

Appendix

User Support:

To submit a support request please use the User Support form located on the Grants Management Office website:
https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support

Grants Management Office Team Supporting GMS System:

- Steve Thompson
- Laura Sullivan
- Stephen Smith
- Katje Benoit