Intro to GMO and eCivis for State Agencies

Grants Management Office

RHODE ISLAND

Agenda

What does the GMO do?

What is eCivis?

Implementation and Adoption of eCivis in Rhode Island

Grant Lifecycle

Rhode Island Uses for eCivis

State as Grantee and State as Grantor Breakdown and Trainings

eCivis (Grant Network) vs eCivis Portal vs Zengine

How it integrates with other systems

Types of Expenditures

Regulations

Federal Award Letters

Upcoming enhancements

Next steps for you

Glossary of Terms

What Does the GMO Do?

- Administer, support & maintain the state's grant management system (eCivis) and related integrations

- Provide training and technical assistance on grant management best practices, guidance, rules & regulations

- U.S. Treasury reporting & compliance for major Pandemic related federal programs

- Provide services in grant management to agencies in state government

- Policy, procedure and regulations related to grant management ([220-RICR-20-00-2](#))

- Training and support for the subrecipient and applicant community

- Administer the State of RI SAM.gov account with all agencies under the umbrella and UEI's

- Facilitate the issuance, compliance and transparency parts of Designated Grants

What is eCivis

Grants Management System (GMS)

- Tool that helps you manage the grant process from searching for funding opportunities all the way to closing out an awarded grant

- It can be used by the awarding state agency and subrecipient

eCivis

- The GMS vendor that Rhode Island is contracted with

- eCivis is one of many different Grant Management Systems

- You may hear eCivis and GMS be used interchangeably

Implementation and Adoption

Implementation Start Date: August 2021 – December 2022

Adoption: January 2023

Full Effect: July 1, 2023 (State Grant Regulation)

GMO worked closely with state agencies to get their input to help shape the system we have today

eCivis is still work in progress – always looking for feedback – more enhancements on the way!
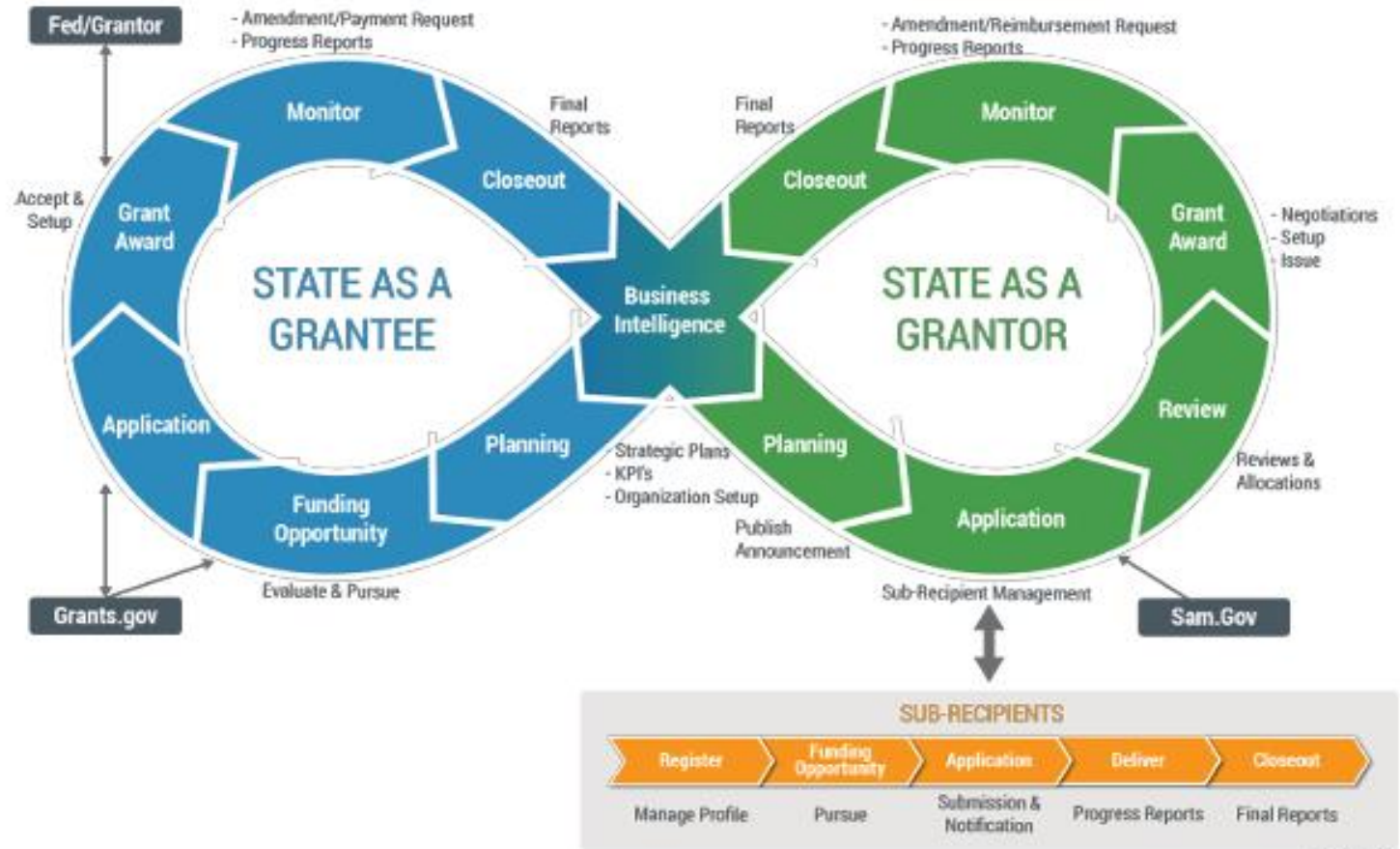

Reasons Rhode Island Chose eCivis:

End to end GMS – both State as Grantee and State as Grantor

Allowed for a two-way integration with RIFANS (financial system)

Had experience with state-wide implementation

Other States using eCivis*: Arizona, California, Georgia, Alaska, Missouri, Montana, New Jersey, Texas, Indiana

Grant Lifecycles

Rhode Island Uses of eCivis

State as Grantee (Prime Recipient Agency)

- Funding Opportunities

- Assign awarded grants

- Manage budget and track expenditures

- Set goals and metrics

- Assigning tasks

- Grant closeout

State as Grantor (Pass-Through Entity)

- Create applications for subrecipients

- Issue subawards (competitive and non-competitive)

- Manage subrecipients and subawards

- Subrecipient reporting and invoicing

- Subrecipient Monitoring

- Subaward closeout

State as Grantee (Prime Recipient Agency)

Receiving money from the federal government and state agency expending the funds

- Utilizing the "Grantee side of the system"

    - Primarily the Search for Grants feature and Project Dashboard

- Recorded trainings to review

    - Funding Opportunities (How to find funding opportunities via eCivis for federal awards)

    - Standard Grantee (If your state agency receives federal funds)

    - Report Functionality (Users who will need to pull data from eCivis for reporting)

State as Grantor (Pass Through Entity)

Receiving money from the federal government and passing that money through the state agency to a subrecipient (State Agency m ay sometimes hold part of funds for agency use)

- Utilizing the "Grantor side of the system"

  - Grant Management – Subrecipient Management (in eCivis)

  - What you enter in the Grantee side will influence the Grantor side

- Recorded Trainings to review

  - Avoiding Financial Pitfalls on Subaward Invoices (if you will be approving invoices)

  - Subaward Template Guidance and Drafting Appendix II to Subaward (If you will be initiating subaward agreements/making award recommendations)

  - Competitive Standard Grantor (if you will be creating a competitive application for a grant award)

  - Grantor Pre-Award (series of 5 videos for those managing competitive awards)

  - Grantor Post Award (If you will be managing subrecipients after they have been awarded)

  - Non-Competitive, Direct to Award (If you have been approved for a non-competitive applications)

  - Subrecipient Monitoring (3 part training for those responsible for subrecipient monitoring/post award management)

Additional Training Topics

- IAA-FF: Inter-Agency Agreement with Federal Funds

  - If your agency is passing federal money through to another state agency, or vise versa

- FFATA

  - If you have subrecipient awards of $30,000 or more – mandatory reporting

- Grant Finance 101

  - General intro to grant finance for all

- RIFANS (State's financial system of record)

  - Basic functions of RIFANS as it related to grant finance and invoices
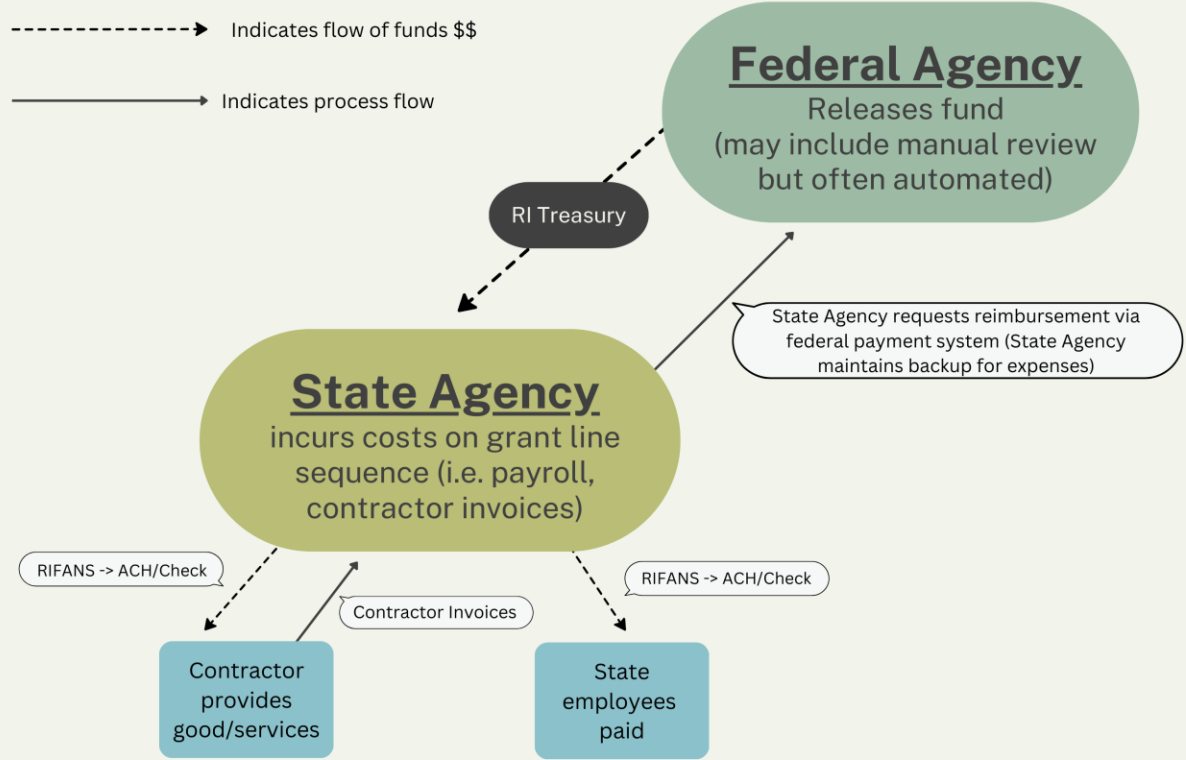
GMO [Website](#)

- User guides and how to videos on all processed and procedures for Grantee and Grantor activities
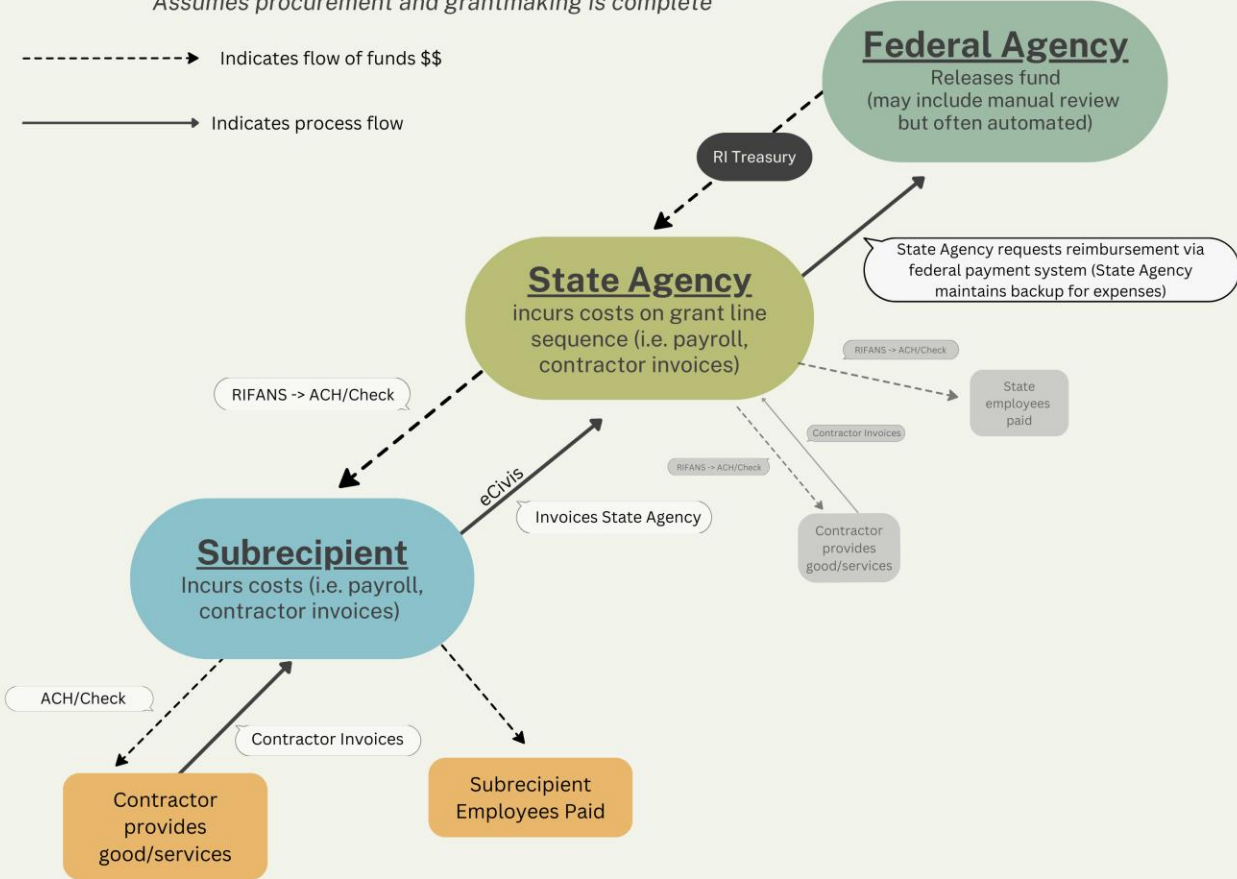
Movement of Funds Flowcharts

eCivis (Grants Network) vs eCivis Portal vs Zengine
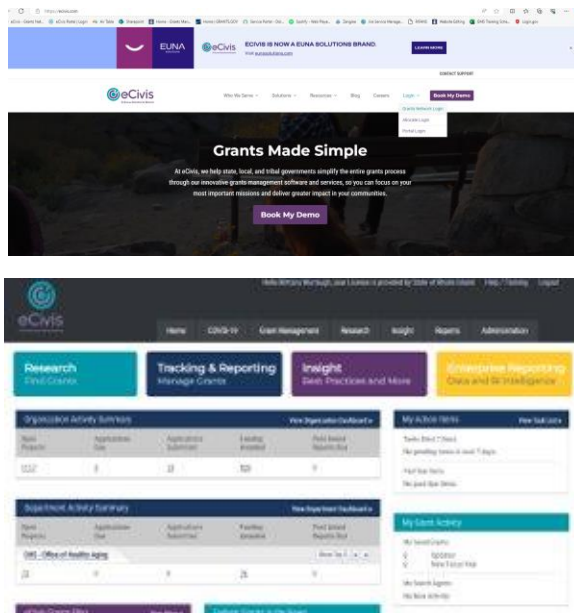
eCivis (Grants Network)	eCivis (Portal)	Zengine
For State Agency users	For Applicants/Subrecipients	For State Agency users
Main site for managing grants (grantee and grantor)	Where applicants and subrecipients apply for and manage awards	Where State Agency users build application workspace*
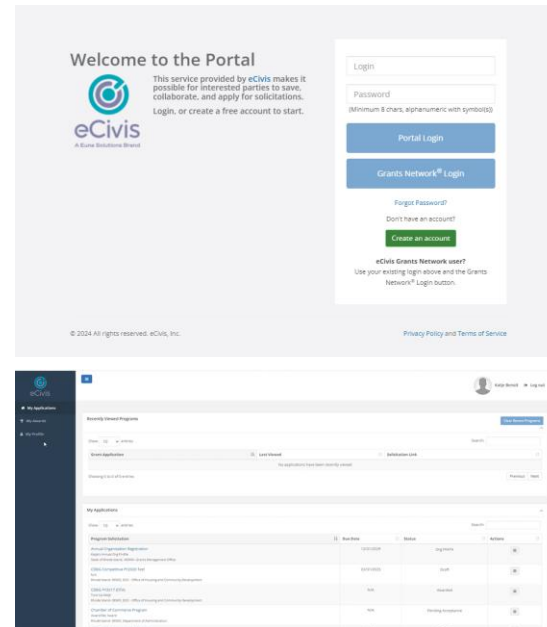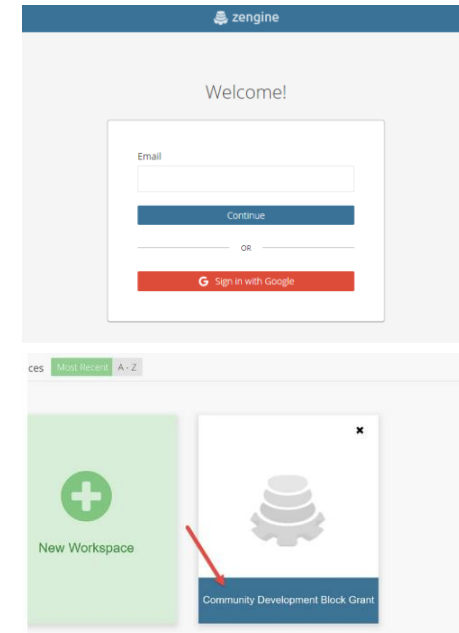
Integration with RIFANS and RIGID

RIFANS

- Rhode Island Financial System

- Subaward invoices/payments are collected in eCivis and paid through RIFANS

RIGID

- Rhode Island Grant ID

- Automated by eCivis to connect them to RIFANS

- 123-4567890-A/BCDeFgHi

  Agency Code – Line Sequence - eCivis RIGID

- Upcoming RIGID Updates: We recognize the RIGID is complex and are working with the vendor to change it to a more meaningful identifier as part of the upcoming Workday ERP project.

Grants.gov

- Where you apply for grants

- eCivis centralizes grants from across federal agencies and integrates them into eCivis – One stop shop!

- Search for grants on eCivis – then be directed to the appropriate place to apply on grants.gov

- You can save grants you are going to apply for as "projects" in eCivis, or email grants you find to others directly from eCivis.

Regulations

Uniform Grant Guidance

- Implemented December 26, 2014

- Set of rules and regulations on federal grants from the Office of Management and Budget – Establishes uniform administrative requirements, cost principals, and audit requirements for Federal award to non-Federal entities

eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

State Regulations

- Effective: 3/15/2023

- Establishes a regulatory framework for grant-making by state agencies involving federal funds that is consistent with 2 CRF 200

- Promote fairness and consistency, expand transparency and access, and remove barriers for grant seekers

- Implemented GMS 😎

RULES AND REGULATIONS FOR GRANT-MAKING INVOLVING FEDERAL FUNDS - Rhode Island Department of State (ri.gov)

Agency Guidance

Agency Regulations (CFR)

Uniform Guidance (2 CFR 200)

Statute (P.L. ###-###)
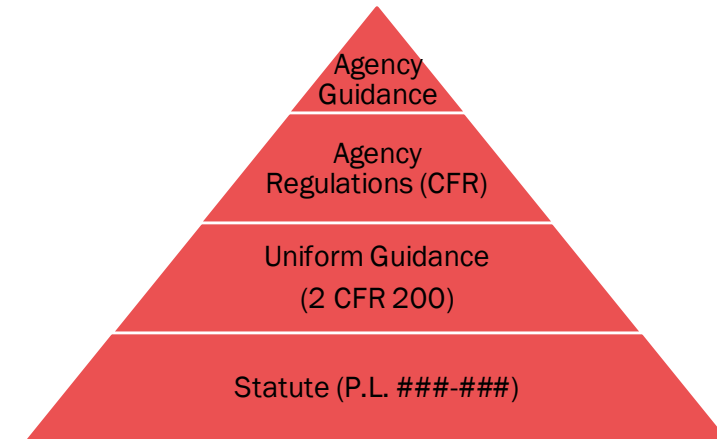
Federal Award Letter

Federal Award Date: September 30, 2022

Recipient Information

1. Recipient Name
CHILDREN, YOUTH AND FAMILIES,
RHODE ISLAND DEPT OF
101 Friendship St., 4th Floor

PROVIDENCE, RHODE ISLAND 02903

2. Congressional District of Recipient
*See Remarks

3. Payment Account Number and Type
*See Remarks

4. Employer Identification Number (EIN)
1056000522C6

5. Data Universal Numbering System (DUNS)
929956290

6. Recipient's Unique Entity Identifier
YDJ1N7K9HYN5

7. Project Director or Principal Investigator
Kevin Aucoin

kevin.aucoin@dcyf.ri.gov

8. Authorized Official
*See Remarks

Federal Agency Information
9. Awarding Agency Contact Information
Sona Cook
Grants Management Officer
sona.cook@acf.hhs.gov
214-767-2973

10. Program Official Contact Information
Joseph Bock

Federal Award Information

11. Award Number
2301RIFOST
12. Unique Federal Award Identification Number (FAIN)
2301RIFOST
13. Statutory Authority
Title IV-E of the Social Security Act
14. Federal Award Project Title
*See Remarks
15. Catalog of Federal Domestic Assistance (CFDA) Number
93.658
16. CFDA Program Title
Foster Care_Title IV-E
17. Award Action Type
New
18. Is the Award R&D?
*See Remarks

Summary Federal Award	Financial Information
19.Total Amount of Federal Funds Obligated by this Action	$3,558,618
20.FAIN	
2301RIFOST	$3,558,618
21. Fiscal Quarter Start Date- 10-01-2022-	**End Date-** 12-31-2022

22. Authorized Treatment of Program Income
*See Remarks
23. Grants Management Officer – Signature

Sona Cook
Grants Management Officer

- Awarding Agency: Federal Grantor

- Award Amount: Total amount of grant award

- Match/Cost Share: Is the state required to provide funds in addition to the federal award?

- UEI: Unique Entity Identifier

- FAIN: Federal Award Identification Number

- Assistance Listing Number (Formally CFDA)

- Period of Performance: Length of grant program

- Program description

Type of Expenditures

If allowed by the terms and conditions of the Federal Award, grant funds can be used for a wide range of expenditures in state government including:

- Personnel

- Subawards

- Goods/Services

- Centralized Servies

- Supplies (WB Mason etc)

Upcoming Enhancements

Application and Review Management

- New platform through eCivis for Grantors to create, review, and manage applications for subrecipients

- Allows multiple people to work on application collaboratively

- General system and user enhancements

- Collaborated with grant staff and the vendor for these improvements

  - Enhancements based off feedback from users

Where to Start

- What is your role in the grant lifecycle?

- Program? Finance? Subaward?

  - Does your agency have central finance office?

  - Does your agency have any GMS policies/procedures?

Grants Management Support and Trainings

- Request eCivis account if needed (supervisor submits User Support Form on website)

- Live Trainings and Training Archive (Access via SharePoint) - Submit User Support Form if access is needed

- Office Hours: Thursdays from 2:00 – 3:00pm (for active GMS users)

- Website Resources

- User Support Form

Your future's so bright it burns my eyes

Glossary of Terms

- GMO: Grants Management Office

- GMS: Grants Management System (eCivis is Rhode Island's GMS)

- Subrecipient: Entity receiving funds from a state agency (i.e. non-profit, municipality etc.)

  - State agency applies for grant from Federal Government – When state agency is awarded they can then subaward out to "subrecipients" all or part of their award

- RIFANS: Rhode Island financial system for tracking expenditures

- Grant Lifecycle: Refers from grant from start to finish. Typically is four stages (Pre-award, awarded, and post award, closeout)

- 2CFR 200 – Uniform Grant Guidance = attempt at consistent grant requirements across federal agencies

- Competitive vs Formula Awards: Competitive awards require applications and formula awards are granted automatically by federal government

- Assistance Listing Number: Grant program identifier; Each federal grant program gets a ALN (formally CFDA)

- Federal Award Identification Number (FAIN): Grant award identifier/award ID

  - FAIN's are specific to the individual award for each state agency, ALN is for the grant program overall

Glossary of Terms cont.

- Grantee: Entity receiving grant funds

- Grantor: Entity giving grant funds

- Subaward: Document issued by state to subrecipient with grant details, terms and conditions

- UEI: Unique Entity Identifier

  - Generated in SAM.gov for registered entities – Agencies and subrecipients are required to register with SAM.gov and have a UEI to get grant funding

- Line Sequence: State account where expenditures are charged and revenue is recorded

- RIGID: Rhode Island Grant ID – How we connect eCivis and RIFANS together

  - Currently a combination of agency number, line sequence, and eCivis "RIGID"

- NOFO: Notice of Funding Opportunity

- NOA: Notice of Award aka. grant agreement (from federal agency you requested grant money from)

Reference Links

Grants Management Office Website: [Home - Grants Management Office | Rhode Island (ri.gov)](#)

User Support Form: [Submit a User Support Ticket - Grants Management | Rhode Island (ri.gov)](#)

Uniform Grant Guidance: [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

State Regulations: [RULES AND REGULATIONS FOR GRANT-MAKING INVOLVING FEDERAL FUNDS - Rhode Island Department of State (ri.gov)](#)

National Grants Mangement Association: [Home (memberclicks.net)](#)

Questions and Suggestions

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