GMS Monthly Agency Meeting

Grants Management System

Monthly Agency Meeting: July 10, 2023

July Updates

Important GMS and Related Updates:

1. **State Designated Grants: training/issuance etc.**
2. **RI Grants Training Conference** – Wednesday August 9 8:30 to 4PM at Rhode Island College. Stay tuned for an email with registration details. The conference will kick off our SFY24 focus on subrecipient monitoring as well as cover other important topics related to grant management for state agencies.
3. **Non-Competitive (DTA) Subaward Justification Form** updated for clarity
4. **SFY 2023 eCivis Invoice** deadlines - Complete
   1. eCivis approval workflow by COB on 7/17
   2. RIFANS approval workflow by COB on 7/19
5. **Optional Pre-Launch Application Consult** – for competitive subaward programs
6. **Interagency Agreement with Federal Funds (IAA-FF) policy** IAA-FF Enterprise Policy
7. **IAA-FF training** July 18th
8. **No August Monthly Agency call – happy summer**

Designated Grants Update

- GMO is drafting notification emails for the FY24 Designated Grant cycle
  - We anticipate emails will be sent to agency contacts by July 17th
- Same GMS process
  - notification emails will include a link for agencies/recipient entities to follow
- Submission notifications
  - Agencies will receive an email from Marcus Galvin when review is needed
- Executed Agreements
  - Please email Marcus and Brianna Murphy once an agreement is signed by both parties
- New Designated Grants Policy coming soon!
- FY24 Mid/End of year Reports
  - New functionality will allow report uploads into the GMS this year (optional)
    - Agencies can determine if recipient entities send reports to them, or upload into the GMS
  - This was a requested feature and does not affect the normal process.
    - Agencies are responsible for review of mid and end of year reports
- Training dates coming soon
  - GMO will provide training for agency staff and recipient entities which will cover GMS functionality and Designated Grant policies and procedures
- All Designated Grant funds must be reimbursed/advanced by June 30, 2024
- Please encourage recipient entities to adhere to the timeline provided by GMO

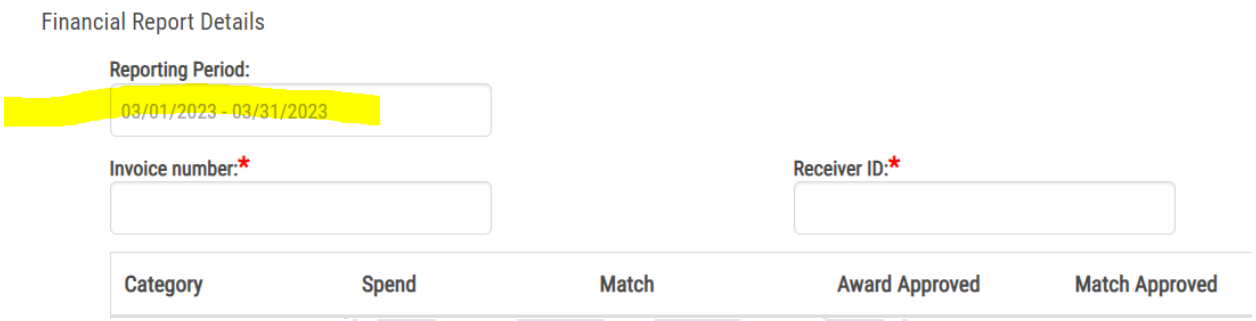
Non-Competitive (DTA) Justification Form

1. Updated form available on Agency Resources page
2. Questions revised for clarity
3. Required for non-competitive DTA subawards only, per grants regulation at 220-RICR-20-00-2.6.2(B)
4. Process remains the same

eCivis Invoices and State Fiscal Year end

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.



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.

Interagency Agreement with Federal Funds

"Internal Subaward" now "Interagency Agreement with Federal Funds" or IAA-FF

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

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. 7/18: IAA-FF training session
2. 7/25: Avoiding Financial Pitfalls on Subaward Program Setup and Invoice Approvals

Additional Support provided to Agencies for GMS Adoption:

1. Weekly Office Hours - Thursdays at 2 PM
2. Monthly Agency Call – 1st or 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
New Funding Opportunity Weekly Digest email sign up located: **https://controller.admin.ri.gov/grants-management/state-rhode-island-grant-funding-opportunities** **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
- Brittany Murtaugh