

Intro to Rhode Island Grants and eCivis for Applicants



Grants Management Office

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Grants Management Office

The Grants Management Office provides administrative support for the effective and transparent utilization of federal grants, contracts, and loans through timely guidance, technical assistance, compliance and reporting oversight to State agencies and their supported organizations.

The Grants Management Office administers the State of Rhode Island eCivis grant management system.

For applicants:

We provide technical assistance and training to support you in finding and applying to funding opportunities.

METRIC	VALUE AS OF MAY 1, 2024
NUMBER OF OPEN FEDERAL AWARDS	908
DOLLAR AMOUNT OF OPEN FEDERAL AWARDS	\$3,236,925,678
NUMBER OF ACTIVE SUBAWARDS	584
DOLLAR AMOUNT OF ACTIVE SUBAWARDS	\$116,776,724
NUMBER OF INVOICES PAID TO DATE	1,298
DOLLAR AMOUNT OFF INVOICES PAID TO DATE	\$28,231,093

Overview

What is a grant? What is a Subaward?

Who offers grants in the State of Rhode Island?

Requirements to apply for a grant

Requirements to accept a grant if awarded

What to know before starting your application

How to create eCivis Portal account to apply (demo)

How to find Funding Opportunities (demo)

How to submit an application (demo)

Access to resources and outreach

Who is This Training For?

Those who want to learn...

How to search for funding opportunities

What is required to apply/accept a grant

How to submit an application

How to reach out for assistance/resources

NOTE: If you have already been awarded, see the subrecipient version of this training

What is a Grant? What is a Subaward?

What is a Grant?

"A grant is a way the government funds your ideas and projects to provide public services and stimulate the economy. Grants support critical recovery initiatives, innovative research, and many other programs"

(<https://www.grants.gov/learn-grants/grants-101.html>)

What is a Subaward?

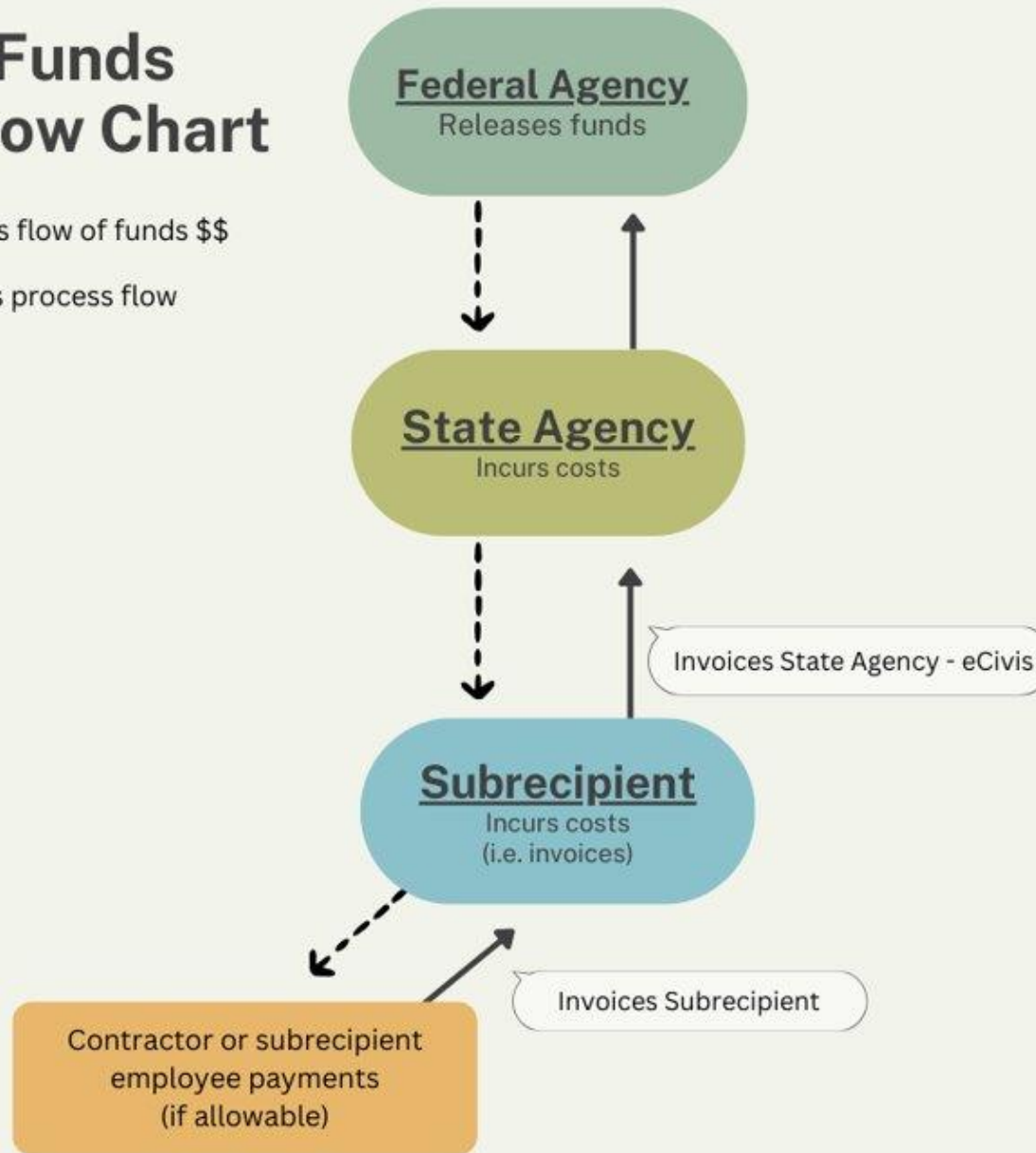
Federal agencies award funds to state agencies who then, acting in their capacity as a pass-through entity, make subawards to entities in the community (i.e., Non-profits, municipalities, school districts, etc.).

These subrecipients then carry out a part of the federal program on behalf of the pass-through entity (state agency).

NOTE: Some subrecipients may be direct federal grant recipients

Federal Funds Financial Flow Chart

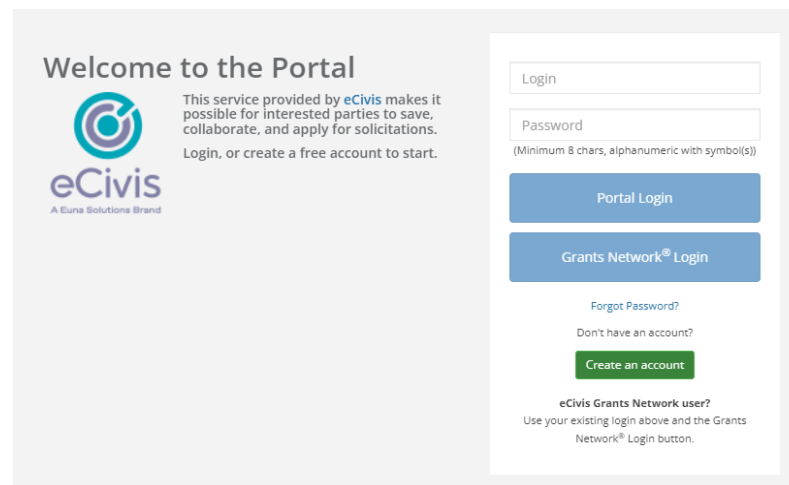
- > Indicates flow of funds \$\$
- > Indicates process flow



What is Required to Apply for a Grant?

- eCivis Portal Account
 - This is the online system where you will complete your application and manage your grant, if awarded

NOTE: See [eCivis Portal Access and Login User Guide](#) for additional information



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

eCivis
A Euna Solutions Brand

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

Who Offers Grants in Rhode Island?

- Rhode Island State Agencies offer grants to subrecipients (non-state agencies).
 - Subrecipient: "A non-Federal entity that receives a subaward from a pass-through entity [RI State Agency] to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency."
 - Subrecipients can include
 - Town/Cities/Municipalities
 - Non-Profits
 - State Colleges
 - School Districts
- A complete list of Rhode Island State Agencies can be found on [ri.gov](https://www.ri.gov)

NOTE: Not every Rhode Island State Agency administers grant programs to subrecipients

What is Required to Accept a Grant (If Awarded)?

- **Register your entity in Ocean State Procures**
 - State of Rhode Island's eProcurement system currently in use for vendor registration, solicitations, and awards. This registration is required you're your entity to receive payment if awarded.
 - This registration is not managed by the Grant Management Office. Please visit the [Division of Purchases](#) webpage for more information.
- **Register in SAM.gov to receive your Unique Entity Identifier (UEI)**
 - "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 (State of Rhode Island). You only need to obtain a UEI one time, but you may be required to update it annually
 - There is NO COST to get a UEI at SAM.gov. There are scammers offering registration for a fee. Avoid these scams by visiting the federal government's official site at <https://sam.gov/content/home>
 - This registration is not managed by the Grants Management Office. More information can be found on the [UEI Process](#) webpage and [SAM.gov](#)
- **Complete the Annual Organization Registration**
 - Required registration for all subrecipients in the State of Rhode Island. Consists of entity information and FFATA information (if applicable). Only one registration is required per entity, regardless of the number of applications submitted. Recommended that entity CFO complete the registration.
 - It is recommended entities begin their registration early (during application process) to avoid any delays if they are selected for an award.
 - Prerequisites: Completion of Ocean State Procures and UEI registration
 - More information (including user guide and training can be found on the [Annual Organization Registration](#) webpage.

Subaward Agreement

- All subrecipients are required to review and sign the statewide subaward agreement when accepting their award.
- The subaward agreement consists of...
 - The Subaward Agreement document
 - State of Rhode Island Terms and Conditions (Appendix I)
 - General Insurance Requirements (only required for subawards over \$30,000)
 - Program Specific Terms and Conditions (varies by State Agency and Program) (Appendix II)
- The subaward agreement will be provided to you by the state agency during the award acceptance process.

Consultants Applying on Your Behalf

The options for entities using consultants to assist with grant applications are:

1. The consultant creates eCivis account to view application forms directly. Consultant provides content to applicant. Applicant fills out application in eCivis Portal. Recommended because applicant will be able to directly review/accept the subaward, if selected for funding.
2. Applicant creates an eCivis Portal account (including email) for temporary use by consultant. Consultant completes application. If selected for award, account is transitioned back to applicant.
3. The consultant creates an eCivis account, completes and submits the application. If selected for funding, the consultant would go through the award review/acceptance process, including upload of documents signed by the applicant's Authorized Representative. Once awarded, the consultant adds the applicant to the project team.

Note: This is **not** an option if the consultant is applying to the same program on behalf of different entities

NOTE: A 3rd party consultant cannot apply to the same program on behalf of multiple entities using the same eCivis Portal account/email address.

What to Know Before Starting Your Application

- At this time, only one individual can apply for and accept a grant award. Please ensure the individual applying will be able to complete this entire process, or other individuals have access to an application if an individual is no longer able to complete the application and acceptance process (if selected)
 - An enhancement is coming soon to allow multiple individuals to collaborate on applications
- Required Forms: There are two forms that you will be required to update as part of your application. You may complete these prior to initiating your application and upload them when prompted.
 - GMS User Certification Form: Certifies that applicant is authorized to access eCivis Portal and submit application on behalf of their organization
 - Authorized Representative Certification Form: Certifies that user is authorized to sign documents on behalf of their organization

NOTE: The State Agency may have additional required documents specific to the award criteria

eCivis Portal Account

- eCivis Portal will be where you apply for funding opportunities and manage your grant if awarded
- To create an eCivis Portal account, navigate to <https://portal.ecivis.com/#/login>
- Follow instructions in the [eCivis Portal Access and Login User Guide](#)
 - Don't forget: You will need to verify your account (via email sent to you) before you can successfully apply
 - Don't forget: Click "Portal Login" when accessing your account.
- Experiencing Login Issues? – How to Correct
 - Use preferred browser, Google Chrome
 - Clear browser cookies and cache
 - Allow third-party cookies

NOTE: The steps to complete these checks are also in the user guide listed above.

Creating an eCivis Portal Account

Demo

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Funding Opportunities

- The State of Rhode Island Grants Management Office hosts a current listing of state agency grant programs, called funding opportunities. Each funding opportunity includes details on eligibility, application deadlines, and how grant funds may be used.
- The current list of all Rhode Island Funding Opportunities and consolidated on the [State of Rhode Island Grant Funding Opportunities](#) webpage.
- Organizations can view current offerings, review eligibility and overview information, and access contact information for the grant administrators at the appropriate State Agency.
- Once a funding opportunity is reviewed, organizations can access the link to apply from this webpage.
- **NOTE:** Individuals can also sign up for our weekly email that provides an update of currently open funding opportunities.
 - [Sign Up here](#)

Finding Funding Opportunities

Demo

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Submitting an Application

Once your organization has identified the funding opportunity they would like to apply for, they can begin the application process.

Components of a Standard Application

- Profile Form (information about the applicant)
- Application Questions
- Budget (specificity will depend on state agency and program requirements)
- Goals (not required by all agencies/programs)

NOTE: Please reference demonstration in this training and the [How to Submit an Application](#) user guide for assistance

Submitting an Application

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Demo

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Access to Resources and Outreach

Question	State Agency	User Support Form
Related to application content	☑	
Eligibility	☑	
Budget, goals, or timeline	☑	
Program requirements, specifications, or documents	☑	
Access or Login Issues with eCivis Portal		☑
Technical issues with eCivis Portal (error messages, loading issues, budget calculations etc.)		☑
Rhode Island grant policy questions (not program specific)		☑
Access to trainings, user guides or other support materials		☑

Find State Agency Contact



User Support Form

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

NOTE: Also review the [FAQ for Applicants and Subrecipients and Quick Connect to RI Grant Resources](#)

[Resources for Subrecipients web page](#)

Home to all this information and more

Thank You!

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Resources and Additional Information

Grant Management Regulations and Guidelines

Uniform Grant Guidance (UGG) (2.CFR.200)

- Federal Law: "government-wide framework for grants management – is an authoritative set of rules and requirements for Federal awards" - [Grants.gov](https://www.grants.gov)
- The state agency you receive a grant award from will be adhering to all regulations outlined in the UGG

Rhode Island: Rules and Regulations for Grant-Making Involving Federal Funds

- State Law: "establish a regulatory framework for grantmaking by State agencies involving Federal funds that is consistent with 2 C.F.R. Part 200" - [Rhode Island Department of State](https://www.rhodeisland.gov)
- The state agency you receive a grant award from will also adhere to all regulations outlines in the State Regulation

NOTE: Your subaward agreement will follow all rules and regulations for both the UGG and State Regulation. Please reach out to your grantor agency with any questions about how these regulations relate to your award.