State of Rhode Island
Grants Management Office
State as Grantor Cheat Sheet

The State as Grantor Cheat Sheet is meant to assist and provide overall guidance for key steps as well as tips and other required components of the grantor process. Please review this entire document at the start of your process.

Contents

Helpful Links

Link to Intake Form (for Standard Grant Programs): [Intake Form](#)

Link to Zengine (Application Workspace) homepage: [Zengine Homepage](#)

Link to Active Funding Opportunities: [RI Funding Opportunities](#)

Resources for State Agencies (GMO Website page): [Website Link](#)

Grants Management System User Support Form for all eCivis system issues and questions: [User Support Form](#)

User Role Permissions

Application Workspace Access: Any agency user can create an application workspace and give other internal users access to it. Generally, in an application workspace a user can

> a) change the status of applications
>
> b) assign reviewers
>
> c) create/modify/export views of application and review data, and
>
> d) modify application responses.

Best practice: Limit access to only necessary users

Reviewer Portal Access: Typically, only invited reviewers (internal and external) have access. However, the application workspace creator has configuration options.

Department Users have access to most functionality in eCivis. However, on the Grantor side only DMAHs can do the following:

a) Create/modify a group (Department Users can create/modify workflows with existing groups, users)

b) Access the review portal for the Annual Organization Registration

State Agency Steps for Setting Up a Grant Program

(Additional workflow details can be found at the end of this document)

Refer the user guides on our <u>Resources for State Agencies</u> page on how to complete each of these required steps.

NOTE: All the steps below require that you have set up your federal award on the State as Grantee side of eCivis.

Direct Awards (no application or review process is needed):

1. Complete the <u>Non-Competitive Subaward Justification Form</u> and submit in the <u>GMS Support Form</u>.

2. Once approved, create and publish solicitation in <u>eCivis (1 solicitation per program. Add as many DTA subawards as needed to the solicitation.)</u>

3. Review potential subrecipients' Annual Organization Registrations in the specific <u>Review Portal (DMAH's only)</u>

   - *For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed. For awards less than $30k, only the first section (General Information) is required. A completed AOR is required prior to issuing an award*

4. Initiate Direct Awards in eCivis

5. Complete Risk Assessment (see risk assessment template on GMO SharePoint Site)

6. Create Award Recommendations in eCivis and complete the Subaward Agreement for each award, using the state template.

7. Upload the Subaward Agreement, Appendix 1, agency/program/subaward specific appendices and, for subawards of $30k or more, attach Addendum A to each award.

8. Approve/Award Subrecipients in eCivis via the workflow. Be sure to upload the fully executed agreement during this process.

Competitive (Standard)

RI Standard Application questions can be reviewed in the Organization Documents section of eCivis

1. Create Solicitation in <u>eCivis</u>

2. Complete the <u>Intake Form</u> to tailor your application/review process

3. Click "Create App Workspace" button in eCivis

4. eCivis Customer Service will configure your <u>application workspace</u>. This may take several business days.

5. eCivis will invite you to your application workspace via email. Click the link and login to your workspace.

6. Check the application and review forms to confirm they are as requested. Configure/customize the workspace as needed.

7. Once your workspace is finalized, request that your solicitation be published through the **<u>GMS User Support Form</u>**. Publishing a Solicitation may take several business days. If you need to change application start/end dates at this point, contact us via the <u>GMS Support Form.</u>

8. Review/score submitted applications and determine who will be awarded

9. Review potential subrecipients' Annual Organization Registrations in the specific **Review Portal**
   - *For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed. For awards less than $30k, only the first section (General Information) is required. A completed AOR is required prior to issuing an award*
10. Complete Risk Assessment (see risk assessment template on GMO SharePoint Site)
11. In your application workspace, move chosen applicants from "Under Review" to "Recommend Award"
12. Create Award Recommendation in eCivis and complete the Subaward Agreement for each award, using the state template.
13. Upload the Subaward Agreement, Appendix 1, agency/program/subaward specific appendices and, for subawards of $30k or more, attach Addendum A to each award.
14. Approve/Award subrecipients in eCivis via the workflow. Be sure to upload the fully executed agreement during this process.

Competitive (Complex)

Complex applications are for agencies that the standard application does not meet their requirements. Review the complex application training video in the SharePoint for more detailed information.

1. Contact GMO via a User Support Form to request a complex application. This may take several business days.
2. eCivis will invite you to your DEFAULT application workspace via email. Click the link and login to your workspace.
3. Create application and review form from scratch in Default environment.
4. Once finalized, request the application template be added to the Production environment through the GMS Support Form. This DEFAULT workspace can then be copied for each future funding cycle.
5. Create Solicitation in eCivis
6. Click "Create App Workspace" button in eCivis and select your custom complex template
7. eCivis Customer Service will configure your application workspace for this funding cycle. This may take several business days.
15. eCivis will invite you to your application workspace via email. Click the link and login to your workspace.
8. Check the application and review forms to confirm they are as requested. Configure/customize the workspace as needed.
9. Once application workspace is finalized, request that your solicitation be published through the GMS Support Form
10. Review/score submitted applications and determine who will be awarded in the unique review portal
11. Review potential subrecipients' Annual Organization Registrations in the specific Review Portal

- *For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the organization and reviewed by the state agency before awarding. For awards less than $30k, only the first section (General Information) is required.*
- A completed AOR is required prior to issuing an award

12. Complete Risk Assessment (see risk assessment template on GMO SharePoint Site)

13. In your application workspace, move chosen applicants from "Under Review" to "Recommend Award"

16. Create Award Recommendation in eCivis and complete the Subaward Agreement for each award, using the state template.

17. Upload the Subaward Agreement, Appendix 1, agency/program/subaward specific appendices and, for subawards of $30k or more, attach Addendum A to each award.

18. Approve/Award subrecipients in eCivis via the workflow. Be sure to upload the fully executed agreement during this process.

Subrecipient Steps Before Being Awarded

If needed, copy and paste the applicable steps and share them with your subrecipients. Also refer them to the user guides on our <u>Resources for Subrecipients</u> page on how to complete each of these required steps

Direct Awards

1. Complete the <u>Ocean State Procures registration</u> to be added as a vendor for the State of Rhode Island
2. Complete the <u>Annual Organization Registration</u> (if haven't already)
    - *For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the subrecipient organization. For awards less than $30k, only the first section (General Information) is required.*
3. Click the "Initiate Award" link in the email sent to you by your grantor
4. Enter the information requested and click "Continue"
5. Review the award package sent to you in <u>eCivis Portal</u>, including all documentation and budget
6. Accept (or Decline) your award in <u>eCivis Portal</u> after uploading the signed subaward agreement and any other required documents requested by the grantor

Competitive Awards

1. Review Solicitation and determine if you are eligible to apply
2. Create and submit application in <u>eCivis Portal</u>
3. Complete the <u>Ocean State Procures registration</u> to be added as a vendor for the State of Rhode Island
4. Complete the <u>Annual Organization Registration</u> (if haven't already)
    - *For awards above $30k, all 3 sections (General Information, FFATA, and Risk Assessment) of the Annual Organization Registration should be completed by the subrecipient organization. For awards less than $30k, only the first section (General Information) is required.*
5. Review the award package sent to you in <u>eCivis Portal</u>, including all documentation and budget
6. Accept(or Decline) your award in <u>eCivis Portal</u> after uploading the signed subaward agreement and any other required documents

Before Finalizing Solicitation – Ensure Information That Cannot Be Changed is Correct

During Solicitation set up, all tabs must have green checkmarks to move forward. Most fields in the solicitation can be edited later/after it is published. The fields that cannot be edited/changed once your workspace is creates are…

1. Accept multiple applications per user (Submission tab)
    a. Selecting "Yes" allows a user to submit more than one application, while selecting "No" prevents a user from submitting more than one application to this specific program.
2. Budget Development (Submission tab)
    a. Selecting "Yes" allows applicants to complete a budget that's built into their application, and report/track spending in the post-award phase by budget category. Selecting "No" removes the budget from their application and post-award phase. Subrecipients will only have one total awarded amount, not broken down by budget category.
    b. The most commonly used subaward budget template is the *RI non construction – Subaward* version. Its categories generally align with the grantee budget. It does not have pre-populated line items by RIFANS natural.
3. Collect Detailed Financial Reports (Submission tab)
    a. Selecting this checkbox requires your subrecipients to report at a more specific line item level, rather than the budget category level, in the post-award stage.
4. *Goals Tab*: Add goals and subgoals before publishing the solicitation, otherwise applicants will not be able to enter target values or utilize the goals functionality in Activity Reports, post- award.

Required Certification Language

In the *Approval* tab of the solicitation, certification language should be added to Financial Reports and Closeout Approval. Instructions and language can be found in the How to Add Subrecipient Certification Language user guide and on our Resources for Subrecipients – Grantor page. Certification language is consistent with 2 CFR 200.415a *Required Certifications.*

Required Subaward Agreement

Subaward agreements include a minimum of three parts; The Subaward Agreement, Appendix I (RI Terms and Conditions), and Appendix II (Agency Terms and Conditions). The Subaward Agreement and Appendix I are provided by the GMO. Appendix II is created by the State Agency. Agencies can create and attach additional appendices as needed. Information on how to create the subaward agreement can be found in the Subaward Template Guide found in eCivis (*Grants Management – Organizational Documents*) and other documents can be found on our [website](#) under "Statewide Subaward Agreement" section.

NOTE: For subawards of over $30,000 a copy of the Subaward Addendum A – General Insurance Requirements must also be included in the Subaward Agreement package.

Key Fields for RIFANS Integration

Key Fields on Subrecipient Details Page

Subrecipient Selection**:** When awarding a subrecipient, ensure you select the correct subrecipient name and RIFANS Site Code for payment from the drop-down list. This list is validated against RIFANS/Ocean State Procures and is part of the payment integration piece. If you do not see your subrecipient listed in the drop-down, check with your subrecipient to see if they completed the OSP registration. If they have, submit a [User Support Ticket](#) to add the subrecipient. If no subrecipient is selected, the invoice will stop at RIFANS, and payment will NOT be processed.

PO Number: This field will be used for Cost Center and Project Code, if used by your agency. Format should be Cost Center-Project Code. If your agency does not use Cost Center, but uses Project Code, enter a dash first (e.g., -Project Code). If neither are used, leave blank.

- 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)

Do not enter a Purchase Order number.

Key Fields for Finance Reports (payment requests)

Invoice number: A *unique* invoice number needs to be inputted by agency staff before a financial report is approved and sent to RIFANS. Invoice approval will stop at RIFANS if the eCivis invoice number field is left blank, if the invoice number is not unique, or if there are additional spaces inputted after the invoice number. An example of a unique invoice number could be Grant Agreement number-date approved (e.g., DOA-22-0001-06012022)

Receiver ID: In this field, enter the applicable RIFANS Natural Account code. If left blank, it will default in RIFANS to Natural Account 654130, which is the subaward natural.

Key Questions When Setting Up Complex Application and Review Forms
(These are NOT relevant to those who selected the RI Standard Grant Application)

1. Does your program allow multiple applications from the same applicant?
   a) Yes – add applicant level questions to the profile form. Add proposal questions to the application form.
   b) No – likely minimal changes to profile section needed.

2. Will you need a single data export for leadership to view the application pool?
   a) Yes:
      i. Be sure to include all data fields leadership needs to see in the Profile or Application sections. If applicable, this includes the total budget amount requested, and goals. (This info should also be in the budget and goals sections but won't export cleanly from the application side of eCivis.)
      ii. Alternatively, if you don't want the application to have redundant questions, you can include fields in a review form for total budget amount requested (or recommended), and goals. Reviews would need to be completed before this information would populate in the data export.
   b) No: there is no need to ask redundant budget/goals questions outside of the budget/goals functionality

3. Do you require an authorized official to sign specific certifications as part of the application?
   a) Yes: Since the applicant GMS user may not be authorized to sign on behalf of the organization, GMO recommends uploading these to the solicitation as attachments for the applicant to download and upload with their application.

4. What is your current review process workflow? If/how should it be adapted due to GMS functionality?
   a) You may want to add specific review questions to prompt the reviewer to check that attachments are complete, relevant.
   b) Generally, order review questions to align with the application (put questions about attachments near the end)

5. Can you use the RI Non-Construction or RI Construction budgets?
   a) Yes –include help text for applicants about how much line item detail they should include.

b) No, or not sure – Fill out a [User Support Form](#) to discuss options.

6. Should I use dropdown, radio button, or checkbox functionality when building my application?

   a) Dropdown

      i. Takes up less real estate on the screen

      ii. Can enable one selection, or multiple selections

   b) Radio button

      i. Takes up more real estate on the screen

      ii. Limited to selecting only one option

   c) Checkbox

      i. Takes up more real estate on the screen

      ii. Always allows applicant to pick multiple options

Additional Setup Tips for Complex Applications and Review Forms

(These are NOT relevant to those who selected the RI Standard Grant Application)

- Review Form Scoring: Each option under the same question must have a different point value.

- To add an email, zip code, or fixed length code (numeric, alphanumeric, or alphabetic)

  1. Drag over a *Text* field

  2. Go to advanced options

  3. Scroll to *Validation Options* and select accordingly.

- Testing your application

  1. Go through eCivis Portal to test through award recommended stage (if Demo access needed, request through the [GMS Support Form](#))

  2. To test application stages without going through eCivis Portal

     - Go to Settings & Tools > Submission Portal

     - Click Edit Submission Portal

     - Click Test Submission Portal

     - Login, use eCivis login

     Caution: Required fields cannot be added if there are applications (even test ones) saved

- To reorder forms

  1. Go to Settings > Forms

     - Drag forms to preferred order

- - - Do not delete any forms!
    - Do not rename or delete the following forms: "Applications", "Reviews", "Reviewers", "Denials", "Profile", "Applicants", "Budget". These are needed to make the system work.
  2. Click Manage Form Groups
    - Click pencil icon next to *Forms we use*
    - Click *Choose Forms for this Group*, then select/unselect
- Connecting supplemental application forms to the application
  1. Add Link field and select "Applications"
  2. Go to Settings > Submission Portal
    - Application Process
    - Steps tab
    - Add Step
- To create separate review portals for each review stage:
  1. First create a review form for each stage
  2. Add 3 Folders. Go to Applications (center of universe)
    - Form Tools > Edit Forms
    - Click on *Settings* tab
    - Scroll to Folder Settings, click on *Manage folders*
    - Click Add Folder
      - Create 3 folders: "Not Begun", "In Progress", and "Submitted"
      - Do not rename or delete the following folders: "Draft", "Under Review", "Denied", "Recommend Award". These are needed to make the system work.
  3. Add a Process. Go to Settings > Program Mgr & Assignments
    - Click gear icon to edit existing
    - Click *Create A Process* to add a new review stage
  4. If only users with access to workspace will be reviewing apps, no need to create a portal
  5. Go to Settings > Review Portal
    - Create Review Portal, follow steps
    - Optional – you can rename link
    - If multiple app forms to review, click *Data* tab, click *Data Detail* tab
      - Drag and drop all forms you want reviewers to review
      - The profile does not show up automatically. Drag and drop it if you need reviewers to see it.

- In each form there are required fields and short names that must not be deleted. The fields below that are not marked required can be hidden from applicants, but not deleted. The fields below marked in red as required cannot be deleted or hidden. The field names visible to applicants can be modified, but the short names cannot be changed/deleted. You must keep the following:

    1. Profile Form:
        - Linked Applicant (short name: applicant Link) REQUIRED*
        - First name (short name: fname) REQUIRED*
        - Last name (short name: lname) REQUIRED*
        - Email (short name: email) REQUIRED*
        - Title (short name: title)
        - Company (short name: company)
        - Company Website (short name: companyURL)
        - City (short name: city)
        - State (short name: state)
        - Organization name (short name: orgName)
        - EIN (short name: orgEIN)
        - DUNS (short name: orgDUNS)
        - Authorized Representative (short name: authorizedRep)
        - Business/Finance Representative (short name: busFinRep)
        - Address (short name: orgAddress1)
        - Address 2 (short name: orgAddress2)
        - City (short name: orgCity)
        - State (short name: orgState)
        - County (short name: orgCounty)
        - Congressional District/Region (short name: orgRegion)
        - ZIP (short name: orgZip)
        - Phone (short name: orgPhone)
        - Phone Extension (short name: orgPhoneExt)
        - Fax (short name: orgFax)

    2. Applications Form:
        - Profile (short name: profileLink) REQUIRED*
        - Org Name (short name: orgName) REQUIRED*

- Application/Project Title (short name: projectTitle) REQUIRED*
- View Budget Worksheet (short name: peerBudgetLink)
- View Application Goals (short name: applicationGoalsLink)

3. Reviews Form:
- Submission (short name: submissionLink) REQUIRED*
- Reviewer (short name: reviewerLink) REQUIRED*
- Review Submission Date REQUIRED*
- Profile REQUIRED*

4. Reviewers Form:
- Reviewer First Name (short name: firstName) REQUIRED*
- Reviewer Last Name (short name: lastName) REQUIRED*
- Reviewer email (short name: email) REQUIRED*

5. Applicants Form:
- Email (short name: email) REQUIRED*

6. Denials Form:
- Submission (short name: submissionLink) REQUIRED*
- External Message (short name: externalMessage)

7. Budget Form:
- Application (short name: applicationLink) REQUIRED*
- Please use the following link to view the application budget. This link will open in a new window (short name: budgetURL)
- Budget Status (short name: budgetStatus)

For Inter-Agency Agreements with Federal Funds (IAA-FF's)

Money being transferred from one State Agency to another State Agency

Internal Subaward defined as "Funds issued by a federal agency to a state agency that are then transferred to other state agencies, pursuant to the federal award eligibility terms. Transfers to quasi- public corporations do not qualify as internal subawards." (A&C Enterprise GMS Conversion Policy A-77)

- Treat internal subawards as child/subprojects in GMS

    1. Agency with federal award (agency A) allocates funds to subprojects under corresponding grant, gives access to subaward agency (agency B). Agency A may complete and send GMS Sub-Project Setup Tool for Internal Subawards to Agency B.

    2. Agency B creates subproject

        - Tag: Select "Internal Subaward"

        - Internal Grant Name: Enter Agency B's line sequence(s)

    3. Either agency can create ad hoc tasks with workflow involving one or both agencies

- Federal funds for internal subaward should flow directly to Agency B (do not hit Agency A's line seq)

- Agency B subawards: Cannot make subawards from a child subproject. Agency B could use Org Funding Source (contact GMO) to issue subawards from internal subaward. Agency B's subawards would not be directly linked in GMS to the federal award.

    1. Transfers to quasi's should be treated as regular subawards in GMS. User Guide available for Internal Subawards

    Setting Up Internal Subawards User Guide
    GMS Sub-Project Setup Tool for Internal Subawards

Guidance on Single Source/Sole Source

How will single source and sole sources be handled in GMS? Would Purchasing process continue?

This depends on your agency's determination of contractor/subrecipient, per 2 CFR 200.331. When the agency determines the proposed single or sole source recipient is a contractor, then Purchasing's process must be followed. When the agency determines that the proposed scope of work/recipient is a subaward/subrecipient, **the Non-Competitive Subaward Justification Form must be completed and submitted via the Support Form, with written approval received prior to publishing the solicitation.**

Regardless of whether subawards are competitive or non-competitive, the agency's subaward process must comply with 220-RICR-20-00-2 and with all applicable federal laws, including federal program regulations and UGG, 2 CFR 200.

- UGG has detailed procurement provisions (for contracts) but is vague on requirements for making subawards.

  1. The federal awarding agency may specify formula-based subawards, discretionary subawards made through a competitive process or based on merit of proposals, or some other approach. If your agency limits subrecipient eligibility beyond what is established by the federal awarding agency, such limits must be consistent with applicable laws, regulations, and policies. Your agency must be able to document and justify such restrictions.

  2. However, UGG's Part E, Cost Principles, does require that all costs be allowable, reasonable, allocable, and applicable. Your agency may be required to document that costs incurred via a non-competitive/non-merit based subaward are reasonable.

- Note that a fixed amount subaward (provides a specific level of support without regard to actual costs incurred) requires "prior written approval from the Federal awarding agency" 2 CRF 200.333

Workflow Reference Images

Standard Grantor Workflow
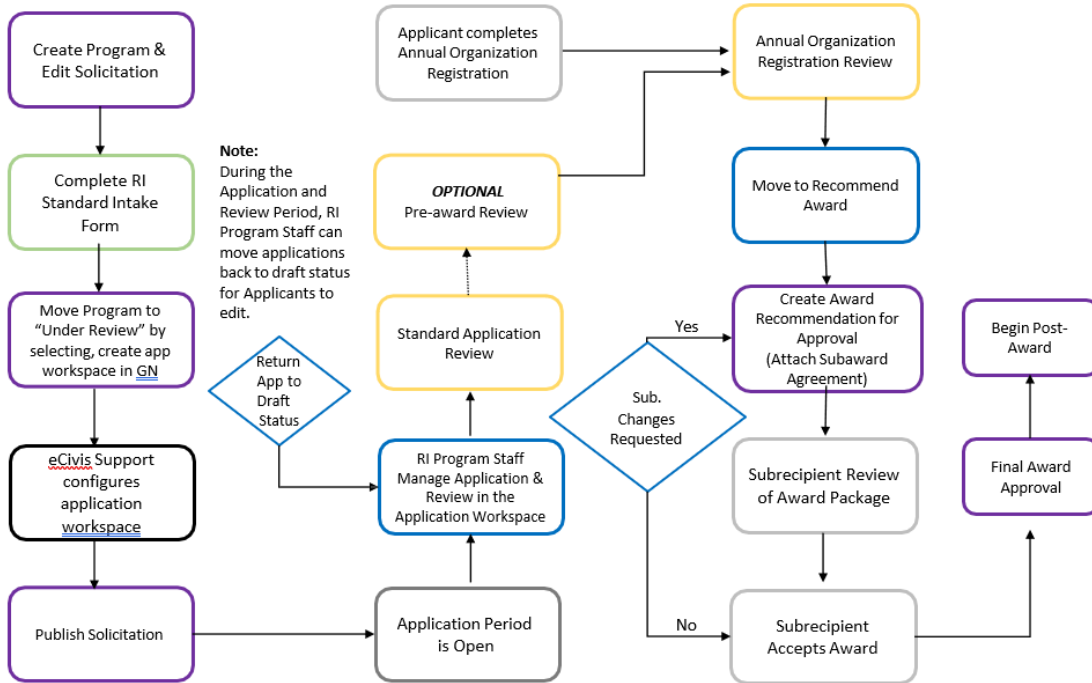
Legend:

eCivis Grants Network:
www.ecivis.com

Application Intake:
https://webportalapp.com/sp/dqf6wmu0aa

Review Portal:
1. Standard and Pre-Award Review URLs are unique to each grant program
URL Example:
https://webportalapp.com/portal
2. Annual Organization Review is maintained by GMO
URL:https://webportalapp.com/portal/applications_2012

eCivis Portal for Applicants and Subrecipients:
www.portal.ecivis.com

Application Workspace:
URL is unique to each grant program/solicitation. Navigate to application workspace from Program Detail page in Grants Network. URL Example:
https://platform.zenginehq.com/

Last Updated: 6/17/2022

Direct to Award Workflow
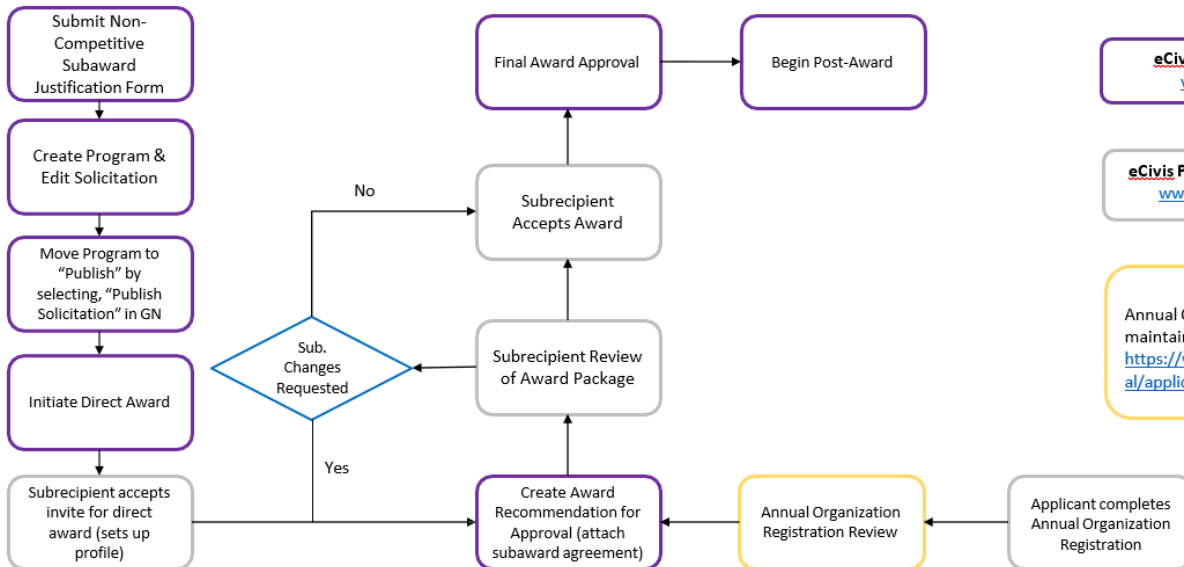
Legend

eCivis Grants Network:
www.ecivis.com

eCivis Portal for Subrecipients:
www.portal.ecivis.com

Review Portal:
Annual Organization Review is maintained by GMO
https://webportalapp.com/portal/applications_2012

Complex Grantor Workflow

Complex Program Build

- Receive Invite to Default Workspace
- Create Application Forms
- Create Review Forms
- RI staff reviews & notifies eCivis Support of readiness
- eCivis Support assigns Default Workspaces as Application Templates to RI production account

Last Updated: 5/17/2022

Complex Program Go Live

- Create Program & Edit Solicitation
- Move Program to "Under Review" by selecting, create app workspace in GN
- eCivis Support configures application workspace
- Publish Solicitation
- Application Period is Open

Note: During the Application and Review Period, RI Program Staff can move applications back to draft status for Applicants to edit.

Applicant completes Annual Organization Registration

Return App to Draft Status

RI Program Staff Manage Application & Review in the Application Workspace

Complete Complex Application Review Process

Annual Organization Registration Review

Move to Recommend Award

Create Award Recommendation for Approval (attach subaward agreement)

Sub. Changes Requested — Yes / No

Subrecipient Review of Award Package

Subrecipient Accepts Award

Final Award Approval

Begin Post-Award

eCivis Invoice Flow Chart

Subrecipient (SR) Submits Invoice

Return to SR for Changes

Financial Approval Workflow (set by agency for program)

Approver can return to SR or to a prior approver, if applicable, for revisions.

Return to Approver for Changes

Rejected

GMO notifies Approver of Cause(s) of Failure to Load in RIFANS

eCivis Invoice Status: "Approved/Awaiting Payment"

Error Report to GMO

Automated Invoice Creation — Fail

RIFANS Approval Workflow (based on line sequence)

Rejected → A&C, Central Accounts Payable → Canceled

Reopened to RIFANS Approver

RIFANS Invoice Status: "Approved" — Approved

RIFANS Invoice Status: "Paid"

Payment Details to eCivis

Fail: Consult GMO if invoice status in eCivis does not update after payment is made.

eCivis Invoice Status: "Approved – Paid"

Subrecipient can View Payment Date in eCivis Portal