GMS Monthly Agency Meeting

September Updates

Important GMS and Related Updates:

1. **Grants Training Conference:** Thank you to all who attended the conference last month, it was a great success. Stay tuned for additional in person training offered by the Grants Office.

2. **Subrecipient Monitoring Training Part II:** In person at RIC Tues, Oct 3 at 1 PM. This the second in a 3 part training series offered by GMO specific to Subrecipient Monitoring.

3. **eCivis Grantee/Grantor Budget Template Name Updates**
   a. Refer to the screenshots in the slide deck for reference, no change to content or structure of the budget templates.

4. **Competitive Subaward Waivers**
   a. If your agency received an approved waiver, you must enter your subaward in eCivis as a "Direct to Award". We will be following up with all agencies who have not yet entered their subawards in eCivis to ensure the awards are in the system and compliant with the Regulation.
   b. Must use updated form. If downloaded a prior version please discard it and download the new version on GMO website. Old version will no longer be accepted.

5. **SEFA Report**
   a. The Grants Office is responsible for compiling the SEFA for 2023. We will be reaching out to agencies for information we are required to collect related to usage of de minimis rate. The SEFA is required by UGG and included in the State Single Audit. Prompt response to any related inquires is appreciated.

September Updates II

Important GMS and Related Updates:

6. **Agencies Issuing subawards:** Reminder: as per UGG you must provide subrecipients or agency with subaward identifying information including but not limited to the federal award(s) funding the subaward with FAIN and other key information. See subaward agreement for detailed information.
7. **Federal Award Letter Upload:** GMO is reaching out to agencies that have not uploaded a federal award letter to their award in eCivis. Please ensure award letters are uploaded in eCivis. Also any old projects that will not get grants should be deleted.
8. **New to grants and eCivis:** GMO will be offering a new training class specific to state employees who are new to grant management. We will be sending invites to everyone who had an account created in eCivis within the last six months. If you know of other staff who should attend please reach out to Brittany with their contact details.
9. **FFATA Reporting:** Agencies issuing subawards greater than or equal to $30,000 are required by the Federal government and terms and conditions of your grant award agreement to submit FFATA reports. In preparation for the next Single Audit, agencies are encouraged to periodically check USAspending for anticipated FAIN/subaward data
10. **Optional Pre-Launch Application Consult** – for competitive subaward programs

September Updates III

Important GMS and Related Updates:

11. **New Short Video for Subrecipients**: *How to Submit an Advance Payment Request*, on [Applicant/Subrecipient Resources Page](#). This joins *How to Submit a Financial Report (Payment Request).* Direct your subrecipients to the one that applies to your program – most common are reimbursement programs - use *How to Submit a Financial Report.*

12. **Agencies that use ASAP.gov for federal draws/reporting**: Feds are scheduled to make ID.me required for login after Sept. 15, 2023. [Automated Standard Application for Payments - Registering and Enabling Multi-factor Authentication (treasury.gov)](#)

13. **"DNU" RIGIDs:** The description field for Expired RIGIDs (90 days past the Contract Close Date) will start with a "DNU" prefix, meaning DO NOT USE. Keeping expired RIGIDs in RIFANS enables users to query the record.
    a. If you see "DNU" on a federal award that has not expired, check/update the Contract Close Date in eCivis. If applicable, enter a grant amendment – [guide, video](#) under Grantee subtitle.

September Updates IV

Important GMS and Related Updates:

14. Grants Regulation Update(s): GMO is working on updates to the Grant Making regulation at 220-RICR-20-00-2, including the following topics:

a. First come, first serve subaward programs
b. Appeals process

Send any suggested changes to Laura.E.Sullivan@omb.ri.gov. Agencies may be asked to provide feedback this fall. The formal process will begin late in 2023.
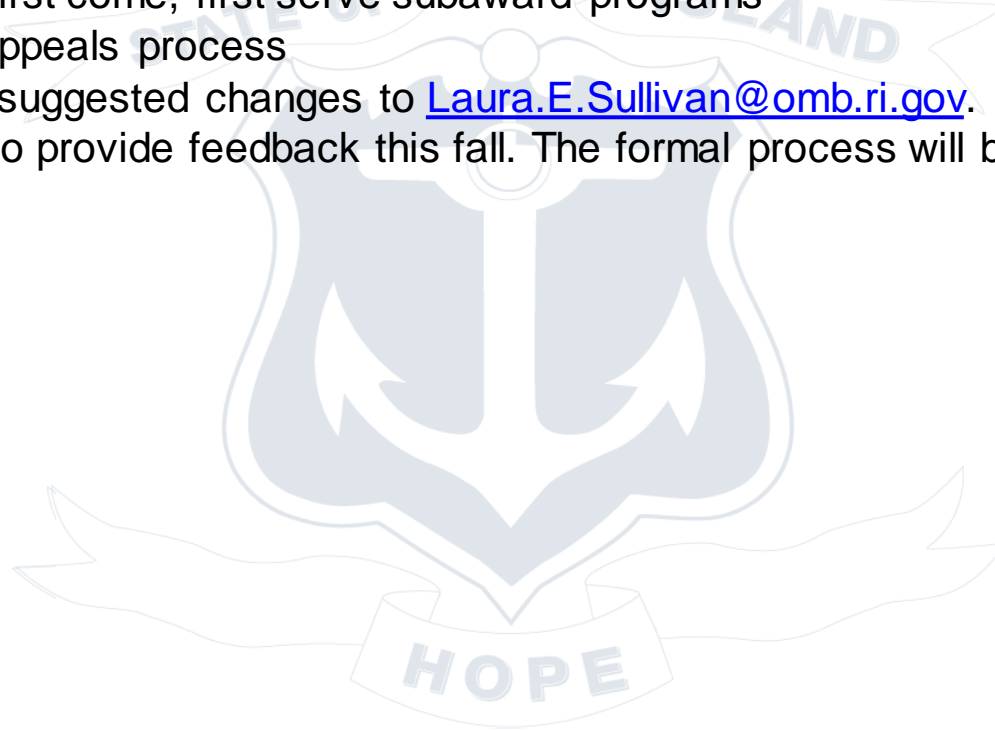
State as GRANTEE Budget Templates

Budget Creation Wizard

Instructions: Select from the options below to generate a budget.

Budget Template: *

BHDDH Budget Template ⌄

| BHDDH Budget Template |
| RI Construction - Grantee only |
| RI Construction - Subaward |
| RI Non Construction - Grantee only |
| RI Non Construction - Subaward |
| RIDE - Standard Budget |
| RIEMA- POETE |
| RIHOU - Affordable Housing |
| RIHOU - CDBG & Econ Develp |
| RIHOU - CHF |
| SF-424A Non-Construction |
| SF-424C Construction |

Save & Close ❯   Cancel ❯

unt details
for this grant
rant

State as GRANTOR Budget Templates

This selection is on the *Submission* tab of the Solicitation.

Budget Development: *

Would you like your applicants to create a budget within the eCivis Portal? This will also be used to track spending during post award.

◉ Yes   ○ No

Note: Once a solicitation has been published, the budget template may not be changed.

BHDDH Budget Template   ⌄
BHDDH Budget Template
RI Construction - Grantee only
RI Construction - Subaward
RI Non Construction - Grantee only
RI Non Construction - Subaward
RIDE - Standard Budget
RIEMA- POETE
RIHOU - Affordable Housing
RIHOU - CDBG & Econ Develp
RIHOU - CHF
SF-424A Non-Construction
SF-424C Construction

generate a contract number when an award is

ue for your Organization. A -XXXX will be appended to all contract numbers.

☐ Collect Detailed Financial Reports ⓘ

Reminder: 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

Training & Support for Agencies

Additional Agency Training Sessions: Tuesdays at 1 PM

1. Funding Opportunities (New) - 9.12.2023

2. Intro to eCivis for State Agencies (New) - 9.19.2023

3. Standard Grantee – 9.26.2023

4. Subrecipient Monitoring Part 2 (In-Person) - 10.3.2023

5. Intro to eCivis for Applicants and Subrecipients – 10.17.2023

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

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