GMS Monthly Agency Meeting

June Updates

Important GMS and Related Updates:

1. **New Grants Office team member:** Brittany Murtaugh welcome!
2. **GMO website updates**
   a) Redesigned resources section
   b) Funding Opportunity weekly digest email
3. **New Resources**
   1. RI Specific Post-Award
   2. Invoice Error Code Guidance
4. **Optional Pre-Launch Application Consult** – for competitive subaward programs
5. **Interagency Agreement with Federal Funds (IAA-FF) policy** IAA-FF Enterprise Policy
6. **Autotagging removed from Adjustments and Allocations** – issues have been debugged
7. **eCivis Invoices and fiscal yearend**
8. **Reminder:** new SharePoint folder for GMS trainings: Grants Management - GMS Trainings (All Agency Users) - All Documents (sharepoint.com)
   1. New index file
9. **2023 Compliance Supplement** published by federal OMB

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.
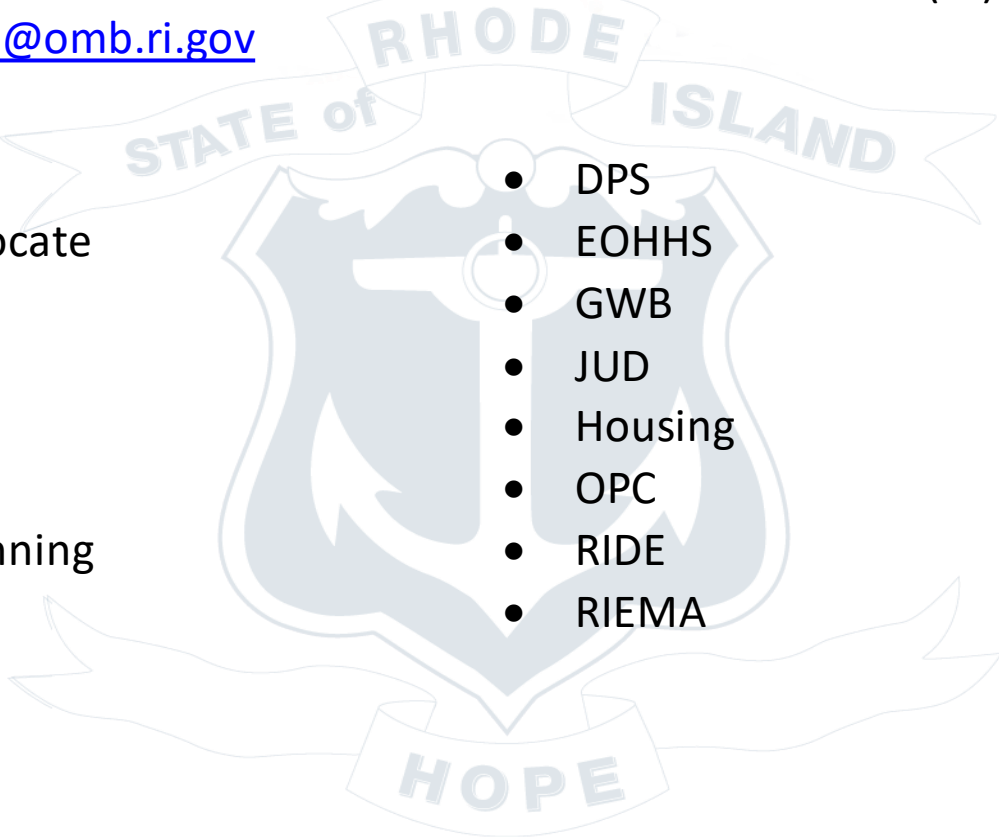
Federal Agency → Prime Recipient Agency → Administering Agency

Interagency Agreement with Federal Funds

- IAA-FF Enterprise Policy effective 5/29/2023. Covers:
  - Agreement Template
  - Accounting
    - Journal entry category- interagency agreement (to be used for this type of transaction)
    - Revenue Recording – SFY23 adjustments may be needed
      - Contra revenue natural account will be used to record the transfer of funds to other agencies
    - Expenditures
    - Line Sequences
    - Audit Fees
  - Setup in Grant Management System (GMS) – training to be scheduled
  - Federal and State Reporting

- Companion Documents
  - IAA-FF Agreement Template (new, available in eCivis Document Library)
  - IAA-FF Appendix I: Terms and Conditions (new, available in eCivis Document Library)
  - GMS - Setting up Interagency Agreements with Federal Funds (updated, Agency Resources)
  - GMS – Subproject Setup Tool IAA-FF (updated, Agency Resources)

Interagency Agreement with Federal Funds

GMS Setup Training for IAA-FF: To be scheduled. Should your agency be on this list for training/information on IAA-FF? Send contact email address(es) to Laura.E.Sullivan@omb.ri.gov

- BHDDH
- Child Advocate
- DEM
- DCYF
- DHS
- DLT
- DOA - Planning
- DOC
- DOT

- DPS
- EOHHS
- GWB
- JUD
- Housing
- OPC
- RIDE
- RIEMA

RIGID Autotagging Updates

- Autotagging: Only happens if the line sequence is associated with a single active RIGID in eCivis

- Transactions NOT Autotagged, even when the grant has a unique line sequence
  - Match – excluded by account source
  - Payroll – excluded by natural
  - Adjustments – excluded by GL category
  - Allocation – excluded by GL category

If line sequences are being recycled, there will be no autotagging during any overlap period, when both grants are open, or for 90 days after the older one's *Contract End Date*. Note both grants have to be in GMS, with contract start/end dates and the line sequence in *Internal Grant Name* for autotagging to stop.)

Example:

2022 Federal Grant, Line Sequence 1234567. Performance Period 10/1/2021 – 9/30/2023
2023 Federal Grant, Line Sequence 1234567. Performance Period 10/1/2022 – 9/30/2024

No overlap 10/1/2021 – 10/1/2022 – autotagging for 2022 grant
Overlap 10/1/2022 – 12/31/2023 – no autotagging
No overlap 1/1/2024 – 12/31/2024 - autotagging for 2023 grant

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

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. RI Grantmaking regulation– 6/13/23

2. GMS Grantee Training – 6/20/23

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. <mark>**July 12 @ 1 PM**</mark>   2. <mark>**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.**</mark>   **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