RI-Specific: Subrecipient Post-Award Management

This user guide walks through the different actions a subrecipient can take in eCivis Portal to manage an award after it has been accepted. For instructions on submitting an application and accepting an award, visit: https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/resources-applicants-subrecipients

Contents

Overview of Award Dashboard

When you are logged into your eCivis Portal, navigate to the *My Awards* tab to view all of your awards and their current status. Clicking on the hyperlinked *Grant Title* brings you to that respective Award Dashboard.

At the top of your *Award Dashboard* you will see generic details about your award such as performance period, award amount, award contract number, etc. You will also see buttons for the different options of managing your award. To see a view-only copy of your award budget, goals, or files associated with your award, click on the respective buttons. The remainder of the button options will be explained in this document.

Scrolling down on your Award Dashboard, you will next see your Pending Tasks. Pending tasks include all Financial Reports (Payment Requests), Activity Reports, and Miscellaneous Reports that have been assigned to you by your grantor with their due dates. You can review when the tasks were created/assigned and when they are due. Clicking on the *Actions* icon allows you to start working on the task or mark it complete.

Pending Tasks

Show [10 ▾] entries   Search: [   ]

Task Type ⇅	Date Created ⇅	Due Date ⇅	Actions ⇅
Activity Report Request	08/08/2022	03/25/2023	☰
Activity Report Request	08/08/2022	12/25/2022	☰
Activity Report Request	08/08/2022	04/25/2023	☰
Financial Report Request	08/08/2022	04/05/2023	☰
Activity Report Request	08/08/2022	10/25/2022	☰
Financial Report Request	08/08/2022	06/05/2023	☰
Financial Report Request	08/08/2022	05/05/2023	☰

Scrolling to the next section of your Award Dashboard, you will see your Award Activities. Initially, this section will be blank but as you submit tasks to your grantor, they will be saved here along with their current status. Clicking on the hyperlinked *Current Status* will show you additional details of where your task is in the approval workflow. Clicking on the hyperlinked *View Report* will open a copy of the report that was submitted to your grantor.

Award Activities

Show [10 ▾] entries   Search: [   ]

Report ⇅	Reporting Period ⇅	Created By ⇅	Date Created ⇅	Current Status ⇅	Actions ⇅
Financial Report	09/09/2022 -- 09/19/2022	Katje Benoit	08/11/2022	Approved / Awaiting Payment	View Report
Financial Report	08/08/2022 -- 09/21/2022	Katje Benoit	08/11/2022	Approved / Awaiting Payment	View Report
Financial Report	08/18/2022 -- 09/01/2022	Katje Benoit	08/11/2022	Approved / Awaiting Payment	View Report

Showing 1 to 3 of 3 entries   Previous 1 Next

Reload

Scrolling down to the final section of your Award Dashboard is the Award Amendments section. If you ever need to request an amendment (change your performance period, request a budget change, request a goal target unit change, etc.) you will use the *Grant Amendment* functionality. All grant amendments that have been submitted to your grantor will show here along with their status and a copy of the changes requested. Grant Amendments initiated by your grantor agency will also be listed in this section.

Adding Team Members to a Grant Award

The user that accepted the grant award will have the user role "Owner" and may add team members to their awarded grant in eCivis Portal. All team members have the same level of access to view and submit reports to the Grantor, however, only the Award Owner can add additional team members.

Once logged into eCivis Portal, click on *My Awards* and locate the grant you want to add team members to. Click on the hyperlinked *Grant Title.*

This opens your *Award Dashboard*. Click on *Manage Project Team.*

On the *Project Team* page, select *Add Team Member.*

Input the email address of the team member you wish to add. You can also check if you want that team member to receive email notifications about the grant. Click *Add Member*.

Once you have invited team members, you will see their status as *Pending*. Under *Actions* you can delete the invite, re-send the invite, or change their award notifications.

Once the team member has accepted the invite, their *Status* and *Actions* options will change:

Note: Only users with the role *Owner* can add new team members to a grant award dashboard. Users with the role *Team Member* cannot add other team members. Besides that, all team members have the same level of access as the *Owner* to view and submit reports to the Grantor. If you need the *Owner* role transferred to another user, reach out to your grantor agency. If you subaward these funds to other entities, do NOT add Team Members from those entities. All Team Members should be directly affiliated with your entity.

Accepting an Invite to Join a Grant Award

They will receive an email from Support@eCivis.com notifying them that someone has invited them to join their project team in eCivis Portal. The team member should click the link in the email to accept or decline the invite:

Clicking on that link will bring them to the invitation in eCivis Portal. They may be prompted to create an account if they have not already. With the invite open, click *Accept Invitation.*
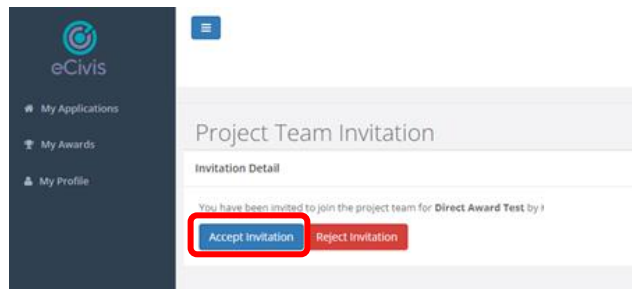
Once accepted, that team member will see the grant in their *My Awards* tab of their eCivis Portal with their role listed as "Team Member"
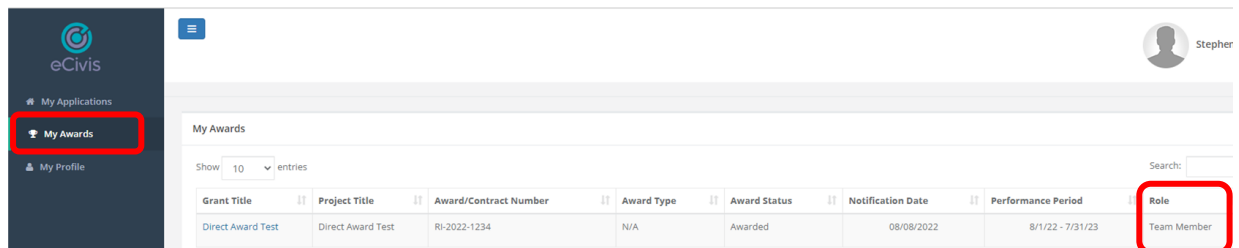
Accepting an Award Ownership Transfer Request

If needed, the grantor agency can transfer the *Award Owner* permissions to another user at the subrecipient's entity. An example would be if the original *Award Owner* no longer works for the subrecipient entity, and the award needs to be transferred to someone else. If the grantor agency invites you to become the *Award Owner,* you will receive an email notification. Click on the hyperlinked *Initiate Award Transfer* to view additional details about the award.

Please accept this invite to join the project Subrecipient Test 11162022 - RI-TEST-22162022 from Rhode Island- DEMO - Department of Administration. If you have an eCivis Portal account, you may click the link and log in. If not, you may click the link and create an account. If you have questions, please reach out to your Grantor.

Initiate Award Transfer [mandrillapp.com]

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

Sincerely,
Test

This will prompt you to log in to eCivis Portal. Once logged in, an *Award Transfer Initiation* will appear with additional details on the award. Review the details and click *Accept Ownership* or *Decline Ownership.*

Rhode Island- DEMO
Direct Award Test2

Please accept this invitation for Award Ownership sent by your Grantor. Award Ownership will allow you to be the main point of contact for this award and allow you to add, remove, and edit team members permissions. If you have questions, please reach out to your grantor.

Award Transfer Initiation

Program Details

Program Title:	Direct Award Test2
Project Title:	Subrecipient Test 11162022
Contract Number:	RI-TEST-22162022
Award Type:	N/A
Award Status:	Awarded
Performance Period:	10/31/2022 - 12/29/2024

[Accept Ownership] [Decline Ownership]

Once you accept ownership, you can find the grant in your *My Awards* tab. Your role will be listed as *Owner.*

Submitting a Financial Report (Payment Request)

Financial Reports in eCivis Portal will be your way of requesting funds from your grantor agency. Financial Reports may also be submitted for reporting purposes only, not to request a payment. Financial Reports submitted through eCivis Portal will be reviewed and approved/returned for changes/rejected by your grantor. Approved Financial Reports with funds requested will then be sent to the state's financial system for payment to your entity. Financial Reports may be assigned to you to submit on a cadence. To check this and all upcoming due dates, view the *Pending Tasks* section of your Award Dashboard.

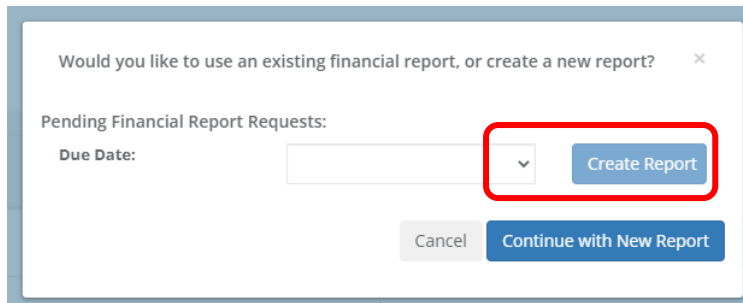From your Award Dashboard, click on *Submit Financial Report.*
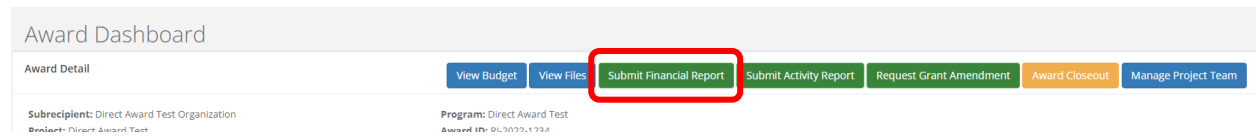
If your grantor has requested Financial Reports be submitted by certain date, a pop-up will appear asking you to select from the drop-down menu which report due date you want to create. Once selected, click *Create Report*.

You can also initiate a Financial Report by clicking *Create Financial Report* from the *Actions* column in your Pending Tasks table.

The top of each Financial Report, *Award Financial Overview,* is not editable but will update with each Financial Report you submit. This area is a summary of the total award spend and the total award amount remaining.

In the *Financial Report Details* section, start by clicking inside the *Reporting Period* box and provide the dates of the reporting period then click apply:

Reporting periods should not include dates in the future.

Enter the amounts in the appropriate budget category under the *Spend* and *Match* (if necessary) columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Subrecipients can only report in budget categories they have been awarded in. If a category is greyed out, and you would like to request reimbursement in that category, a grant amendment is needed. The first set of columns are for you to report/request funds. The second set of columns are to show you what was approved with your award. The third set of columns show you how much money you have remaining in each category. You cannot request more than what is remaining, you will see the box turn red and you will be unable to submit. Make sure you have no errors before moving to the next section.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. PERSONNEL	$ 20.00	$ 0.00	$ 20.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2. FRINGE BENEFITS	$ 30.00	$ 0.00	$ 20.00	$ 0.00	$ -10.00	$ 0.00	$ -10.00
3. TRAVEL	$ 0.00	$ 0.00	$ 20.00	$ 0.00	$ 20.00	$ 0.00	$ 20.00
4. EQUIPMENT	$ 15.00	$ 0.00	$ 20.00	$ 0.00	$ 5.00	$ 0.00	$ 5.00
5. SUPPLIES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
6. CONTRACTUAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. CONSULTANT PROFESSIONAL SERVICES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
8. SUBAWARDS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
9. CONSTRUCTION	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
10. OTHER	$ 5.00	$ 0.00	$ 20.00	$ 0.00	$ 15.00	$ 0.00	$ 15.00
11. INDIRECT COSTS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	$ 70.00	$ 0.00	$ 100.00	$ 0.00	$ 30.00	$ 0.00	$ 30.00
	100.00 %	0.00 %		0.00 %	30.00 %	0.00 %	30.00 %

Note: Some programs do not have a budget built into the eCivis Portal system and only need you to request your total spend, not broken down by budget categories. An example of that is below where you will enter in your total request in the one *Reported Spending* field. The rest of the Financial Report will function the same.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Reported Spending	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	$ 9,950.00	$ 0.00	$ 9,950.00

Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	$ 9,950.00	$ 0.00	$ 9,950.00
	0.00 %	0.00 %		0.00 %	99.50 %	0.00 %	99.50 %

Below the budget table, mark the checkbox "Reimbursement Request". Your total request will be automatically populated using what you entered in the budget categories above. **This box must be checked if you are requesting payment.**

In the *Financial Report Narrative* enter details on your request and any other details requested by your grantor.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

```
</>  H1  H2  H3    B  I  U    ≣  ≣  ≣  ≣    %
```

Enter narrative here

7980 characters remaining

In the final section, upload all supporting documentation (i.e.: invoices, personnel time and effort, receipts, etc.) necessary to support your Financial Report/reimbursement request.

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

Upload File ☁

Show 10 ✔ entries

File Name	↕	File Size
	No files are available for download	

Showing 0 to 0 of 0 entries

You can *Save & Close* to finish the report at a later date or *Submit Report.* Pressing *Cancel* will discard the report and no changes will be saved.

Save & Close   Submit Report   Cancel

When you click *Submit Report* a warning message will appear to ensure you are ready to submit. You must check the Acknowledgement Statement box in order to the submit the Financial Report. Then click *Ok.*

Warning! ×

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

Acknowledgement Statement

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the subaward. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 2 CFR 200.415a (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

* ☑ Click here to agree with acknowledgement statement

Cancel   Ok

Once you click *Ok,* you will be brought back to your Award Dashboard. You can scroll down to the *Award Activities* section to view your submitted Financial Report and its current status.

If Changes to Your Financial Report are Requested by Your Grantor…

If your Financial Report is returned to you by the grantor, you will be notified via email (from Support@eCivis.com) with a note telling you what needs to be changed/fixed:

You will also see the status of the report change in the *Award Activities* section of your Award Dashboard. Click on the hyperlinked *Review/Resubmit* under Actions to make your changes.

This will take you to your financial report how you previously submitted it. Review "Note from the grantor" for instructions on how to edit your Financial Report.

Make the necessary changes to your Financial Report and re-submit.

Once your Financial Report has been approved, the *Current Status* will change to "Approved / Awaiting Payment."

Once payment is processed, the *Current Status* will change to "Approved / Paid" and reflect in your Award Remaining amount. All completed Financial Reports can always be revisited in a view-only screen by clicking *View Report* under the Actions column.
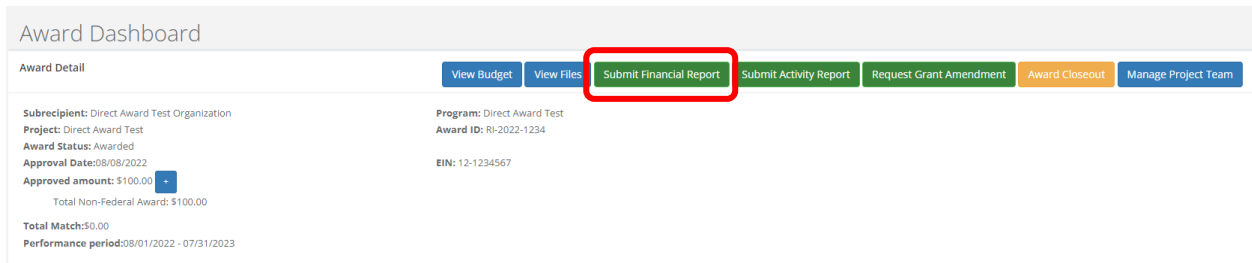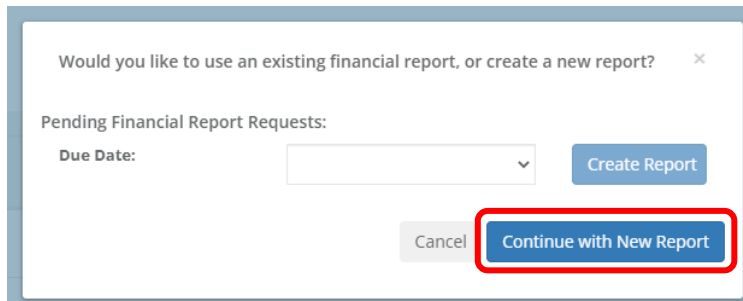
Submitting an Advance Payment Request

Requesting an Advance Payment from your grantor agency will also be done through the Financial Report functionality. Advance Payment requests allow you to request funds from your grantor agency in a lump sum, and report on how that amount was spent at a later date. Only request an Advance Payment if your subaward agreement explicitly allows advances of funds. Approved Advance Payment requests will then be sent to the state's financial system for payment to your entity.

From your Award Dashboard, click on *Submit Financial Report.*

To submit an Advance Payment request that may not be part of your grantor's reporting schedule, click *Continue with New Report* from the pop-up.

The top of each Financial Report, *Award Financial Overview,* is not editable but will update with each Financial Report you submit. This area is a summary of the total award spend and the total award amount remaining.

In the *Financial Report Details* section, start by clicking inside the *Reporting Period* box and provide the dates of the reporting period then click apply:

For Advance Payments, select today's date for the Reporting Period start and end, unless advised differently by your grantor.

In the budget breakdown, leave all *Spend* column categories at $0. For Advance Payments, you will request a lump sum and then report on how it was spent, by category, at a later date. Check the *Reimbursement Request* box and enter the amount of funding you are requesting as part of the Advance Payment.

Category	Spend	Match
1. PERSONNEL	$ 0.00	$ 0.00
2. FRINGE BENEFITS	$ 0.00	$ 0.00
3. TRAVEL	$ 0.00	$ 0.00
4. EQUIPMENT	$ 0.00	$ 0.00
5. SUPPLIES	$ 0.00	$ 0.00
6. CONTRACTUAL	$ 0.00	$ 0.00
7. CONSULTANT PROFESSIONAL SERVICES	$ 0.00	$ 0.00
8. SUBAWARDS	$ 0.00	$ 0.00
9. CONSTRUCTION	$ 0.00	$ 0.00
10. OTHER	$ 0.00	$ 0.00
11. INDIRECT COSTS	$ 0.00	$ 0.00
Report Total	Spend	Match
	$ 0.00	$ 0.00
	0.00 %	0.00 %

☑ **Reimbursement Request***

$ 500.00

Note: Some programs do not have a budget built into the eCivis Portal system and only need you to request your total spend, not broken down by budget categories. For Advance Payment requests, do not enter a dollar amount in the *Reported Spending* category. Check the *Reimbursement Request* box and enter the amount of funding you are requesting as part of the Advance Payment.

In the *Financial Report Narrative* enter details on your request and any other details requested by your grantor. Make sure to include a note that this is an Advance Payment request.

In the final section, upload any documentation required by your grantor to support your Advance Payment request.

You can *Save & Close* to finish the report at a later date or *Submit Report.* Pressing *Cancel* will discard the report and no changes will be saved.

When you click *Submit Report* a warning message will appear to ensure you are ready to submit. You must check the Acknowledgement Statement box in order to the submit the Financial Report. Then click *Ok.*

Once you click *Ok,* you will be brought back to your Award Dashboard. You can scroll down to the *Award Activities* section to view your submitted Financial Report/Advance Payment and its current status.

Once your Financial Report/Advance Payment has been approved, the *Current Status* will change to "Approved / Awaiting Payment"

Once payment is processed, the *Current Status* will change to "Approved / Paid" and reflect in your Award Remaining amount. All completed Financial Reports can always be revisited in a view-only screen by clicking *View Report* under the Actions column.

Reporting How an Advance Payment was Spent

After you have received your Advance Payment, you will need to report on how it was spent. Repeat this process as many times as necessary to document how the funds were spent. To submit a report, from your Award Dashboard, click on *Submit Financial Report.*

Either choose an upcoming report due date or click *Continue with New Report* from the pop-up.

You can also initiate a Financial Report by clicking *Create Financial Report* from the *Actions* column in your Pending Tasks table.

The top of each Financial Report, *Award Financial Overview,* is not editable but will update with each Financial Report you submit. This area is a summary of the total award spend and the total award amount remaining.

In the *Financial Report Details* section, start by clicking inside the *Reporting Period* box and provide the dates of the reporting period. Reporting periods should not include dates in the future. Then click apply:

Enter the amounts in the appropriate budget category under the *Spend* and *Match* (if necessary) columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Subrecipients can only report in budget categories they have been awarded in. If a category is greyed out, and you would like to request reimbursement in that category, a grant amendment is needed. The first set of columns are for you to report on funds spent. The second set of columns are to show you what was approved with your award. The third set of columns show you how much money you have remaining in each category. You cannot report spend funds more than what is remaining, you will see the box turn red and you will be unable to submit. Make sure you have no errors before moving to the next section.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. PERSONNEL	$ 20.00	$ 0.00	$ 20.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2. FRINGE BENEFITS	$ 30.00	$ 0.00	$ 20.00	$ 0.00	$ -10.00	$ 0.00	$ -10.00
3. TRAVEL	$ 0.00	$ 0.00	$ 20.00	$ 0.00	$ 20.00	$ 0.00	$ 20.00
4. EQUIPMENT	$ 15.00	$ 0.00	$ 20.00	$ 0.00	$ 5.00	$ 0.00	$ 5.00
5. SUPPLIES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
6. CONTRACTUAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. CONSULTANT PROFESSIONAL SERVICES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
8. SUBAWARDS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
9. CONSTRUCTION	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
10. OTHER	$ 5.00	$ 0.00	$ 20.00	$ 0.00	$ 15.00	$ 0.00	$ 15.00
11. INDIRECT COSTS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	$ 70.00	$ 0.00	$ 100.00	$ 0.00	$ 30.00	$ 0.00	$ 30.00
	100.00 %	0.00 %		0.00 %	30.00 %	0.00 %	30.00 %

Note: Some programs do not have a budget built into the eCivis Portal system and only need you to report your total spend, not broken down by budget categories. An example of that is below where you will enter in your total spend in the one *Reported Spending* field. The rest of the Financial Report will function the same.

Category	Spend	Match	Award Approved	Match Approved	Award Remaining	Match Remaining	Total Remaining
1. Reported Spending	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	$ 9,950.00	$ 0.00	$ 9,950.00
Report Total	Spend	Match	Total Award Approved	Total Match Approved	Total Award Remaining	Total Match Remaining	Total Remaining
	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00	$ 9,950.00	$ 0.00	$ 9,950.00
	0.00 %	0.00 %		0.00 %	99.50 %	0.00 %	99.50 %

Below the budget table, leave the "Reimbursement Request" checkbox **unchecked**. This report is only to report on the Advance Payment that was already paid out to you, and not to request more funds.

☐ **Reimbursement Request**
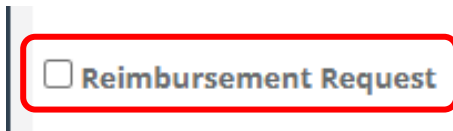
In the *Financial Report Narrative* enter details on how the Advance Payment was spent and any other details requested by your grantor.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

| </> | H1 | H2 | H3 | B | I | U | ☰ | ☰ | ☰ | ☰ | % |

Enter narrative here

7980 characters remaining

In the final section, upload all supporting documentation (i.e.: invoices, personnel time and effort, receipts, etc.) necessary to support how the Advance Payment was spent.

Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...
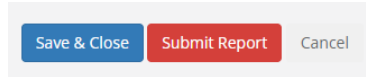
Upload File ☁

Show 10 entries

File Name	File Size
	No files are available for download

Showing 0 to 0 of 0 entries

You can *Save & Close* to finish the report at a later date or *Submit Report.* Pressing *Cancel* will discard the report and no changes will be saved.

When you click *Submit Report* a warning message will appear to ensure you are ready to submit. The system will notify you that you have not selected reimbursement, which is correct since you are only reporting on how an Advance Payment was spent, and not requesting additional funds at this time. You must check the Acknowledgement Statement box in order to the submit the Financial Report. Then click *Ok.*
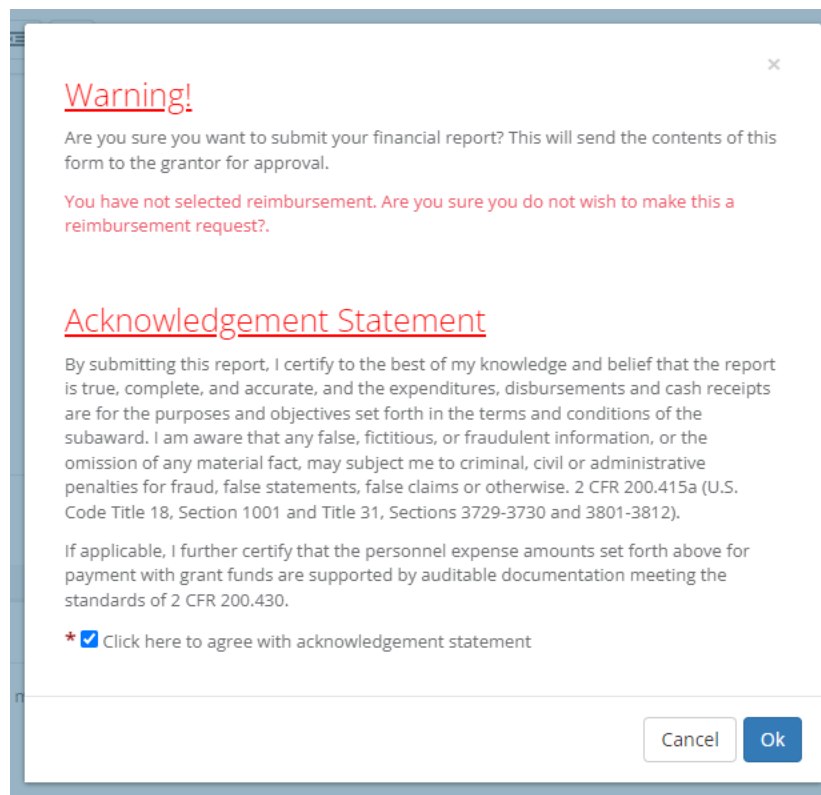
Once you click *Ok,* you will be brought back to your Award Dashboard. You can scroll down to the *Award Activities* section to view your submitted Financial Report and its current status.

Reference the *If Changes to Your Financial Report are Requested by Your Grantor* section of this document for detailed instructions on how to edit and re-submit reports that were sent back for changes.

Once your Financial Report has been approved, the *Current Status* will change to "Approved." All completed Financial Reports can always be revisited in a view-only screen by clicking *View Report* under the Actions column.

Award Activities

Show 10 entries   Search:

Report	Reporting Period	Created By	Date Submitted	Current Status	Actions
Financial Report	05/12/2023 -- 06/05/2023	Katje Benoit	05/31/2023	Approved	View Report

Submitting an Activity Report

Activity Reports are used to track your progress on the project through documentation, narrative, and target goals.

Like Financial Reports, Activity Reports can be assigned to you to submit to your grantor on a cadence. To check this, look at the *Pending Tasks* section of your Award Dashboard.

From your Award Dashboard, click on *Submit Activity Report.*

If your grantor has requested Activity Reports be submitted to them by certain date, a pop-up will appear asking you to select from the drop-down menu which report due date you want to create. Once selected, click *Create Report*.

You can also initiate an Activity Report by clicking *Create Activity Report* from the *Actions* column in your Pending Tasks table.

The first section of an Activity Report contains the Reporting Period and Report Narrative. Enter the dates for which this report is capturing and provide a detailed narrative to your grantor. Reporting periods should not include dates in the future. Reference program guidance on what to include in an Activity Report.

The next section is applicable to programs that have goals built into the system. If so, you will see an *Activity Report Metrics* section. Enter in your completed units in the white boxes (greyed out boxes show the summation of subgoal units). You can click which subgoal to report on from the drop-down menu and use the + / - icons to add or remove certain subgoals to this Activity Report. If requested by your grantor, also enter in the financial spend associated with completing your goals.

The final section of the report is the *Activity Report Files.* Here you can upload any supporting documentation, including any specific forms requested by your grantor.

To submit, click *Submit Report.* You can also hit *Save & Close* to save a draft and come back to submit at a later date. Hitting *Cancel* will discard the report and no changes will be saved.

Once submitted you will see it in the status of *Pending Approval* in your Award Activities table.

If Changes to Your Activity Report are Requested by Your Grantor

If your Activity Report is returned to you by the grantor, you will be notified via email (from Support@eCivis.com) with a note telling you what needs to be changed/fixed:

You will also see the status of the report change in the *Award Activities* section of your Award Dashboard. Click on the hyperlinked *Review/Resubmit* under Actions to make your changes.

This will take you to your Activity Report how you previously submitted it. Review "Note from the grantor" for instructions on how to edit your Activity Report.

Activity Report Changes Requested

Note from the grantor:

Please attach supporting documentation and resubmit.

Make the necessary changes to your Activity Report and re-submit.

Save & Close   Re-Submit Report   Cancel

Once your Activity Report has been approved, the *Current Status* will update to *Approved*. You will also receive an email from Support@eCivis.com notifying you that your submitted Activity Report has been approved.

Award Activities

Show 10 entries   Search:

Report	Reporting Period	Created By	Date Created	Current Status	Actions
Activity Report	09/01/2022 -- 10/01/2022	Katje Benoit	09/01/2022	Approved	View Report

All completed Activity Reports can always be revisited in a view-only screen by clicking *View Report* under the Actions column.

Submitting a Miscellaneous Report

Anything in your *Pending Tasks* table that is not labeled "Activity Report Approval", "Financial Report Approval", or "Closeout Approval" is a miscellaneous report. This can include documentation requests from your grantor where they need you to submit something to them that isn't included in an Activity or Financial Report.

From your *Pending Tasks* table, locate the report that is due. Click on the *Actions* icon and select *Create Task Response*

The first section of the report will have a note from your grantor with instructions on what to complete/submit. In the Subrecipient Response area, include a narrative or response to the grantor.

Next, review the *Task Files* section for documents that have been uploaded by your grantor. You can download and view/complete them by clicking the download icon in the *Actions* column. You can also upload your own files by clicking the green *Upload File* icon.

When you have completed all sections and are ready to submit, click *Submit Task*. Clicking *Cancel* will discard your response and no changes will be saved.
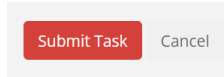
Once submitted you will see it in the status of *Pending Approval* in your Award Activities table.

If Changes to Your Miscellaneous Task Response are Requested by Your Grantor

If your Task Report is returned to you by the grantor, you will be notified via email (from Support@eCivis.com) with a note telling you what needs to be changed/fixed:

You will also see the status of the report change in the *Award Activities* section of your Award Dashboard. Click on the hyperlinked *Review/Resubmit* under Actions to make your changes.

This will take you to your Task Report how you previously submitted it. Review "Note from the grantor" for instructions on how to edit your Task Report.

Make the necessary changes to your Task Report and re-submit.

Once your Task Report has been approved, the *Current Status* will update to *Approved*. You will also receive an email from Support@eCivis.com notifying you that your submitted Task Report has been approved.

All completed Reports can always be revisited in a view-only screen by clicking *View Task* under the Actions column.

Submitting a Grant Amendment

Subrecipients have the capability to submit a grant amendment through their eCivis Portal. This grant amendment can include budget or programmatic changes.

IMPORTANT NOTES:

- **Subrecipients are not able to submit Financial Reports (Payment Requests) when an amendment with a financial change is in the status "Pending Approval." This is to ensure that funding is not overdrawn from budget categories while funding adjustments are pending. Once an amendment has been approved/rejected, you will be able to submit Financial Reports.**

- **Subrecipients can only submit one grant amendment at a time. While an amendment is in *Draft* or *Pending Approval* status, the green *Submit Grant Amendment* button will not appear on your Award Dashboard. The button will re-appear once there are no longer any amendments in *Draft* or *Pending Approval* status.**

From the top of your Award Dashboard, click on *Request Grant Amendment*
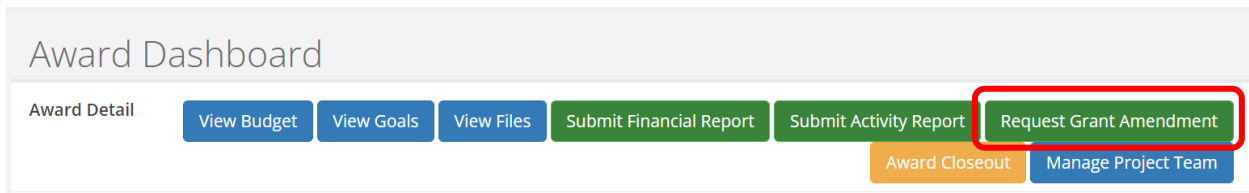
There can be up to 4 sections of the grant amendment

- Award details
- Financial Information
- Finalize Goals
- Attach Files

In the *Award Details* section, you can propose amendments to the following data fields: Organization Name, Project Name, EIN, and Performance Period End date. The *Award Details* will auto-populate from the original details entered in your application/award process. To update the fields on this page, click inside the field and edit the data. If there are no changes, click *Save and Continue*.

If the grant amendment includes a budget adjustment, check the box titled "This amendment includes a financial change". If the grant amendment does not include a budget adjustment, do not check the box and click *Continue*.

If you have a submitted Financial Report that is pending approval, the following message will appear, and you will be unable to request financial changes until the Financial Report is no longer pending. To proceed, you can either hit "Cancel" to discard the amendment and restart when no Financial Reports are pending; or save the amendment and return to finalize it after all pending Financial Reports have been resolved.

If the checkbox is checked, your awarded budget will appear. You can now open budget line items and request the budget adjustment.

To move money between budget categories, click on the hyperlinked budget category names and add/delete rows from the respective categories. For example, in the above budget, $250 will be moved from the Personnel category and moved to the Fringe Benefits category. First, to remove funds, open the category by clicking on the hyperlinked *Personnel.* Update the amount by clicking in the table and editing the amount where needed:

Once the *Personnel* category has been updated, open up the *Fringe Benefits* category. Click on the gear icon and select *Add Table*

In the table, enter a Title, Description, Unit and Unit cost. Make sure the Extended Cost and Cost fields populate as well.

Repeat this process as needed. When complete, scroll down and click *Save Changes*

The section below that is the *Budget Narrative*. Enter in the details and justification of your requested budget amendment here for your grantor to review. You can format the narrative or copy and paste from Word. When complete, click *Save Narrative*

When everything has been saved, click *Continue*. You will not be able to click *Continue* if you have unsaved changes in your budget or narrative section.

Back   Cancel   Continue
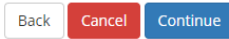
If you entered target units for goals in your application/award process, then you will have an option to update your goals target units through the budget amendment. To update your Target Units or Target Expenditures, click in the field and make necessary changes. When complete, click *Save and Continue.*

Grant Amendment

AWARD DETAILS   FINANCIAL INFORMATION   FINALIZE GOALS   ATTACH FILES

Please suggest any updates to your goals.

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure	
Number of eligible small businesses that are served	30.00	$ 0.00	$ 0.00	$ 0.00	
SubGoals					
Small Business Hair Salons ⌄	10.00	$ 0.00	$ 0.00	$ 0.00	/ -
Small Business Restaraunts ⌄	10.00	$ 0.00	$ 0.00	$ 0.00	/ -
Small Business Theaters ⌄	10.00	$ 0.00	$ 0.00	$ 0.00	/ -

Cancel   Save and Continue   Back

The next section of the grant amendment functionality is to upload any files you need to support your amendment request for your grantor to review. Use the green *Upload File* button to attach documents.

Grant Amendment

AWARD DETAILS   FINANCIAL INFORMATION   FINALIZE GOALS   ATTACH FILES

Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.

Upload File ☁

Amendment Files

Show 10 entries   Search: [   ]

File Name	File Size	Actions
No files have been uploaded		

Showing 0 to 0 of 0 entries   Previous   Next

Lastly, you will need to enter an amendment narrative. Here is a good place to write what you are requesting, why, and any additional details you think are important. When complete, click *Submit Amendment*

Amendment Narrative:*

You can include a narrative below with any extra information about the amendment.

</>	H1	H2	H3	**B**	*I*	<u>U</u>	☰	☰	☰	☰	🔗

8000 characters remaining

Back   Cancel   **Submit Amendment**

Once submitted, you can track your amendments status by scrolling to the bottom of your Award Dashboard to the *Award Amendments* section.

Award Amendments

Show [10 ⌄] entries   Search: [   ]

Created Date	⬍	Status	⬍	Actions	⬍
09/01/2022		Pending Approval		View Amendment	

Showing 1 to 1 of 1 entries   Previous   1   Next

If Changes to Your Amendment are Requested by Your Grantor

If your Grant Amendment is returned to you by the grantor, you will be notified via email (from Support@eCivis.com):

eCivis

Your amendment for the following program has a response

Program:	Direct Award Test2
Project:	Goals Test
Award/Contract Number:	
Status:	Changes Requested

Full details are available in the eCivis Portal [mandrillapp.com].

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

Sincerely,

Test

You will also see the status of the report change in the *Award Amendments* section of your Award Dashboard. Click on the hyperlinked *Edit Amendment* under Actions to make your changes.

Award Amendments

Show 10 ∨ entries   Search:

Created Date ⬇	Status ⬆⬇	Actions
09/01/2022	Changes Requested	Edit Amendment

At the top of the page, you will see a note from the grantor with instructions on what needs to be edited before resubmitting.

Grant Amendment

NOTE: This amendment has been returned with changes requested. The changes requested were:

Please include more detail in your amendment narrative and resubmit.

When you have gone through the amendment sections and made the necessary changes, hit *Submit Amendment* to resubmit.

Back   Cancel   Submit Amendment

If your Grant Amendment is approved, the *Current Status* will update to *Approved*. You will also receive an email from Support@eCivis.com notifying you that your submitted Grant Amendment has been approved. Similarly, if your Grant Amendment is rejected, the *Current Status* will update to *Rejected,* and you will receive an email from Support@eCivis.com.

Award Amendments

Show [10 ⌄] entries   Sea

Created Date	Status	Actions
09/01/2022	Approved	View Amendment

All completed amendments can always be revisited in a view-only screen by clicking *View Amendment* under the Actions column.

Reviewing and Accepting a Grantor Initiated Amendment

Your grantor agency can also create an amendment to make budget or programmatic changes to your award. Reviewing and accepting a grantor-initiated amendment looks and functions very similar to the award acceptance process and subrecipient-initiated amendments. You will be notified via email when a grantor-initiated amendment is created and requires your response.

You have the ability to make changes to the grantor-initiated amendment before it is finalized.   We recommend you discuss any changes you'd like to make with your grantor, before making them. If you do make changes, the grantor will be able to review and accept or reject your changes.

In your eCivis Portal Award Dashboard, scroll down to the *Award Amendments* table. Locate the amendment in the *Pending Subrecipient Acceptance* status and under *Actions* click *Review.*

On the first page is identifying information about your award. Review the information and click *Continue.*

If a financial change was proposed (increase/decrease in award amount, money moved between budget categories), then the Financial tab will be next.

Similar to the award acceptance process, your updated awarded budget will appear. You can view the Total Amount in the Budget Summary section at the top and/or open each budget category to view more details on the funding updates.

Grant Amendment

AWARD DETAILS   FINANCIAL INFORMATION   FINALIZE GOALS

☑ This amendment includes a financial change

Budget Stage: Post-Award

Actions 💾 🚫 📊

Budget Summary

$1,800.00	Total Direct Costs	$0.00	Match / Cost Share
$0.00	Total Indirect Costs	$0.00	Program Income
$1,800.00	Total Amount (Direct + Indirect)		

Budget Settings

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. PERSONNEL	$600.00	$600.00	$0.00	$0.00

	Ext Cost	Direct Cost	Ind Cost	Cost Share
2. FRINGE BENEFITS	$300.00	$300.00	$0.00	$0.00

Once you have reviewed the updated budget, scroll to the bottom and click *Continue*.

Back   Save   Cancel   Continue

If your program does not have a budget built into the system, only the updated Award Amount, not broken down by budget categories, will show. Click Continue to accept the change.

If your program is tracking goals and subgoals, then there will be a *Finalize Goals* tab with the updated *Target Units.* Once reviewed, click *Continue*.

The final section will be the *Attach Files* page. From this page you can download and view any documentation your grantor agency attached to the amendment. If they require any documentation to be returned to them, here is where you would upload it using the *Upload File* button. Below that will be the Amendment Narrative that was input by your grantor agency. More information on what the amendment is proposing will be described here.

Once all sections of the grantor-initiated amendment have been reviewed, you can accept or reject the amendment. Clicking *Accept* will send your acceptance to the grantor agency to review any uploaded documentation and finalize the amendment. Clicking *Reject* will reject the grantor-initiated amendment and no changes will be made to your award.

If you made any changes to the *Financial Information* page or the *Finalize Goals* page, the *Accept* button will be replaced by the *Return to Grantor* button. Click *Return to Grantor* to send your changes to the amendment to your grantor agency for them to review. Once the grantor reviews the changes made, the amendment will be sent back to you to review and accept. This process will continue until no more changes to the *Financial Information* or the *Finalize Goals* pages are made. The button will then change back to *Accept*.
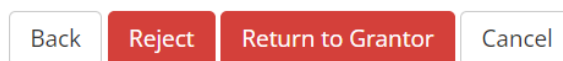
Once the grantor-initiated amendment has been accepted, it will move to the status *Pending Final Approval.* At this time, the grantor agency is reviewing the amendment one last time before approving and finalizing it.

Award Amendments

Created Date	Status	Amendment Type	Actions
11/16/2022	Approved	Subrecipient Amendment	View Amendment
04/27/2023	Pending Final Approval	Grantor Amendment	View Amendment

Showing 1 to 2 of 2 entries   Previous 1 Next

Note: if you made changes to the *Financial Information* page or the *Finalize Goals* page and returned those changes to the grantor agency, the status will update to *Subrecipient Changes Requested.*

Award Amendments

Created Date	Status	Amendment Type	Actions
05/31/2023	Subrecipient Changes Requested	Grantor Amendment	View Amendment

Once the grantor agency finalizes the amendment, it will update to the status *Approved.* You will also be notified via email when the amendment is finalized/Approved. Any changes to your award proposed in the amendment will automatically take place.

Award Amendments   Request Grant Amendment

Created Date	Status	Amendment Type	Actions
11/16/2022	Approved	Subrecipient Amendment	View Amendment
04/27/2023	Approved	Grantor Amendment	View Amendment

Showing 1 to 2 of 2 entries   Previous 1 Next

IMPORTANT NOTES:

- Subrecipients are not able to submit Financial Reports (Payment Requests) when an amendment with a financial change is in the status "Pending Approval." This is to ensure that funding is not overdrawn from budget categories while funding adjustments are pending. Once an amendment has been approved/rejected, you will be able to submit Financial Reports.
- Only one amendment can be proposed at a time. While an amendment is in *Draft* or *Pending Approval* status, the green *Submit Grant Amendment* button will not appear on your Award Dashboard. The button will re-appear once there are no longer any amendments in *Draft* or *Pending Approval* status.

Reviewing and Responding to Subrecipient Monitoring Tasks

State agency grantors have a responsibility to ensure that pass-through funds granted to subrecipients are used appropriately and in accordance with the terms of the subaward agreement. The Subrecipient Monitoring tool built into eCivis allows grantor agencies to schedule site visits, request reports and documentation, identify concerns, create a Corrective Action Plan (CAP) and more. For more information on subrecipient monitoring and step-by-step instructions on how to view and respond to monitoring tasks and Corrective Action Plans in eCivis, reference the Subrecipient Monitoring Guide.

Initiating Grant Closeout

When you have completed all of your award activities, submitted all reports, completed all pending tasks, and are ready to close out your grant, click the yellow *Award Closeout* button from your Award Dashboard.

Note: Once you initiate Grant Closeout, you will no longer be able to edit or submit pending reports.

The following warning message will pop-up:

> *Are you sure you want to close this grant? This process will walk you through submitting your final financial report. You will not be able to submit further activity reports or complete pending tasks. Any unspent funding will be deobligated and returned to the grantor.*

If you are ready to continue, click *OK*

This will open your final Financial Report (Reimbursement Request). For details on how to complete Financial Reports, navigate to the Submitting a Financial Report (Reimbursement Request) section of this user guide.

There will be an additional warning at the top of this report, reading:

> *ATTENTION: This is your final financial report. Please be sure you have completed all necessary performance reporting and assigned tasks prior to submitting this report. Any unspent funding will be unavailable for reimbursement after this report has been submitted.*

Once you complete the report, click *Submit Report.*

Save & Close   Submit Report   Cancel

A final warning statement will appear. If you have left unspent funds, it will notify you in red. Any funds requested in the final Financial Report are NOT included in the unspent funds amount, and will be paid out, if approved by the grantor. Read the full warning and acknowledgement statement before clicking the checkbox and hitting *Ok.*

✕

Warning!

Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval.

You have marked this as your final report. This will begin the closeout process.

There is an award remaining of $78.00. Since this is your closeout report you will be unable to utilize the remaining funding. Are you sure you are ready to submit this report?

Closeout Acknowledgement Statement

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the subaward. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 2 CFR 200.415a (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

* ☐ Click here to agree with acknowledgement statement

Cancel   Ok

Once you submit, your grant award status will change to *Closeout.*

You will see your Award Dashboard no longer has the action item buttons (Submit Activity Report, Submit Financial Report, Request Grant Amendment, Manage Team Members). You will still be able to view your budget, goals, and award files in view-only screens.

If Changes to Your Closeout Report are Requested by Your Grantor

If your Closeout Report is returned to you by the grantor, you will be notified via email (from Support@eCivis.com) with a note telling you what needs to be changed/fixed:

You will also see the status of the report change in the *Award Activities* section of your Award Dashboard. Click on the hyperlinked *Review/Resubmit* under Actions to make your changes.

This will take you to your Closeout Report how you previously submitted it. Review "Note from the grantor" for instructions on how to edit your Closeout Report.

Make the necessary changes to your Closeout Report and re-submit.

Once your Closeout Report has been approved, you will receive an email from Support@eCivis.com notifying you that your grant has been successfully closed, with any notes from the grantor.

Your award has been successfully closed:

Program: Direct Award Test

Project: Direct Award Test
Contract/Award Number: RI-2022-1234

You may still view your post-award activities in the eCivis Portal [mandrillapp.com].

Note from grantor:
All reports have been submitted and approved.

For any questions pertaining to this award package, please contact your grantor at:
_____ @omb.ri.gov

Attached to that email will be a PDF Closeout Letter with basic details regarding your grant closeout:

Award Closeout Letter

Dear Katje Benoit,

This is to inform you that your award is now closed.

Program:	Direct Award Test
Project:	Direct Award Test
Closeout status:	Standard - Compliant
Note from the Grantor:	All reports have been submitted and approved.

You will see your award status update to *Closed*

You will still be able to view all reports and documentation by clicking on the hyperlinked *Grant Title* and navigating to the Award Dashboard.

All completed reports can always be revisited in a view-only screen by clicking *View Report/Task/Amendment* under the Actions column.

If you have any questions about your award after you have completed closeout, please contact your grantor directly.