Designated Grants in the Grant Management System (GMS)

Grants Management Office

Wednesday, August 16th – 10:00 AM

Training will begin shortly. Please be sure to **mute** your computer/phone unless asking a question. Thank you!

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Agenda

- Introductions

- Designated Grants Overview

- Organizational Roles in the Designated Grant Process

- Overview and demonstration of the Recipient application submission process

- Questions

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Designated Grants Overview

State Designated Grants are funded each fiscal year through the State Budget.

The role of the Grants Management Office is to standardize the submission process to **promote transparency and accountability of State funds.**

We do this by assisting State agencies with resources and trainings that will make the submission process as easy as possible for them and the recipients of these funds.

Roles in the Designated Grant Process

Grants Management Office

- Notifies State Agencies of any Designated Grants they are responsible for

- Administers & provides technical assistance for the State Designated Grant Portal

- Updates the State's Transparency Portal with information about each grant once an agreement is signed

- Direct Contact for State Agencies

State Agency

- Management of State Designated Grant(s) with recipient(s)

- Reviews any submissions that are submitted under their Agency

- Ensures recipients submit the application prior to funds being disbursed

- Notifies the Grants Management Office when a grant agreement is signed

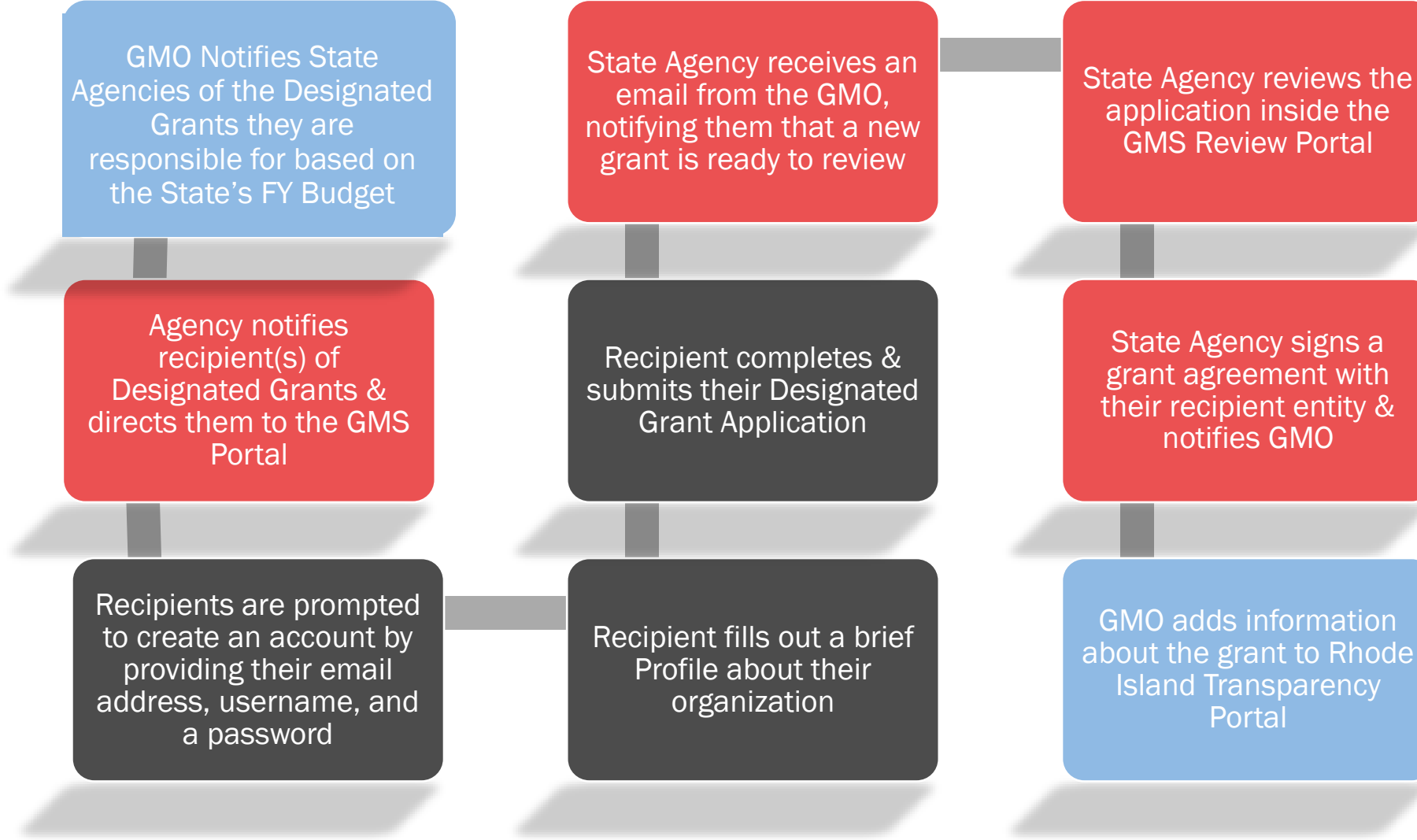- Direct contact for Recipient Entity

Recipient Entity

- Submits their State Designated Grant information into the Grants Management System Portal

- Works with State Agency to make any necessary changes

- Submits mid and end of year reports

- Contacts State Agency directly unless there is a GMS related concern

Designated Grants Submission Process

Legend:
- Grants Management Office (GMO)
- State Agency
- Recipient Entity

GMO Notifies State Agencies of the Designated Grants they are responsible for based on the State's FY Budget

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Agency notifies recipient(s) of Designated Grants & directs them to the GMS Portal

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Recipients are prompted to create an account by providing their email address, username, and a password

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Recipient fills out a brief Profile about their organization

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Recipient completes & submits their Designated Grant Application

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State Agency receives an email from the GMO, notifying them that a new grant is ready to review

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State Agency reviews the application inside the GMS Review Portal

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State Agency signs a grant agreement with their recipient entity & notifies GMO

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GMO adds information about the grant to Rhode Island Transparency Portal

Recipient Entity Application Submission Process Demo

Items to be covered in the Demonstration:

- Logging into the Application Portal in the GMS

- Creating a Profile

- Creating and submitting a new Designated Grant Application for FY24

- Uploading the application's attachments

- What to do if your application needs a revision requested by the State Agency managing your award?

- Signing a grant agreement with the State Agency who issued your award

Designated Grants FAQs

Q: Can more than one person from the same agency work on a grant at the same time in eCivis? Or is it just one person per agency to submit?

A: If you would like to have more than one person from your organization work on your Designated Grant it is advised that your entity creates a shared account for the Designated Grant portal. This way, multiple people from your organization will be able to log into the system and edit the application. Otherwise, it is just one person per account.

Q: Can we use the GMS to request payments, track budgets, submit progress reports and initiate closeout?

A: No, not for Designated Grants. While some subrecipients are being rolled on to other processes in the GMS, for Designated Grants ONLY the application will be submitted and then reviewed in the GMS. Please work with the State Agency distributing your Designated Grant regarding payments, budgets and reports.

Q: Can an application be downloaded and printed?

A: The Designated Grant application cannot be downloaded from the application portal. If you would like a downloaded copy of your grant submission, please reach out to the State Agency who issued the award. The Agency is able to download a copy of your application from the Review Portal after it is submitted. Additionally, marcus.galvin.ctr@omb.ri.gov will be able to send you a downloaded copy of your award, once it is submitted.

A note on reporting...

GMO is working with eCivis to allow uploads of mid/end of year reports to a submitted Designated Grant application.

- This will be an optional feature of the GMS for Designated Grants

- We will provide State Agencies with more information once this feature is available

- At that time, State Agencies and Recipient will have to agree on which method of report submission should be used

- We received requests from both Agencies and Recipients last year for this functionality

- This is on track to be ready in time for the mid-year report due January 15, 2024

- Reporting template **can be found here**

Questions ?

- For Additional questions related to the GMS Portal, contact marcus.galvin.ctr@omb.ri.gov *or* brianna.l.murphy@omb.ri.gov

- For questions related to funding & other general questions about your award, contact the State Agency that issued your award

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