

GMS Monthly Agency Meeting



Grants Management System
Monthly Agency Meeting: April 1, 2024

eCivis Metrics

System Metrics data from April 1, 2024

No.	Metric	Value as of 4/1/2024
1	# of Open Federal Awards	938
2	\$ of Open Federal Awards	\$ 3,301,464,000
3	# of Active Subawards	437
4	\$ of Active Subawards	\$ 103,572,000
5	# of Invoices Paid to Date	1,146
6	\$ of Invoices Paid to Date	\$ 26,341,000

April Updates I

GMS State as Grantee and Related Updates:

1. **RIFANS Integration Tip:** Do not enter quotation marks " " in eCivis fields.
2. **State Fiscal Yearend:** Accounts and Control memo with yearend deadlines coming soon. Includes dates for eCivis invoices.
3. **Adding Contract End Dates and/or Closing Federal Awards:** eCivis Project Leads and users will receive instructions email soon.
4. **ERP Grants:**
 1. New Accenture Grants SMEs assigned. Grants workstream to restart soon.
 2. Initial meetings about Payroll / Grants connection. More progress to be made before ready for agency feedback.
5. **RIGID Conversion:** Successful!
 1. If applicable, agency CFO's should submit updated JP Morgan Chase Chart of Accounts to A&C (emailed 3/13).
6. **Backup for Funding Source Requests:** See next slide

Backup for New Funding Sources

Scenarios & Corresponding Backup

1. **General Revenue, Restricted Receipt, State Bond Fund Accounts:** When braiding subaward funding
 - a) BFM "112 - BR-3" Report, or similar, showing enacted budget number for LIS, OR
 - b) Agency Contract Approval Tracker if LIS and amount shown, signed by leadership

2. **Child / Subprojects:** When issuing Subawards from a child/subproject
 - a) IAA-FF: Executed copy of IAA-FF agreement and IAA-FF Tool
 - b) Not IAA-FF: Executed Federal Award Agreement, RIGID

3. **Anticipated Federal Funds:** When needed to publish a solicitation
 - a) If available, written notification of amount from delegation or federal awarding agency
 - b) GMO will create/update a "Placeholder" Funding Source for < \$10 for the GMS Dept.

[Support Form](#), Type of Issue "New Funding Source Request" has been updated accordingly.

April Updates II

Grantor / PTE Updates:

1. **Subawards: Waivers to Competitive Solicitation**
 - a) Please use the electronic version of the form and sign with digital signature.
 - b) Programs with multiple subrecipients, the proposed subrecipients should all be included on one form if you need to attach an Excel or Word file addendum that is fine.
 - c) Reconciliation/Verification of existing DTAs in eCivis with approved waivers – ongoing.
2. **Subaward Appendix I Updated on March 18th:** Navigate to *Grant Management > Organization Documents* and search for “subaward”
3. **Risk Assessment Forms:** Use version 2, available on SharePoint
4. **RI Grants Regulation [220-RICR-20-00-2](#) Revisions:** Public comment has closed. No comments were received. Will go into effect late April. Refer to [March 2024 slide deck](#) for summary of changes.
5. **RI Subaward Public Data:** List of open eCivis subawards to be posted online quarterly. NOT published yet.
 - Agencies asked to validate data before data is live. Please review your unit’s data and send any concerns to Laura.E.Sullivan@doa.ri.gov by **COB on April 10**.
 - Excluding all PII. No street addresses. No sole proprietors’ names.

eCivis Invoices and State Fiscal Yearend

Steps for eCivis Invoices to be Recorded in SFY24

1. Advise subrecipients to submit invoices before the A&C approval deadlines.
2. Confirm Reporting Period ends on/before 6/30/2024. Reopen to subrecipient for changes if the period erroneously includes dates in SFY25.

Financial Report Details

Reporting Period:

03/01/2023 - 03/31/2023

Invoice number.*

Receiver ID.*

Category	Spend	Match	Award Approved	Match Approved
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3. Ensure invoice completes eCivis approval workflow by COB on Sunday, 7/14. “Current Status” must be “Approved / Awaiting Payment” for it to be sent to RIFANS. Note: This does not guarantee the invoice will load into RIFANS overnight.
4. Ensure invoice completes RIFANS approval workflow by COB on 7/17. If this does NOT happen on time, A&C will cancel the invoice. If this happens, use the [Support Form](#). GMO will assist you.

Training & Support for Agencies

Additional Agency Training Sessions: Tuesdays at 1 PM

Invitations sent approx. 2 weeks prior to training date

1. Grant Finance 101 (April 2, 2024 @ 1:00pm)
2. Avoiding Financial Pitfalls (April 16, 2024 @ 1:00pm)
3. Intro to eCivis for Applicants and Subrecipients – New version coming soon

[Upcoming Trainings - Sign Up! - Grants Management RI](#)

Ensure you have the correct SharePoint link to prevent issues accessing – bookmark/save link below

<https://rigov.sharepoint.com/:f:/r/sites/DOA-AccountsControl-GrantsManagement/GMS%20Project/State%20Agency%20Trainings?csf=1&web=1&e=epfzt5>

Submit User Support Form if you cannot access – do not request access via SharePoint

Additional Support provided to Agencies for GMS Adoption:

1. Weekly Office Hours - Thursdays at 2 PM
2. Monthly Agency Call – 1st or 2nd Monday at 2 PM
3. **User Support Form – Available for both State Agency and Subrecipient/Applicant users**

<https://controller.admin.ri.gov/grants-management/grant-management-system-gms/resources-state-agencies>

Appendix

User Support:

To submit a support request please use the User Support form located on the Grants Management Office website:

<https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support>

Grants Management Office Team Supporting GMS System:

- Steve Thompson
- Laura Sullivan
- Katje Benoit
- Brittany Murtaugh

