

GMS Monthly Agency Meeting



Grants Management System
Monthly Agency Meeting: May 8, 2023

May Updates

Important GMS and Related Updates:

1. **Subrecipient monitoring:** forthcoming statewide audit finding for SFY22. SFY24: GMO will provide RI specific training on subrecipient monitoring this summer followed by additional support and guidance on using the system for monitoring.
2. eCivis parent company rebranding to Euna Solutions
3. **Internal Subaward Policy** – update!
4. eCivis Invoices and fiscal yearend
5. Complex Applications – Required fields
6. Subrecipient selection
7. New SharePoint folder for GMS trainings: [Grants Management - GMS Trainings \(All Agency Users\) - All Documents \(sharepoint.com\)](#)
8. Reminder to use [User Support Form](#)

Internal Subaward Policy

WHAT is an Internal Subaward?

Funds issued by a federal agency to a state agency (Agency A) that are then transferred in compliance with applicable federal award eligibility terms to another state agency (Agency B) to carry out part of the federal award received by Agency A. Transfers to quasi-public corporations or state colleges are not considered as Internal Subawards.

WHY is a policy needed?

In SFY 2022, double counting of federal revenue happened. Policy includes a revenue recording example.



WHEN will policy be effective?

Exact DATE TBD, but agencies may be instructed by A&C to make journals before SFY 2023 close. Please flag for your CFOs. Final policy link will be sent to CFOs.

WHAT does this have to do with GMS?

Includes GMS setup of internal subawards. Also see [Setting up Internal Subawards guide and tool](#). Training/Q&A date TBD.

eCivis Invoices and State Fiscal Yearend

Steps for eCivis Invoices to be Recorded in SFY23

1. Advise subrecipients to submit invoices before the A&C approval deadlines.
2. Confirm Reporting Period ends on/before 6/30/2023. Return to subrecipient for changes if the period erroneously includes dates in SFY24.

Financial Report Details

Reporting Period:

03/01/2023 - 03/31/2023

Invoice number.*

Receiver ID.*

Category	Spend	Match	Award Approved	Match Approved
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3. Ensure invoice completes eCivis approval workflow by COB on 7/17. “Current Status” must be “Approved / Awaiting Payment” for it to be sent to RIFANS. Note: This does not guarantee the invoice will load into RIFANS overnight.
4. Ensure invoice completes RIFANS approval workflow by COB on 7/19. If this does NOT happen on time, A&C will cancel the invoice. If this happens, use the [Support Form](#). GMO will assist you.

Announcements / Reminders

GRANTOR SIDE

- Complex Applications – Leave required fields unchanged! See p. 8-9 of the [Grantor Cheat Sheet and Key Considerations](#)
- “Subrecipient” selection – This is the entity that will receive payments.

EVERYONE

- New [SharePoint folder for GMS Trainings](#) – Instead of individual links, you have access to a folder with key training videos. Reminder – short videos are on the [Agency Resource Page](#).
Grantee; Report Functionality; Grantor Oct. 2022 series; Subrecipient Monitoring
- [User Support Form](#) – Best way to reach us for fastest, most efficient service. Please use for routine issues. Your applicants/subrecipient should use this for eCivis/technical issues also.

Training & Support for Agencies

Additional Agency Training Sessions: Tuesdays at 1 PM

1. Subaward Invoice Approval – 5/9/23
2. GMS Report Functionality – 5/23/23

Additional Support provided to Agencies for GMS Adoption:

1. Weekly Office Hours - Thursdays at 2 PM
2. Monthly Agency Call - 2nd Monday at 2 PM

<https://controller.admin.ri.gov/grants-management/grant-management-system-gms/resources-state-agencies>

Training & Support for Applicants/Subrecipients

Agenda

Upcoming Applicant/Subrecipient Training Sessions:

1. **July 12 @ 1 PM**
2. **Additional sessions to be scheduled in the future. The full video and slide deck from this training is always available on our [Subrecipient/Applicant](#) support page please refer interested people to this page.**

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>

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.

<https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients>

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
- Katje Benoit

