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.
- 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.
- 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

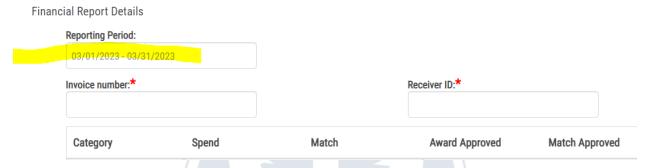
Grantor / PTE Updates:

- 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 <u>220-RICR-20-00-2</u> Revisions: Public comment has closed. No comments were received. Will go into effect late April. Refer to <u>March 2024 slide deck</u> for summary of changes.
- 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 <u>Laura.E.Sullivan@doa.ri.gov</u> 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.
- Confirm Reporting Period ends on/before 6/30/2024. Reopen to subrecipient for changes if the period erroneously includes dates in SFY25.





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 <u>Support Form</u>. 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

<u>Upcoming Trainings - Sign Up! - Grants Management RI</u>

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

ISLAND

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