Making Award Recommendations and the Awarding Process
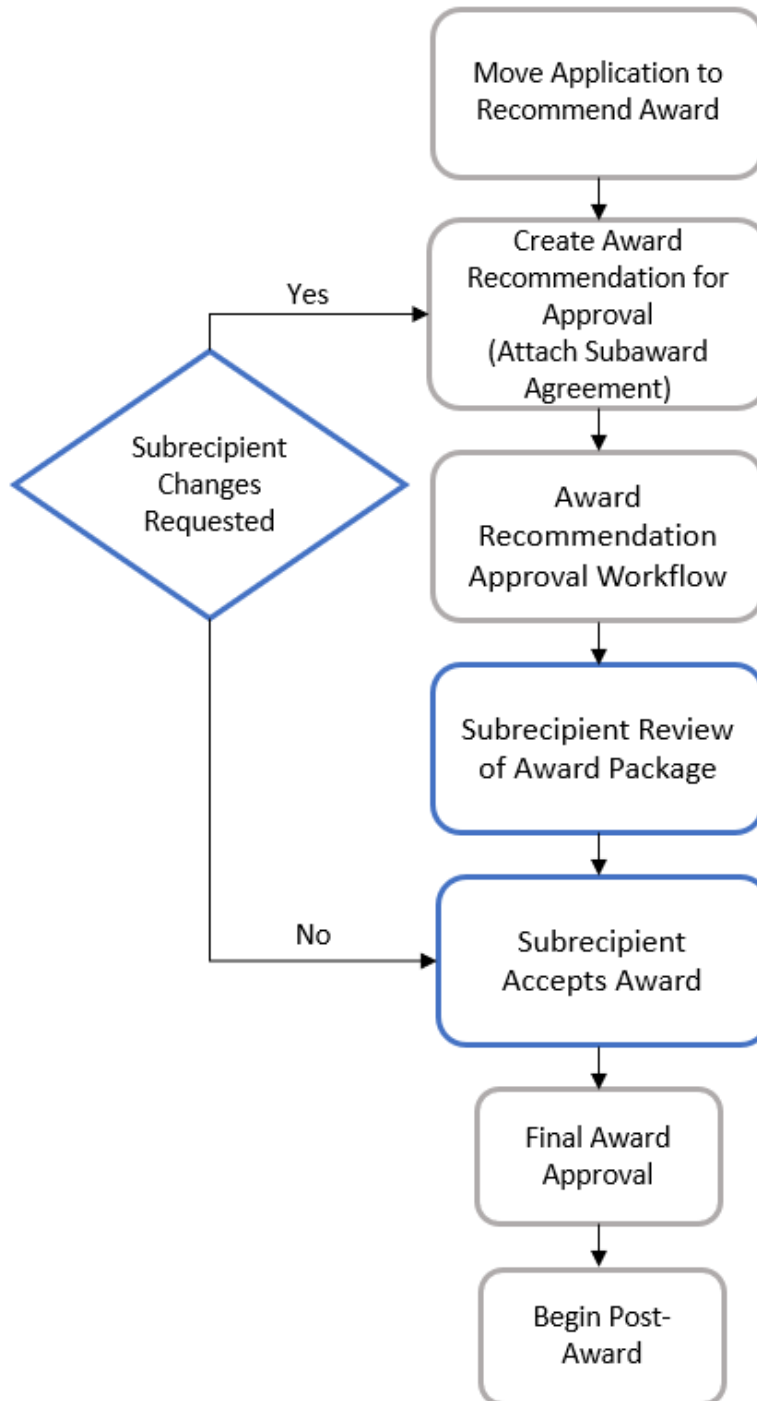
Table of Contents

Grantor Award Process Workflows

Competitive Grant Program Award Process Workflow

```
                    ┌─────────────────────┐
                    │ Move Application to  │
                    │  Recommend Award     │
                    └──────────┬──────────┘
                               │
                               ▼
                    ┌─────────────────────┐
        Yes         │   Create Award       │
    ┌──────────────▶│ Recommendation for   │
    │               │    Approval          │
    │               │ (Attach Subaward     │
    │               │   Agreement)         │
    │               └──────────┬──────────┘
    ◇                          │
 Subrecipient                  ▼
  Changes          ┌─────────────────────┐
 Requested         │     Award            │
    ◇              │  Recommendation      │
    │              │ Approval Workflow    │
    │              └──────────┬──────────┘
    │                         │
    │                         ▼
    │              ┌─────────────────────┐
    │              │ Subrecipient Review  │
    │              │  of Award Package    │
    │              └──────────┬──────────┘
    │                         │
    │         No              ▼
    └────────────▶ ┌─────────────────────┐
                   │   Subrecipient       │
                   │   Accepts Award      │
                   └──────────┬──────────┘
                              │
                              ▼
                   ┌─────────────────────┐
                   │   Final Award        │
                   │    Approval          │
                   └──────────┬──────────┘
                              │
                              ▼
                   ┌─────────────────────┐
                   │   Begin Post-        │
                   │     Award            │
                   └─────────────────────┘
```

Non-competitive Program/Direct Award Process Workflow

```
                    ┌─────────────────────┐
                    │  Send Direct Award  │
                    │       Invite        │
                    └──────────┬──────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │ Subrecipient Accepts│
                    │ Direct Award Invite │
                    └──────────┬──────────┘
                               │
                               ▼
            Yes       ┌─────────────────────┐
      ┌──────────────▶│   Create Award      │
      │               │  Recommendation for │
      │               │      Approval       │
      │               │ (Attach Subaward    │
      │               │    Agreement)       │
      │               └──────────┬──────────┘
◇─────────────◇                  │
│ Subrecipient│                  ▼
│   Changes   │        ┌─────────────────────┐
│  Requested  │        │       Award         │
◇─────────────◇        │  Recommendation     │
      │                │  Approval Workflow  │
      │                └──────────┬──────────┘
      │                           │
      │                           ▼
      │                ┌─────────────────────┐
      │                │ Subrecipient Review │
      │                │  of Award Package   │
      │                └──────────┬──────────┘
      │  No                       │
      └──────────────▶┌───────────▼─────────┐
                      │   Subrecipient      │
                      │   Accepts Award     │
                      └──────────┬──────────┘
                                 │
                                 ▼
                      ┌─────────────────────┐
                      │   Final Award       │
                      │    Approval         │
                      └──────────┬──────────┘
                                 │
                                 ▼
                      ┌─────────────────────┐
                      │   Begin Post-       │
                      │      Award          │
                      └─────────────────────┘
```
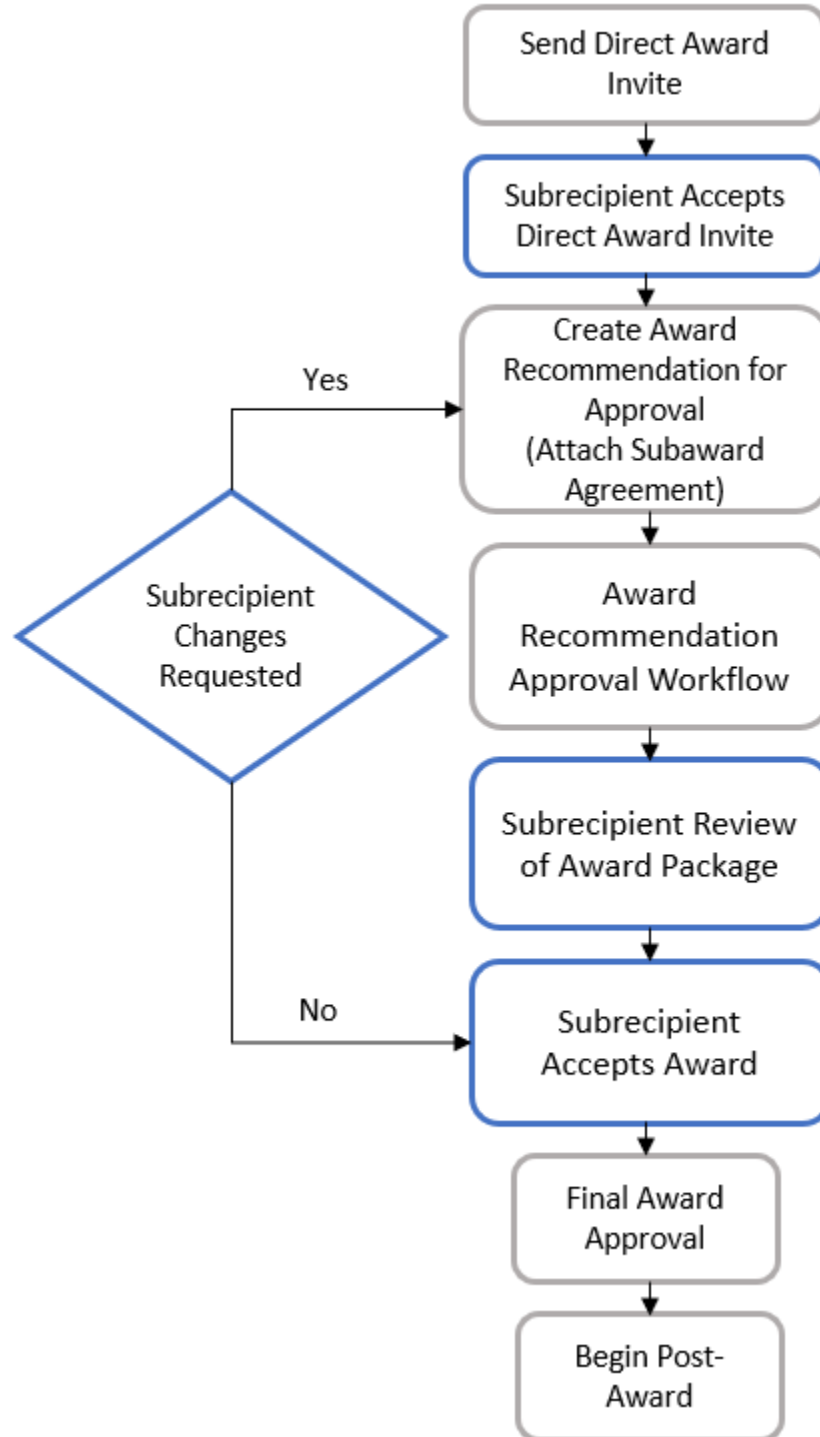
Creating Award Recommendations

Competitive Grant Programs - Moving Applications from Under Review to Recommend Award

Once your agency has completed the necessary reviews and determined which applicants you are going to award, you can begin the award recommendation process. The applicant will not be notified of their award until the Award Recommendation Approval task has been completed. They will see their application as *Under Review* in their eCivis Portal.

From your Program Detail page in eCivis, navigate to your Application Workspace

Select the application you want to award

Once the application is open, select the folder drop down in the upper right corner of the window and change *Under Review* to *Recommend Award*

Once you have selected the *Recommend Award* folder, click the *Save [Application Name]* button in the bottom left of the window
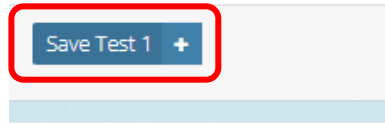
Competitive Grant Programs - Creating an Award Recommendation

Once this is complete, navigate back to eCivis. From the *Grants Management* tab, select *Subrecipient Management*

Find your grant program from the list of solicitations. Once found, click on the hyperlinked title

The Applicant that was moved into the *Recommend Award* folder in Zengine will now appear under the *Pending Awards* table in your Program Detail page. The *Recommendation Status* will show "Recommendation Pending."

From the row of the appropriate applicant, click *Actions* and select *Create Recommendation*

This will open the *Award Recommendation Approval Task Creation* page for that applicant. Enter information for all the following fields:

Program Detail

High School Financial Literacy Supplemental Education - Test `Published`

Department: Department of Administration
Total Funding: $500,000.00
Application Period: 12/05/2022 - 12/31/2022

Award Recommendation Approval Task Creation

Recipient:	JDW Inc
Project:	Learn Money Now
Subrecipient:	N/A
Subrecipient Risk:	- Select Risk -
Award Manager:	Katje Benoit
External Note:* external	
	1000 characters remaining.
Internal Note:* internal	
	1000 characters remaining.
EIN:	(12-1234567)
Award/Contract Number:	**PO Number:**
Project Type:	Non-Construction
Performance Period Start:*	**Performance Period End:***

Award Recommendation Field Definitions:

Recipient – This is what the applicant entered as their *Entity Legal Name* in their application. This information is auto populated from their application and cannot be edited now. If needed, the recipients Org Name can be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Project – This is what the applicant entered as their *Proposal Title* in their application. This information is auto populated from their application and cannot be edited now. If needed, the recipients Project Title can be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Subrecipient – Select your subrecipient's information from the drop-down options. If you do not see your subrecipient's organization in the list, send the RIFANS vendor number, name, and address to the GMO to have them added. GMO is only able to add entities on the RIFANS vendor list. If the entity is not a RIFANS vendor, they need to register in [Ocean State Procures (OSP)](). A subrecipient selection is required and helps the connection between eCivis and RIFANS. If the subrecipient field is left blank, invoices submitted by the subrecipient and approved in GMS will **fail** when sent to RIFANS for payment.

Subrecipient Risk – Based on your agency's assessment, select a risk level for this subrecipient. This selection can be updated in the post-award stage if needed.

Award Manager – Select the person from your agency who will be the point of contact for this subrecipient. This selection does not impact the approval workflows set up in the Approval tab of your solicitation.

External Note – Language entered here will show in the award notification email sent to the applicant once the award recommendation is approved. This can include congratulatory language, instructions for the applicant, etc. Sample language: "Congratulations! Please be sure to review the attached subaward agreement and upload a signed copy at your earliest convenience. Contact [agency email] if you have any questions or would like to schedule a meeting to review the terms of the subaward agreement."

Internal Note – Language entered here will **not** show in the award notification email sent to the applicant. The Internal Note will be viewable by the state agency approvers.

EIN – EIN of the applicant. If needed, the EIN can be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Award/Contract Number – The award number assigned to this subrecipient/project. This should match the Subaward Number on their respective subaward agreement.

PO Number – This field is repurposed for Cost Center and Project Code, if applicable. Otherwise, leave this field blank. **Do not** enter a Purchase Order number. If applicable, use the format below:

- Cost Center only: Enter Cost Center in RIFANS format (e.g. 72:102200104)
- Project Code only: Enter a dash before the Project Code with no spaces (e.g. -310AA)
- Both: Enter Cost Center, dash, Project Code with no spaces (e.g. 72:102200104-310AA)

Project Type – Select *Construction* or *Non-Construction* from the drop-down list.

Performance Period Start – The start date of the subrecipient's performance period. This information should match the performance period start date on their respective subaward agreement.

Performance Period End – The end date of the subrecipient's performance period. This information should match the performance period end date on their respective subaward agreement. If needed, this

date can be edited in the post-award stage by the grantor or the subrecipient through an amendment. For more information about subaward dates, refer to the "Subaward Template Guide," "Performance Period and Subaward Start/End Dates" section, available by navigating to *Grant Management > Organization Documents*.

The next section of the *Award Recommendation Task* is the budget and goals. Clicking on the hyperlinked *Award Budget* will open a copy of the budget submitted with the applicant's application in another window.

Once the budget has been opened, you can review and make changes to finalize their awarded budget. If the budget settings need to be changed, please reference the "How to Submit an Application" user guide for detailed instructions on budget settings. The *Budget Summary* section at the top will show the total request amount from all budget categories. Clicking on the hyperlinked budget category title will open the category to view and edit line items. Title, Description, Units, Unit Cost, Extended Cost, Cost, GL Code, and Item Type fields can all be edited. If needed, additional rows can be added, or rows removed by right clicking.

Note: In the post-award stage, subrecipients will only be able to request funding in the budget categories that they were awarded. Funding can be moved between budget categories in the post-award stage using the amendment functionality.

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Regular Wages	Regular Wages	1.00	$15,000.00	$15,000.00	$15,000.00		Direct Cost

Insert row above
Insert row below
Remove row

⊕ Add Row

Once all necessary changes to the budget have been made, scroll down to the bottom of the page and click *Save Changes*

Save Changes   **Discard Changes**

If needed, the submitted *Budget Narrative* section can also be edited. If any changes are made, select *Save Narrative*

Budget Narrative

Enter your budget narrative below.

| </> | H1 | H2 | H3 | **B** | *I* | U |

Example Narrative

Save Narrative 📄

If you need a copy of the awarded budget for the subaward agreement appendices, click on the Excel icon next to *Actions* to export the awarded budget.

Budget Stage: Pre-Award

Actions   💾 🚫 📊 🔒 ✔

If you need a copy of the awarded budget narrative for the subaward agreement appendices, click on the PDF icon in the *Budget Narrative* section.
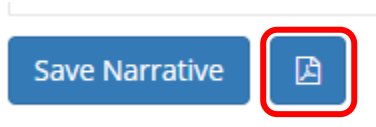
Once your changes have been made and saved, exit out of the browser tab. Once you close the browser tab that had the budget and you return to the tab with the *Award Recommendation Task* you will receive a pop-up asking you to confirm, and the page will automatically update the award total amount. Click *Done.*
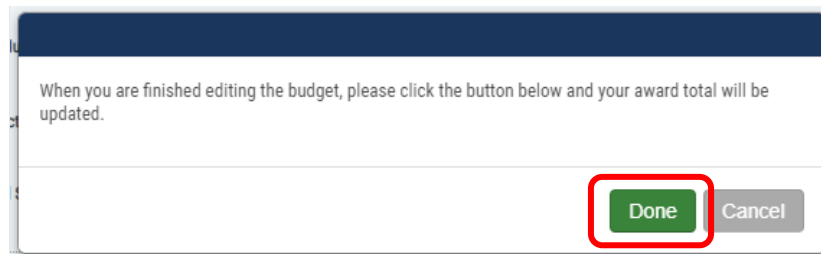
To review and/or make any changes to the applicant's goals target units before awarding, click the hyperlinked *Application Goals*

View/Edit Award Budget: Award Budget ↗

Total Budget Requested: $50,000.00 Refresh Award Total
Total Match Requested: $0.00

View/Edit Application goals: Application Goals ↗

Similar to the budget, this will open the applicant's submitted goal target units that were submitted with their application. If needed, edits can be made to their goal target units. Once complete, click *Save Goals* and exit out of the browser tab to return to the tab with the *Award Recommendation Task*.

The next section in the Award Recommendation task is the *Allocate Funding*. In this section, you will see a list of funding sources that were added to the Financial tab of your program solicitation. Here you can allocate funding to this subrecipient from one or multiple funding sources. Note: The *Award Total* in the *Allocate Funding* section must match the *Total Budget Requested* amount. If the two amounts do not match, you will receive an error message.

If this subrecipient award has a matching requirement, the match amounts would be entered here. From the drop-down list, *None, Cash, In-Kind,* or *Cash/In-Kind* can be selected. Making this selection allows the subrecipient to report Match to you in Financial Reports/Payment Requests in the post-award stage. Similar to the *Award Total* above, *Total Match* amount must equal the *Total Match Requested* amount. If the two amounts do not match, you will receive an error message.

Match Type:	None ⌄		Total Match
Cash Match Total:	$ 0.00	In-Kind Match Total: $ 0.00	$ 0.00

The next section of the *Award Recommendation Task* will only appear for programs that selected "Detailed Financial Reports" in the Submission tab of their solicitation before it was published (please reference Appendix I). If pre-determined options were input for Detailed Financial Reports, those options will appear here. Use the check boxes to determine which options will appear for this specific subrecipient. Please note that you will select these options for each intended subrecipient. Based on these selections, the subrecipient will be able to view and select from them when submitting Financial Reports/Payment Requests in the post-award stage. The amounts entered in the *Amount* column do not impact the subrecipient budget or restrict the amount of funding they can request. Therefore, GMO recommends leaving values in the *Amount* column at zero.

Manage GL Codes/Descriptions:

☐	Include GLCodes	Amount
☐	GL CODE 1	$ 0.00
☐	GL CODE 2	$ 0.00
☐	Include Descriptions	Amount
☐	DESCRIPTION 1	$ 0.00
☐	DESCRIPTION 2	$ 0.00

The next section of the *Award Recommendation Task* is defining the reporting frequency for this subrecipient. If you entered reporting cadences for Financial Reports and Activity Reports in the Approval tab of your solicitation, these will auto populate with that information, but can also be edited.

Define an optional frequency for the Financial Report task

Reset to program default

Frequency:	Monthly
Interval:*	Every 3 months
On:*	⦿ A day of the month
	⦿ The last day of the month
Starting:*	12/31/2022
Until:	

Define an optional frequency for the Activity Report task

Reset to program default

| Frequency: | Monthly |
Interval:*	Every 3 months
On:*	⦿ A day of the month
	⦿ The last day of the month
Starting:*	12/31/2022
Until:	

The next section is to define dates for the subrecipient's closeout task. The dates in these fields auto populate based on the *Performance Period End Date* entered at the top of the Award Recommendation Task page but can be edited.

Define dates for the closeout task (i)
Reset to program default

Closeout Task Due Date:* 03/30/2024

Closeout Task Reminder date:* 12/31/2023

The *Award Notification File* is autogenerated by eCivis and contains information specifically required in the Uniform Grant Guidance. An example of what the autogenerated file looks like is in Appendix B. If your agency has their own award notification file that you would like to include, upload the file here. The *Award Notification File* will be sent to the applicant attached to their award email, as well as included in their Award Files folder.

Award Notification File

The award notification file contains information specifically required in the Uniform Guidance. You may replace the default file, but please ensure it contains the necessary information as required by 2 CFR 200.331.

File Input

Next, attach the completed, unsigned Subaward Agreement, Appendix I, and all other appendices in the *Award Files – External* section. The Subaward Agreement Template includes all federally required fields, per 2 CFR 200.332. The Subaward Agreement Guide, Template, and Appendix I are available in eCivis, by navigating to *Administration > Organization Library*.

Files uploaded in the *Award Files – External* section will be sent to the applicant with their award package for them to download and review.

Files uploaded in the *Award Files – Internal* section will **not** be sent or viewable by the applicant. Internal files are just for internal viewing by the state agency.

Award Files - External:
Please upload any files necessary to finalize your award recommendation approval. This may include signed agreements, tax forms, and other files provided by the grantor. These files will be provided to the subrecipient.

Attach Files

Search:

File Name	▲	Uploaded Date	⇕	File Size	⇕	Actions	⇕
No files have been uploaded							

Showing 0 to 0 of 0 entries

Previous   Next

Award Files - Internal:
Please upload any files necessary to communicate internally about your award recommendation. These files will NOT be provided to the subrecipient, but will become a part of their award for internal display only.

Attach Files

Show 10 ⌄ entries

Search:

File Name	▲	Uploaded Date	⇕	File Size	⇕	Actions	⇕
No data available in table							

Once the correct information has been entered in all fields, the budget and goals have been completed, and all applicable files have been uploaded, the Award Recommendation Task can be sent for approval. Once the "Send for Approval" button is clicked, the Award Recommendation package will enter the "Award Recommendation" approval workflow set up in the Approval tab of the solicitation. If needed, a draft of the Award Recommendation Task can always be saved by clicking "Save Recommendation." This saves all of your edits/changes and allows you to come back at a later date to finish creating the Award Recommendation. Clicking "Cancel" will close the Award Recommendation and not save your changes.

Once sent for approval, the status will update from *Recommendation Pending* to *Pending Recommendation Approval*

Pending Awards

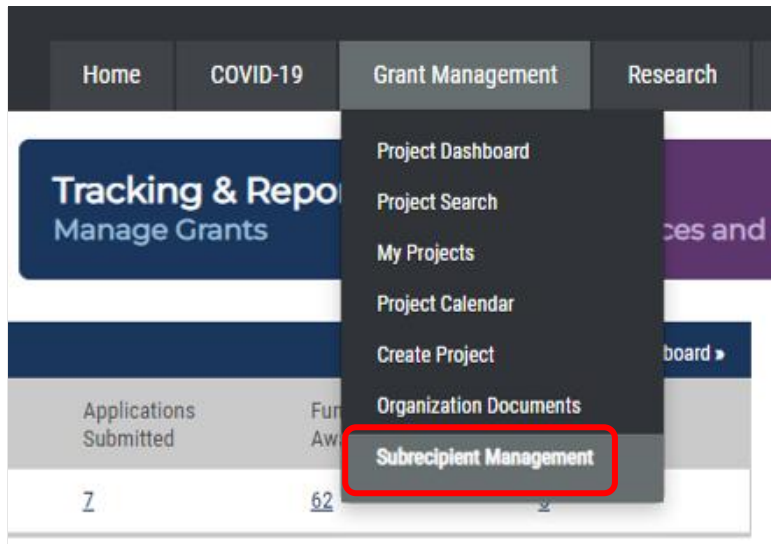| Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Actions
Planting Trees 2023	Katje's Organization	K. Benoit	RI-23-0001	Pending Recommendation Approval	Katje Benoit	Actions

For next steps, skip down to the Award Recommendation Workflow and Approval process section.

Non-competitive Grant Programs/Direct Awards - Initiating a Direct Award

For grant programs that are not competitive, Direct Award functionality will be used. Direct Awards skip the application and review process and start at the award initiation. For more information on non-competitive subawards and what is needed prior to initiating a direct award, please view and complete the Non-Competitive Subaward Justification Form.

Once your Direct Award solicitation has been set up and published, navigate to the *Grants Management* tab and select *Subrecipient Management*

Find your grant program from the list of solicitations. Once found, click on the hyperlinked title

In the *Program Detail* page, click on the blue *Initiate Direct Award* button

An Award Initiation pop-up will appear. To initiate a Direct Award, 3 pieces of information are needed. The email address of the subrecipient, a Project Title, and an External Note that will be included in the automatic email sent to the subrecipient. Once entered, click the green *Initiate Award* button. **Note:** The email address entered here is the user that will need to go through the award acceptance process. Once their award is finalized and they are a subrecipient, they can add more team members to the award to help them manage post-award activities.

If your subaward program has multiple subrecipients, repeat this process to invite each one.

Once you have initiated the invite, you will see it appear under your *Pending Awards* table in your Program Detail page. The status will be *Pending Subrecipient Response (Direct).* Under the Actions column, you can choose to resend the invitation (if needed) or cancel the invitation. Cancelling the invitation will make the link in the email sent to the subrecipient invalid so they can no longer accept the award. An example of the Direct Award initiation email sent to the subrecipient can be found in Appendix C.

Pending Awards

Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Actions
Chamber of Commerce FY22	katje.benoit.ctr@omb.ri.gov			Pending Subrecipient Response (Direct)	N/A	Actions

Resend Invitation
Cancel Invitation

Showing 1 to 1 of 1 entries

Previous   Next

Non-competitive Grant Programs/Direct Awards - Creating an Award Recommendation

Once the subrecipient has accepted the direct award invitation, their status will update to *Recommendation Pending (Direct).* To begin creating the Award Recommendation for this subrecipient, click on the Actions column and select *Create Recommendation.*

Pending Awards

Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Actions
Chamber of Commerce FY22	Katje's Organization			Recommendation Pending (Direct)	N/A	Actions

Create Recommendation

Showing 1 to 1 of 1 entries

Previous   Next

This will open the *Award Recommendation Approval Task Creation* page for that subrecipient. Enter information for all the following fields:

Program Detail

High School Financial Literacy Supplemental Education - Test `Published`

Department: Department of Administration
Total Funding: $500,000.00
Application Period: 12/05/2022 - 12/31/2022

Award Recommendation Approval Task Creation

Recipient:	JDW Inc
Project:	Learn Money Now
Subrecipient: ⓘ	N/A
Subrecipient Risk:	- Select Risk -
Award Manager:	Katje Benoit
External Note:* external	[ ] *1000 characters remaining.*
Internal Note:* internal	[ ] *1000 characters remaining.*
EIN:	[ ] (12-1234567)
Award/Contract Number:	[ ] **PO Number:** [ ]
Project Type:	Non-Construction
Performance Period Start:*	[ ] 📅 **Performance Period End:*** [ ] 📅

Award Recommendation Field Definitions:

Recipient – This is what the subrecipient entered as their *Organization Name* in their Direct Award invite response. This information is auto populated from their response and cannot be edited. If needed, the recipients Org Name can be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Project – This is what the state agency user entered as the *Project Title* in the direct award initiation. The subrecipient has the option of editing this field when responding to the direct award invite. If needed, the subrecipient's Project Title can also be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Subrecipient – Select your subrecipient's information from the drop-down options. If you do not see your subrecipient's organization in the list, send the RIFANS vendor number, name, and address to the GMO to have them added. GMO is only able to add entities on the RIFANS vendor list. If the entity is not a RIFANS vendor, they need to register in Ocean State Procures (OSP). A subrecipient selection is required and helps the connection between eCivis and RIFANS. If the subrecipient field is left blank, invoices submitted by the subrecipient and approved in GMS will **fail** when sent to RIFANS for payment.

Subrecipient Risk – Based on your agency's assessment, select a risk level for this subrecipient. This selection can be updated in the post-award stage if needed.

Award Manager – Select the person from your agency who will be the point of contact for this subrecipient. This selection does not impact the approval workflows set up in the Approval tab of your solicitation.

External Note – Language entered here will show in the award notification email sent to the applicant once the award recommendation is approved. This can include congratulatory language, instructions for the applicant, etc. Sample language: "Congratulations! Please be sure to review the attached subaward agreement and upload a signed copy at your earliest convenience. Contact [agency email] if you have any questions or would like to schedule a meeting to review the terms of the subaward agreement."

Internal Note – Language entered here will **not** show in the award notification email sent to the subrecipient. The Internal Note will be viewable by the state agency approvers.

EIN – EIN of the subrecipient. If needed, the EIN can be edited in the post-award stage by the grantor or the subrecipient through an amendment.

Award/Contract Number – The award number assigned to this subrecipient/project. This should match the award number on their respective subaward agreement.

PO Number – This field is repurposed for Cost Center and Project Code, if applicable. Otherwise, leave this field blank. **Do not** enter a Purchase Order number. If applicable, use the format below:

- Cost Center only: Enter Cost Center in RIFANS format (e.g. 72:102200104)
- Project Code only: Enter a dash before the Project Code with no spaces (e.g. -310AA)
- Both: Enter Cost Center, dash, Project Code with no spaces (e.g. 72:102200104-310AA)

Project Type – Select *Construction* or *Non-Construction* from the drop-down list.

Performance Period Start – The start date of the subrecipient's performance period. This information should match the performance period start date on their respective subaward agreement.

Performance Period End – The end date of the subrecipient's performance period. This information should match the performance period end date on their respective subaward agreement. If needed, this date can be edited in the post-award stage by the grantor or the subrecipient through an amendment. For more information about subaward dates, refer to the "Subaward Template Guide," "Performance Period and Subaward Start/End Dates" section, available by navigating to *Grant Management > Organization Documents*.

The next section of the *Award Recommendation Task* is the budget and goals. Clicking on the hyperlinked *Award Budget* will open a copy of the budget template in another window.

Once the budget has been opened in another tab, you can enter in the subrecipient's awarded budget. The *Budget Summary* section at the top will show the total awarded amount from all budget categories. If the budget settings need to be changed, please reference the "How to Submit an Application" user guide for detailed instructions on budget settings. Clicking on the hyperlinked budget category title will open the category to view and edit line items. Title, Description, Units, Unit Cost, Extended Cost, Cost, GL Code, and Item Type fields can all be edited. If needed, additional rows can be added, or rows removed by right clicking.

Note: In the post-award stage, subrecipients will only be able to request funding in the budget categories that they were awarded. Funding can be moved between budget categories in the post-award stage using the amendment functionality.

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Regular Wages	Regular Wages	1.00	$15,000.00	$15,000.00	$15,000.00		Direct Cost

Insert row above
Insert row below
Remove row

⊞ Add Row

Once the awarded budget has been entered, scroll down to the bottom of the page and click *Save Changes*

If needed, a budget narrative can also be added. If any changes are made, select *Save Narrative*

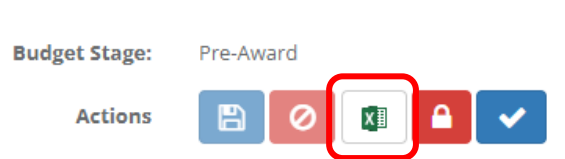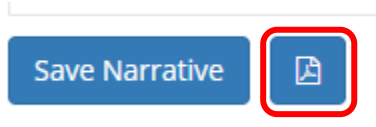If you need a copy of the awarded budget for the subaward agreement appendices, click on the Excel icon next to *Actions* to export the awarded budget.
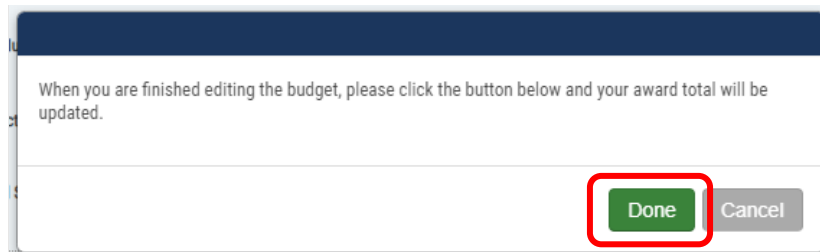
If you need a copy of the awarded budget narrative for the subaward agreement appendices, click on the PDF icon in the *Budget Narrative* section.

Once your changes have been made and saved, exit out of the browser tab. Once you close the browser tab that had the budget and you return to the tab with the *Award Recommendation Task* you will receive a pop-up asking you to confirm, and the page will automatically update the award total amount. Click *Done.*

When you are finished editing the budget, please click the button below and your award total will be updated.

To add target units for the subrecipient's goals, click the hyperlinked *Application Goals*

View/Edit Award Budget: Award Budget

Total Budget Requested: $50,000.00 Refresh Award Total
Total Match Requested: $0.00

View/Edit Application goals: Application Goals

Similar to the budget, this will open the goal target units in a separate tab for you to input. Once complete, click *Save Goals* and exit out of the browser tab to return to the tab with the *Award Recommendation Task*.

Application Goals for Katje's Organization
Program: Detailed Financial Reports
Project name: Award Rec Example

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Number of eligible small businesses that are served	0.00	$ 0.00	$ 0.00	$ 0.00
Subgoals				
Small Business Hair Salons	0.00	$ 0.00	$ 0.00	$ 0.00
Small Business Restaraunts	0.00	$ 0.00	$ 0.00	$ 0.00
Small Business Theaters	0.00	$ 0.00	$ 0.00	$ 0.00

Return to Application   Save Goals

The next section in the Award Recommendation task is the *Allocate Funding*. In this section, you will see a list of funding sources that were added to the Financial tab of your program solicitation. Here you can allocate funding to this subrecipient from one or multiple funding sources. Note: The *Award Total* in the *Allocate Funding* section must match the *Total Budget Requested* amount. If the two amounts do not match, you will receive an error message.

Allocate Funding:

	Total Funding	Funding Available	Subrecipient Award
ORG0009 Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations - FY21	$ 60,000.00	$ 60,000.00	$ 0.00
US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022	$ 5,000.00	$ 5,000.00	$ 0.00
Demo General Fund FY2022	$ 5,000.00	$ 0.00	$ 0.00
Award Total			$ 0.00

If this subrecipient award has a matching requirement, the match amounts would be entered here. From the drop-down list, *None, Cash, In-Kind,* or *Cash/In-Kind* can be selected. Making this selection allows the subrecipient to report Match to you in Financial Reports/Payment Requests in the post-award stage. Similar to the *Award Total* above, *Total Match* amount must equal the *Total Match Requested* amount. If the two amounts do not match, you will receive an error message.

Match Type:	None		Total Match
Cash Match Total: $ 0.00		In-Kind Match Total: $ 0.00	$ 0.00

The next section of the *Award Recommendation Task* will only appear for programs that selected "Detailed Financial Reports" in the Submission tab of their solicitation before it was published (please reference Appendix I). If pre-determined options were input for Detailed Financial Reports, those options will appear here. Use the check boxes to determine which options will appear for this specific subrecipient. Based on these selections, the subrecipient will be able to view and select from them when submitting Financial Reports/Payment Requests in the post-award stage. The amounts entered in the *Amount* column do not impact the subrecipient budget or restrict the amount of funding they can request. Therefore, GMO recommends leaving values in the *Amount* column at zero.

Manage GL Codes/Descriptions:

	Include GLCodes	Amount
☐	GL CODE 1	$ 0.00
☐	GL CODE 2	$ 0.00
	Include Descriptions	**Amount**
☐	DESCRIPTION 1	$ 0.00
☐	DESCRIPTION 2	$ 0.00

The next section of the *Award Recommendation Task* is defining the reporting frequency for this subrecipient. If you entered reporting cadences for Financial Reports and Activity Reports in the Approval tab of your solicitation, these will auto populate with that information, but can also be edited.

Define an optional frequency for the Financial Report task ⓘ

Reset to program default

Frequency:	Monthly ⌄
Interval: *	Every 3 months ⌄
On: *	○ A day of the month ⌄
	● The last day of the month
Starting: *	12/31/2022 📅
Until:	📅

Define an optional frequency for the Activity Report task ⓘ

Reset to program default

Frequency:	Monthly ⌄
Interval: *	Every 3 months ⌄
On: *	○ A day of the month ⌄
	● The last day of the month
Starting: *	12/31/2022 📅
Until:	📅

The next section is to define dates for the subrecipient's closeout task. The dates in these fields auto populate based on the *Performance Period End Date* entered at the top of the Award Recommendation Task page but can be edited.

Define dates for the closeout task (i)
Reset to program default

Closeout Task Due Date:* 03/30/2024

Closeout Task Reminder date:* 12/31/2023

The *Award Notification File* is autogenerated by eCivis and contains information specifically required in the Uniform Grant Guidance. An example of what the autogenerated file looks like is in Appendix B. If your agency has their own award notification file that you would like to include, upload the file here. The *Award Notification File* will be sent to the applicant attached to their award email, as well as included in their Award Files folder.

Award Notification File

The award notification file contains information specifically required in the Uniform Guidance. You may replace the default file, but please ensure it contains the necessary information as required by 2 CFR 200.331.

File Input

Next, attach the completed, unsigned Subaward Agreement, Appendix I, and all other appendices in the *Award Files – External* section. The Subaward Agreement Template includes all federally required fields, per 2 CFR 200.332. The Subaward Agreement Guide, Template, and Appendix I are available in eCivis, by navigating to *Administration > Organization Library*.

Files uploaded in the *Award Files – External* section will be sent to the applicant with their award package for them to download and review.

Files uploaded in the *Award Files – Internal* section will **not** be sent or viewable by the applicant. Internal files are just for internal viewing by the state agency.

Once the correct information has been entered in all fields, the budget and goals have been completed, and all applicable files have been uploaded, the Award Recommendation Task can be sent for approval. Once the "Send for Approval" button is clicked, the Award Recommendation package will enter the "Award Recommendation" approval workflow set up in the Approval tab of the solicitation. If needed, a draft of the Award Recommendation Task can always be saved by clicking "Save Recommendation." This saves all of your edits/changes and allows you to come back at a later date to finish creating the Award Recommendation. Clicking "Cancel" will close the Award Recommendation and not save your changes.

Award Recommendation Workflow and Approval

Once an *Award Recommendation Task* has been created and sent for approval, it will enter the Award Recommendation workflow. For reference, the Award Recommendation workflow is set up and managed in the *Approval* tab of your program solicitation. Each member (if more than one) of the Award Recommendation workflow will receive an email notification that they have a task to approve in eCivis (example of the task notification email can be found in Appendix D. They will also see the task in their *Your Pending Tasks* table in the eCivis Program Dashboard. Click *Visit Program* under the Actions column to view the Award Recommendation for approval.

Program Dashboard

Add New Program	Generate Task Report	Generate Funding Source Report	Public Solicitations Listing	Subrecipient Monitoring

Search: [   ]

Your Pending Tasks

Program	Project	Org Name	Award/Contract Number	Created Date	Invoice Number	Task Type	Actions
Direct Award Test2	Planting Trees 2023	Katje's Organization	RI-23-0001	12/30/2022		Recommendation Approval	Visit Program

From the *Program Detail* page, approvers in the *Award Recommendation* approval workflow can see any pending award recommendations that need to be reviewed. The table provides summary information about the award including the Project Name, Subrecipient Organization Name, Award/Contract Number, Award Amount, and links to their associated application, awarded budget, goals, and award package. Click on the links to review the award package.

Program Detail

High School Financial Literacy Supplemental Education - Test Published

Department: Department of Administration
Total Funding: $3,500,000.00
Application Period: 12/05/2022 - 03/31/2023

Subrecipient Reporting ▾	Subrecipient Monitoring	Edit Solicitation	Preview Application ⧉	Ext. Solicitation Listing ⧉	Application Workspace ⧉

Search: [   ]

Award Recommendation Approval

Project	Org Name	Award/Contract Number	Award Approved	Links	Actions	
Fun with Finance at NKHS	Making Finance Fun	23HSFL-00001	$17,000.00	Award Package | Application | Budget | Goals	Actions	☐

Showing 1 to 1 of 1 entries

Reload	Approve

Clicking on the *Award Package* hyperlink will open up the proposed award details for this subrecipient that were entered in the Award Recommendation. This section includes identifying information about the subrecipient and their project, any internal notes entered by the team member that created the award recommendation, a breakdown of awarded funding by funding source, and the Subaward Agreement, Appendices and other associated files.

An example of reviewing an award package is below:

Award Package

Award Details:

Recipient: Katje's Organization
Project: Planting Trees 2023
Subrecipient: A New Leaf - 124 Main Street
EIN: 12-3456789
Award/Contract Number: RI-23-0001
Total Award: $1,500.00
Match Type:
Match Amount: $0.00
Performance Period: 01/01/2023 - 12/31/2023
Subrecipient Risk: Low

Internal Note: Award Rec created on 12/29. Subaward agreement attached and ready for signature by subrecipient.

Federal:

ORG0009 Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations - FY21 : $0.00
Agency: HHS
Fiscal Year: 2021

Non-Federal:

Excise tax: $1,500.00

Funding Allocated:

	Total Funding	Funding Available	Subrecipient Award
ORG0009 Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations - FY21	$ 10.00	$ 1.00	$ 0.00
Excise tax	$ 10,000.00	$ 5,509.00	$ 1,500.00
Award Total			$ 1,500.00

Award Files - External:

Attach Files

File Name	Upload Date	File Size	Actions
Approval File: awardNotification.pdf	N/A	N/A	⬇
Award Acceptance User Guide.docx	12/30/2022	11.7 Kb	⬇ 🗑
Subaward Agreement.docx	12/30/2022	11.7 Kb	⬇ 🗑
Terms and Conditions.docx	12/30/2022	11.7 Kb	⬇ 🗑

Previous | 1 | Next

Award Files - Internal:

Attach Files

File Name	Upload Date	File Size	Actions
You currently have no files to view.			

Previous | Next

Close

Once you have reviewed the award package, click *Close.*

Clicking on the *Budget* hyperlink will open a copy of the proposed awarded budget and budget narrative in another tab. In the budget, you can view the award broken down by budget category and line item. If needed, you can also export the budget to Excel for review.

Application Budget for Katje's Organization

Program: Direct Award Test2
Project name: Planting Trees 2023

Budget Stage:	Pre-Award	
Actions	[Excel icon]	

Budget Summary

$1,500.00	**Total Direct Costs**	$0.00	**Match / Cost Share**
$0.00	**Total Indirect Costs**	$0.00	**Program Income**
$1,500.00	**Total Amount (Direct + Indirect)**		

Budget Settings

Budget Items

1. Personnel

	Ext Cost	Direct Cost
Personnel Totals:	$1,000.00	$1,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Personnel	1.00	$1,000.00	$1,000.00	$1,000.00		Direct Cost

Once the awarded budget has been reviewed, close out of the tab.

Clicking on the *Application* hyperlink will open the applicant's submitted application form. Note that you need access to the Zengine Application Workspace to view the application.

Clicking on the *Goals* hyperlink will open a copy of the proposed goal target units in another tab. Review the goals, subgoals, and target units proposed for this subrecipient. Once complete, close out of the tab.

Once you have reviewed the Award Package, Budget, and Goals, approvers have the option to Approve, Return for Changes, or Decline Award.

Approve – The Award Recommendation package looks good as is, with all Subaward Agreement files attached, and is ready to be sent to the subrecipient to review and accept. If you are part of an approval workflow, the Award Recommendation package will be sent to the next approver in line for them to review. After approval by the final member of the approval workflow, the Award Recommendation package will be sent to the subrecipient to review and accept their award.

Return for Changes – If any changes need to be made to the Award Package, Budget, or Goals, this action can be used to send the Award Recommendation back for edits. The subrecipient will not be notified of this action and the state agency can continue to make changes to the Award Recommendation before sending back into the approval workflow.

Decline Award – If your agency no longer wishes to make this award, clicking the Decline Award button will end their award recommendation here. The entity will be notified via email that their application has been denied and they will not be funded through this grant program (see Appendix E for example of the email sent to the applicant if their Award Recommendation is declined). **This action is not reversible.** If you need changes made to their budget or award package, utilize the Return for Changes button and not the Decline Award button.

Once all approvers in the Award Recommendation workflow "Approve" the Award Recommendation, the subrecipient will be notified via email that they have been tentatively awarded (Appendix F). The status of this entity will update from *Pending Recommendation Approval* to *Pending Acceptance*.

Pending Awards

Project	Org Name	Award Manager	Award/ Contract Number	Recommendation Status	Current Approver	Actions
Planting Trees 2023	Katje's Organization	K. Benoit	RI-23-0001	Pending Acceptance	N/A	Actions

Final Award Approval Workflow and Approval

Once the award package has been approved and sent to the subrecipient, they can then review the package and take action, including accepting the award, requesting changes to the award, or declining the award.

If the subrecipient requests changes to their award (including budget changes or goal target unit changes), the pending award will update to *Subrecipient Changes Requested*. Under the Actions column, click *Edit Recommendation* to re-open their Award Recommendation and view the changes they have made/requested.

Once back in the Award Recommendation Approval Task Creation page, any changes requested by the subrecipient will be noted at the top of the page:

To make any changes to the Award Recommendation, or remove any changes made by the subrecipient, follow the instructions in the Creating an Award Recommendation section of this document. Once changes have been saved, the Award Recommendation will again go through the internal approval workflow before being sent back to the subrecipient to review and accept.

If the subrecipient accepts their award as is, and requests no changes, their status will update to *Pending Final Approval* and enter the Final Approval workflow set up in the *Approval* tab of your solicitation.

The first approver in the *Final Approval* workflow will be notified via email of their pending task (see Appendix G). From the Actions column, select *Review*.

Pending Tasks

Project	Org Name	Award/Contract Number	Task Type	Reporting Period	Award Type	Invoice Number	Current Status	Submitted Date	Actions
Planting Trees 2023	Katje's Organization	RI-23-0001	Final Award Approval		N/A		Final Award Approval	12/30/2022	Actions
									Review

In the final award approval page, approvers can view award details, the budget, goals, and any files uploaded and submitted by the subrecipient. In this step, ensure that the entity has signed and uploaded their subaward agreement. Their signed agreement must be downloaded by a *Final Approval* approver, fully executed by the authorized person at your agency, and re-uploaded by an approver in the *Award Files – External* section.

An example of a Final Award Approval page is below:

Award Details

Subrecipient: A New Leaf - 124 Main Street
Organization: Katje's Organization
Project: Planting Trees 2023
Approved Amount: $2,000.00 [+]
  Total Federal Award: $0.00
  Total Other Award: $2,000.00
Total Match: $0.00
Period of Performance: 01/01/2023 - 12/31/2023

Program: Direct Award Test2
Award/Contract Number: RI-23-0001
EIN: 12-3456789
Subrecipient Risk: Low

Internal Note: Award Rec created on 12/29. Subaward agreement attached and ready for signature by subrecipient.

Note from applicant:

I have attached my signed subaward agreement. Thank you!

View/Edit Award Budget: Award Budget ↗

View/Edit Award Goals: Application Goals ↗

Award Files (from applicant):

Search: [   ]

File Name	File Size	Created On	Actions
Subaward Agreement.docx	11.7 Kb	12/30/2022	⬇

Showing 1 to 1 of 1 entries

Previous 1 Next

Award Files - External:
Please upload any files necessary to finalize your award recommendation approval. This may include signed agreements, tax forms, and other files provided by the grantor. These files will be provided to the subrecipient.

[Attach Files]

Search: [   ]

File Name	Uploaded Date	File Size	Actions
Award Acceptance User Guide.docx	12/30/2022	11.7 Kb	⬇
Subaward Agreement.docx	12/30/2022	11.7 Kb	⬇
Terms and Conditions.docx	12/30/2022	11.7 Kb	⬇

Showing 1 to 3 of 3 entries

Previous 1 Next

Award Files - Internal:
Please upload any files necessary to communicate internally about your award recommendation. These files will NOT be provided to the subrecipient, but will become a part of their award for internal display only.

[Attach Files]

Show [10 ▾] entries

Search: [   ]

File Name	Uploaded Date	File Size	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

[Approve] [Return to Applicant] [Decline]

Once you have reviewed everything sent back from the applicant, there are 3 actions that can be taken:

Approve – If the subrecipient has uploaded all files and the fully executed subaward agreement has been uploaded and you are ready to finalize their award. If you are part of an approval workflow, the Final Award approval will be sent to the next approver in line for them to review. When the final member of the approval workflow clicks *Approve,* it will finalize this entity as a subrecipient. They can begin post-award activities (adding team members, submitting payment requests, submitting activity reports, etc.).

Return to Applicant – If any changes need to be made to the Award Package, Budget, or Goals, or uploaded files, this action can be used to send the award package back for edits. The subrecipient will be notified of this action and can log back into their eCivis Portal to make the requested changes.

Decline – If your agency no longer wishes to award this entity, clicking the Decline button will end their award package here. The entity will be notified via email that their application has been denied and they will not be funded through this grant program (see Appendix E for example of the email sent to the applicant if their award package is declined). **This action is not reversible.** If you need changes made to their budget or award package, utilize the Return to Applicant button and not the Decline button.

Once all approvers in the Final Approval workflow "Approve" the Award Package response, the applicant becomes a subrecipient and they will be notified via email that their award has been finalized (see Appendix H). The entity will move down into the *Subrecipient Awards* part of the Program Detail page in the status *Awarded.*

Project	Organization	Award Manager	Award/ Contract Number	Award Type	Status	Contract Start	Contract End	Total Award
Goals Test	Katje's Organization	K. Benoit	RI-TEST-2022-003	N/A	Awarded	08/11/2022	05/30/2023	$500.00
Subrecipient Test	TripleSmith Inc.	K. Benoit	RI-TEST-	N/A	Awarded	11/01/2022	12/30/2024	$2,500.00

Appendix A: Pending Awards *Recommendation Status* Definitions

Recommendation Status	Needs action by:	Definition
Pending Subrecipient Response (Direct)	Subrecipient	The Direct Award initiation has been sent. The subrecipient needs to accept the invite using the link in the email invitation.
Recommendation Pending	State Agency	The state agency has moved the application from "Under Review" to "Recommend Award" in the application workspace and can now create the Award Recommendation package.
Recommendation Pending (Direct)	State Agency	The subrecipient has accepted the Direct Award invitation and the state agency can now create the Award Recommendation package.
Pending Recommendation Approval	State Agency	The Award Recommendation package has been created by a state agency user and sent for approval. The state agency user(s) in the Recommendation Approval workflow need to review the Award Recommendation package.
Changes Requested	State Agency	State agency user(s) in the Recommendation Approval workflow have sent the Award Recommendation package back for changes. The state agency user should make the requested edits to the Award Recommendation package before re-sending it for approval.
Pending Acceptance	Subrecipient	The Award Recommendation package has been approved and sent to the subrecipient. The subrecipient needs to review the award package and accept/request changes/decline the award. Prior to accepting, the subrecipient must download, sign and upload the subaward agreement.
Subrecipient Changes Requested	State Agency	The subrecipient has requested changes to their Budget and/or Goals section of their award package. The state agency user must review and approve any changes before sending the Award Recommendation package back into the Recommendation Approval workflow. If applicable, be sure the subaward agreement is revised to align with changes in eCivis.
Pending Final Approval	State Agency	The subrecipient has accepted their award and is pending finalization. The state agency user(s) in the Final Approval workflow need to review the award package and files uploaded by the subrecipient to ensure the signed subaward agreement is attached. Prior to final approval, a state agency user must upload the fully executed subaward agreement. Note: The state agency signatory on subaward agreement does <u>not</u> need to be an eCivis user.
Pending Subrecipient Changes	Subrecipient	During the Final Approval workflow, the state agency user(s) returned the award package back to the subrecipient for changes (budget, goals, upload files, etc.). The subrecipient needs to address the changes requested before re-accepting the award.
Declined by Grantor	N/A	The state agency user(s) declined the award and notified the subrecipient that they will not be awarded. If needed, the Award Recommendation package can be re-opened by a state agency user.
Declined by Subrecipient	N/A	The subrecipient declined the award during the award acceptance process. If needed, the Award Recommendation package can be re-opened by a state agency user.

Appendix B: Example of Award Notification File

This is an example of the Award Notification File that will be sent to the applicant in their award package if a replacement file is not uploaded by the state agency.

Award Notification Letter

Dear Katje Benoit,

Congratulations! This is to inform you that your application is now awarded.

Project:	Competitive Award Acceptance
Program:	Chamber of Commerce Program
Notification Date:	
Approval Date:	12/12/2022
Approved Amount:	$900.00

Federal Awards:
- US17538 American Rescue Plan Act Economic Adjustment Assistance (ARPA EAA) - FY 2021: $450.00
  - Agency: U.S. Department of Commerce
  - Fiscal Year: 2021
  - CFDA: 11.307

Total Federal: $450.00

Other Awards:
- Demo General Fund FY2022: $450.00

Total Other: $450.00

Total Match:	$0.00
Period of Performance:	12/01/2022 - 12/31/2024
Award/Contract Number:	COCP-FY23-0001
Ein:	12-3456789

Appendix C: Example of Direct Award Invitation Email

This is an example of the invitation email that is sent to a Direct Award subrecipient. The subrecipient must click the hyperlinked "Initiate Direct Award" in this email to accept the invite.

We are pleased to inform you that a direct award has been initiated for the following program:

Grantor: Rhode Island- DEMO
Program Name: Chamber of Commerce Program
Project Title: Direct Award Acceptance

Note from grantor:

Congratulations! You have been awarded funding from the state of Rhode Island! Please log into your eCivis Portal to accept your award.

To complete the award initiation please use the following link. If you already have an eCivis Portal account you may use that to sign in, or you will be able to create a free account to manage this award:
Initiate Direct Award [mandrillapp.com]

Please contact support@ecivis.com for technical issues or questions.

Sincerely,

Test

Appendix D: Example of Award Recommendation Approval Task Notification

State agency users that are part of the Award Recommendation approval workflow will receive an automated email like the one below notifying them of a pending Award Recommendation that needs their approval

An approval task has been created that requires your attention in eCivis Grants Network.

Program:	Direct Award Test2
Project:	Planting Trees 2023
Award/Contract Number:	RI-23-0001
Subrecipient:	Katje's Organization
Task Type:	Award Recommendation Approval
Approval Type:	Single User
Review Comment:	Award Rec created on 12/29. Subaward agreement attached and ready for signature by subrecipient.

Sincerely,

The eCivis Support Team

Appendix E: Example of Award Denial Email

If during the Award Recommendation process or the Final Approval process the task is rejected or denied, the following email will be sent to the applicant and end their award process.

Application Denied Notification

EP   eCivis Portal <support@ecivis.com>
      To   C
      Cc   ✓

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

📄 awardNotification.pdf   ∨
PDF 21 KB
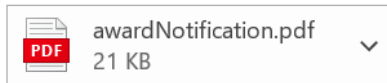
We're sorry to inform you that your application has been denied for the following program:

Title: Direct Award Test2

Your application details will remain available in the eCivis Portal [mandrillapp.com].

This application will not be processed any further within the system but will remain on record. Please refer to the note from the grantor below for further information about your application or additional opportunities.

Appendix F: Tentative Award Notification Email

This is an example of the email that is sent to the applicant once an award package has been approved by all approvers in the Award Recommendation workflow.

Award Notification Letter

Dear Katje Benoit,

Congratulations! An award package has been created for the following program:

Project:	Planting Trees 2023
Program:	Direct Award Test2
Approved Amount:	$2,000.00
Other Awards:	• Excise tax: $2,000.00
	Total Other: $2,000.00
Total Match:	$0.00
Period of Performance:	01/01/2023 - 12/31/2023
Award/Contract Number:	RI-23-0001
Ein:	12-3456789

Note from grantor:

Congratulations! You have been awarded funding from the Rhode Island Department of Administration! Please log in to your eCivis Portal account to review and sign your subaward agreement and accept your award.

Please find your award letter attached. To see full award details and accept your award, please click here [portal.ecivis.com].

For any questions pertaining to this award package, please contact your grantor at:

katje.benoit.ctr@omb.ri.gov

Appendix G: Example of Final Approval Task Notification

State agency users that are part of the Final Approval approval workflow will receive an automated email like the one below notifying them of a pending Final Award Approval that needs their approval

An approval task has been created that requires your attention in eCivis Grants Network.

Program:	Direct Award Test2
Project:	Planting Trees 2023
Award/Contract Number:	RI-23-0001
Subrecipient:	Katje's Organization
Task Type:	Final Award Approval
Approval Type:	Single User
Review Comment:	

Sincerely,

The eCivis Support Team

Appendix H: Example of Grant Award Notification Email

This is an example of the notification email that is sent to the subrecipient once all members of the Final Approval workflow have reviewed and approved the award

We are pleased to inform you that your award has been approved for the following program:

Program: Direct Award Test2

Project: Goals Test

You can now manage your post-award activities in the eCivis Portal [mandrillapp.com]. This will include submitting financial and activity reports, award amendments, and miscellaneous tasks.

Note from grantor:

Test

For any questions pertaining to this award package, please contact your grantor at:

katje.benoit.ctr@omb.ri.gov

Appendix I: Detailed Financial Reports option in Solicitation Set up

In the pre-award process of solicitation creation, there is an option to include "Detailed Financial Reports" for post-award reporting by subrecipients. The selection to "Collect Detailed Financial Reports" needs to be made before a solicitation is published. If this selection was made before your solicitation was finalized and published, the assignment of *Detailed Financial Report* Descriptions and GL Codes to each subrecipient occurs during the Award Recommendation task creation. If needed, Descriptions and GL Codes can also be assigned during the post-award phase.

To include Description and GL Code options for subrecipient reporting, click on *Detailed Financial Report Options* on the *Submission* tab of your solicitation:

A pop-up will appear where you can add GL Codes and Descriptions for subrecipients to choose from when submitting Financial Reports (Payment Requests) to you. To help the subrecipient distinguish which GL Codes/Activities are used for each budget category, it is suggested to prefix the GL Codes with the budget category you intend them to use (example below).

During Award Recommendation, you can select which of these options will appear for each individual subrecipient (see pages 14-15). Example of what the subrecipient will see when submitting Financial Reports (Payment Requests):

Note: If the checkbox was marked to "Collect Detailed Financial Reports" when your solicitation was published, and you do not enter in drop-down options/assign those options for the subrecipient, they will be given a free-form text field to enter information in the GL Code/Activity and Description fields above when submitting Financial Reports (Payment Requests).