State of Rhode Island

Grants Management Office

Applicant and Subrecipient:

Frequently Asked Questions

Contents

Assistance/Resources

Who can I contact if I have questions?

- If you have questions regarding the application, details about the award, or other program specific questions, please contact the grantor agency. Their contact information can be found on the solicitation "Contact" tab.

- If you have questions regarding a technical issue with eCivis Portal, Rhode Island grants policy-related questions or information on training resources, you can submit a <u>User Support Form</u> for assistance from the Grants Management Office.

Are there user guides or resources to help with this process?

- The Grants Management Office has a <u>Resources for Subrecipients</u> section that has user guides, training videos, and other information relevant for applicants and subrecipients. There is also a section specifically with information on the <u>Annual Organization Registration</u>.

Funding Opportunities

Where can I search for funding opportunities?

- Funding Opportunities can be found on the <u>State of Rhode Island Grant Funding Opportunities webpage.</u> This page provides a list of all Grant Funding Opportunities currently open for application. It also provides contact information for the grantor agencies if you have additional questions, and tips for applicants. Grant Funding Opportunities will no longer be posted in Ocean State Procures.

Can I get reminders about Funding Opportunities?

- Yes! <u>Sign up here</u> to receive a weekly email of currently available Grant Funding Opportunities.

eCivis Portal

Can multiple people in an organization create a login, or should we have one point person create a login?

Will profiles connect if multiple people from the same organization have an account?

- Multiple people can create a login in eCivis Portal. However, only the person in your organization/entity that starts an application can view/edit that application in the eCivis Portal. That person can only add additional users <u>after</u> an award has been finalized. Please determine internally the point person that will complete each application and facilitate the award acceptance process. If you apply to multiple grant programs, a different person may submit each application.

What is the difference between "Portal" and "Grants Network" options when logging into eCivis Portal?

- The "Portal" login option is for individuals without a paid account (most applicants and subrecipients) and "Grants Network" login option is for individuals with a paid account (State Agency users). If you are an applicant or subrecipient, please make sure you are clicking the "Portal" option.

Why am I having login issues with eCivis Portal?

- Please refer to the "eCivis Portal FAQ and Troubleshooting" section of our <u>Resources for Subrecipients – Resources and User Guides</u> section of our website. Often, allowing browser cookies, clearing cache/cookies, or changing your browser can resolve your login issues. There are user guides provided in this section that will walk you through those steps and solve your login issue. If you have still having login issues after attempting the fixes above, please fill out a <u>User Support Form</u> for assistance.

Application

What is the difference between a direct and competitive award?

- Competitive Award: These opportunities will be posted on the <u>RI Funding Opportunities page</u>. They require an application and will be reviewed by the state grantor agency. Applicants will then receive an email informing them if they have been selected to receive funding.
- Direct Award: These opportunities do not require an application and are not posted on our website. These award recipients are directly selected by the state grantor agency. Recipients will receive a direct email from the grantor stating they have received the award.
- Information on how to accept or decline both of these types of awards can be found on the <u>Resources for Subrecipients – Resources and User Guides webpage</u> under the "Award Acceptance or Denial" section.

If documents in a solicitation or NOFO (Notice of Funding Opportunity) are updated mid-application period, how will we know what is most up to date?

- Agencies have been advised to highlight any changes after initial posting, using the narrative boxes on the corresponding tab of the solicitation. If attachments to the solicitation are updated, such updates should be disclosed in the notes on the right side of the Files tab. It is the applicant's responsibility to review the solicitation for any updates.

Can multiple people work on an application together?

- Currently there is not a way to collaborate on applications between multiple users. Only the person who initiates an application can edit and submit that application. To collaborate internally, print, screenshare or PDF the application. If you apply to multiple grant programs, a different person may submit each application.

Does the person who submitted the application need to accept it?

- Yes, the person who submitted the application will also need to accept or decline the award. Please ensure that whoever submits the application will be available to also accept or decline the award when decisions are issued.

Who will receive the award notification if awarded and have access to the grant?

- The person who submitted the application will receive an email on the status of their application. If they are awarded and accept the award, they can then add additional team members in the post-award phase.

Can I submit multiple applications for one funding opportunity?

- The grantor agency determines if multiple applications can be submitted for one funding opportunity. Please refer to the information listed in the solicitation or contact the grantor agency directly for clarification.

What should I do if I am a consultant applying for a grant on behalf of an organization?

- Please refer to our *Tips for Consultants* section of the State of Rhode Island Grant Funding Opportunities webpage.

Can I add my own budget categories in my application budget?

- State Agencies set the budget categories for the grant, so you are not able to make changes to the categories, but you can make changes to the line items under the categories. Some programs have unique budget templates with different categories set by the state agency (often based on federal reporting requirements). Please reach out to the grantor agency if you have questions about the budget categories or requirements.

Can I upload an Excel budget instead of entering my budget through the eCivis Portal table?

- The application budget structure is determined by the state agency. Please contact the Program Manager/Contact listed in the solicitation. Entering your budget directly into the system will allow you to report against it in the post-award phase.

Required Registrations & Forms and Recommended Resources

What is required to be complete before accepting an award?

- Before accepting an award in eCivis Portal, applicants should have completed their Annual Organization Registration and obtained a UEI from SAM.gov. In addition, if you are awarded you are required to complete the Ocean State Procures registration, if it was not previously completed. There is **no fee** for any of these registrations. Avoid scams by going directly to SAM.gov. Additional details are provided in this FAQ guide as well.

What do you recommend applicants and subrecipients review to assist with the grant process?

- Applicants
    - Resources for Subrecipients – Resources and User Guides webpage: Specifically, the "Pre-Award Materials" section (which includes information on how to submit an application, how to access eCivis Portal) and the "eCivis Portal FAQ and Troubleshooting" section (which includes this guide, as well as instructions for login issues and other common challenges).

- o Annual Organization Registration webpage: If selected for an award, an Annual Organization Registration is required. It is recommended to start this process at the application stage. Additional information on Annual Organization Registration can also be found in this guide.
- Subrecipients:
  - o Resources for Subrecipients – Resources and User Guides webpage: Specifically, the "Award Acceptance or Denial Process" and "Post-Award Materials" sections. You can find information on how to accept an award, how to submit a financial report (invoice) and all other eCivis Portal related processes.

How do I know if I am a subrecipient or a contractor?

- Connect with the grantor agency to confirm your status as a subrecipient or contractor.

Grant Awarded

What is a Subaward Agreement? Do I still need a Purchase Order?

- Subaward Agreements are legal documents that define and formalize partnerships that enable more programs and services to be offered, ultimately creating better outcomes for Rhode Islanders. They are a key tool for setting expectations, establishing schedules and goals, clarifying roles and responsibilities, and mitigating risk. Purchase Orders are no longer used for subawards since the adoption of eCivis and the Subaward Agreement. Please connect with your grantor agency if you have questions regarding your Subaward Agreement.

How do I accept or decline an award?

- Follow the instructions in the "Award Acceptance or Denial Process" section of the Resources for Subrecipients section of our website for specific user guides on how to accept or decline an award.

Finance Info

What is Ocean State Procures?

- Ocean State Procures (OSP) is the one-time registration required to become a vendor for the State of Rhode Island. Information on registering for OSP can be found on the Division of Purchases webpage. OSP registration only needs to be completed once (despite how many funding opportunities your organization is applying to). However, it must be updated if any information on your organization changes.

Will my banking info be stored in eCivis?

- No banking information is added or edited through eCivis Portal. Financial and banking information is managed through Ocean State Procures. Instructions of adding/editing ACH information is available through OSP to ensure tight controls on banking information.

How do we submit reimbursement requests/invoices and who can submit them?

- Invoices (also known as Financial Reports in eCivis) can be submitted in the eCivis Portal. Any Portal users that are added to the project team can submit a Financial Report. User guides and training videos on how submit these financial reports can be found on the Resources for Subrecipients webpage for the Grant Management Office.

Where can I check the status of my invoices?

- You can check the status of a submitted invoice (Financial Report) in your eCivis Portal account in the Award Activities table or in RIPAY.

When can I start requesting payment?

- You can start requesting payment once your award is in the "awarded" stage in eCivis and your Subaward Agreement is executed.

Post-Award

When do I submit my reimbursement requests/invoices?

- Financial Reports (the term eCivis uses for reimbursement requests/invoices) should be submitted according to the agreement between your entity and the grantor agency. If you have questions about the requirements, please refer to your subaward agreement, or reach out to the grantor agency directly.

How do I add colleagues to my award?

- Follow the instructions in the Post-Award Management Guide. Team members can be added once the award is accepted.

What happens if we need to change the award owner in eCivis Portal?

- If the award owner needs to change in eCivis Portal due to staffing changes, etc., contact your grantor agency and they can assist you in that process.

What happens if there are updates to the subaward agreement after it has been signed/awarded?

- Changes that happen after the awarding process and the subaward agreement has been signed will require an amendment. Information on the amendment process can be found in the Post-Award Management User Guide on the Resources for Subrecipients webpage.
- You can also reach out directly to your grantor agency with any questions regarding amendments.

Annual Organization Registration

What is the Annual Organization Registration?

- The Annual Organization Registration is a required form for all subrecipients receiving funds in the State of Rhode Island. Prior to receiving a grant (subaward) from the State of Rhode Island, an entity must complete an Annual Organization Registration. Applicants are encouraged (but not required) to complete an Annual Organization Registration before applying for assistance. Before you begin the registration process, check within your organization to see if someone else has already registered your entity.

How to I complete the Annual Organization Registration?

- Please refer to the Annual Organization webpage to find a user guide on how to complete the Annual Organization Registration.

Where can I check the status of my Annual Organization Registration?

- You can check the status of your Annual Organization Registration on the Annual Organization Registration section of the Resources for State Agencies webpage. Find the document titled "List of GMS Registered Entities (AOR)". This list is updated on a weekly basis. If you need a more recent update, please submit a User Support Form and select "Annual Organization Registration" as your type of issue.

When is the Annual Organization due?

- Your organization must complete the Annual Organization Registration prior to being awarded a grant. It is recommended that organizations begin the AOR early to avoid delays if you are selected for an award. If your organization receives funds frequently, update your registration every 12 months.

Unique Entity Identifier (UEI)

What is a UEI and how do I get one?

- "Unique Entity Identifier" or "UEI" is a 12-character alphanumeric code assigned by SAM.gov required for entities receiving federal funds directly from a federal agency or from a pass-through entity. The UEI replaced the Dunn and Bradstreet (DUNS) Number as the go-to entity reference number in April 2022.

UEI Potential Scams

- There is NO COST to get a UEI at SAM.gov. There are scammers that contact current UEI administrators offering registration for a fee. Avoid these scams by visiting the federal government's

official site at https://sam.gov/content/home and clicking on the right-hand side. You only need to obtain a UEI one time, but you may be required to update it annually.

- There is no charge for getting a UEI, registering in Ocean State Procures, or registering in the eCivis Portal.

Our entity has a different UEI for each division, do we have to register all our UEI's in GMS (eCivis)?

- When you apply for funds, enter the applicable UEI for the division. In your Annual Organization Registration, enter your primary UEI.

Miscellaneous

Are Quasi State Agencies and Commerce RI using eCivis?

- No, these entities are not currently issuing subawards using eCivis.

Will the state be using delegated authority when deemed appropriate?

- Delegated Authority is no longer in effect for subawards. Rules and Regulations for Grant-Making Involving Federal Funds, 220-RICR-20-00-2 applies to subawards, requiring subawards to be issued via the grants management system (eCivis). State Agencies with delegated authority for contracts will continue to have that ability related to contracts.