

Managing Your Grant Award for Subrecipients




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 subrecipients: We provide technical assistance and training to assist you in successfully managing your grant award in eCivis Portal

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 Required to Accept an Award?

Subaward Agreement

Award Acceptance Process – 2 Pathways (Demo)

- Competitive Award Recipients
- Direct to Award Recipients

First Steps After Award is Accepted

How to Submit Financial Report

How to Complete Activity Report

How to Complete Task

How to and Why to Request an Amendment

How to and When to Closeout Your Award

Access to Resources and Outreach

Additional Resource Materials

Who is This Training For?

Those who have been selected for an award and are either in the award acceptance process or have already accepted their award

What is Required to Accept Your Award?

- **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.

Award Acceptance Process – 2 Pathways

Competitive

- Required application and review by state agency

Non-Competitive/Direct-to-Award

- Awarded directly to subrecipient without application

NOTE: Both pathways lead to the same post-award experience and functionality

NOTE: Both award acceptance processes can be found in the [How to Accept and Award](#) use guide

Award Acceptance Process – Competitive

This award acceptance process is for entities that submitted an application via eCivis Portal for a competitive funding opportunity.

This is the path the majority of user will follow

View following demonstration on how to accept your award

NOTE: Both award acceptance processes can be found in the [How to Accept and Award](#) use guide

How to Accept an Award: Competitive Pathway

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Demo

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Award Acceptance Process – Non-Competitive/ Direct-to-Award

This award acceptance process is for entities that did not submit an application and have been selected for an award by a State Agency. The State Agency is only granted permission to issue Direct-to-Awards if allowable by their federal grantor and/or if they have received a waiver to bypass the competitive process.

View following demonstration on how to accept your award

NOTE: Both award acceptance processes can be found in the [How to Accept and Award](#) use guide

How to Accept an Award: Direct-to-Award Pathway

Demo

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First Steps After Accepting Award

1. Add members to your project team

- Adding members to your project team allows you to collaborate and share responsibility of managing your award with other members of your organization.
- Please reference the [Subrecipient Post Award Management user guide](#) (pages 5-7) for how to add and manage members of your team in eCivis Portal

2. Connect with your grantor

- If you have questions about next steps or requirements regarding your award, connect with your state agency grantor contact.

How to Submit a Financial Report

- What is a Financial Report?
 - "Financial Report" is the eCivis term for invoice or payment request. This is how you will request payment from your grantor
- Depending on the requirements of your grantor and/or the award, you may be asked to submit financial reports on a certain cadence. Please follow the guidance from your grantor regarding submittal of financial reports.
- Be prepared to provide documentation and written narrative for the funds you are requesting.

NOTE: Each award may have unique budget categories and set ups. Not all budgets will be identical across awards or agencies.

Written instructions can be found in the [Subrecipient Post Award Guide](#) (pages 10-15)

How to Submit a Financial Report

Demo

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How to Submit an Activity Report

- What is an Activity Report?
 - Activity Reports are used to track your progress on a project through documentation, narrative, and target goals. Like Financial Reports, Activity Reports can be assigned to you to submit to your grantor on a cadence. To check this, look at the Pending Tasks section of your Award Dashboard.

NOTE: Not all agencies/awards will utilize the Activity Report functionality

Submit an Activity Report

Demo

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How to Complete a Task

- What is a Task?
 - A task is a function that can be used by the Grantor to request an action from the subrecipient. Your grantor may ask you to complete a task to...
 - Submit reports or other documentation
 - Provide a reminder
 - Request an action in the system (example: submit a financial report)
- Tasks will appear in your Pending Tasks table along with Financial Reports and Activity Reports.

How to Complete a Task

Demo

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Why Request an Amendment?

Why would an amendment be initiated?

- To move funds from one budget category to another (example: Personnel to Fringe)
- To proposed a change/extension to the period of performance
- To adjust the total award funds or budget category allocations
- To propose a change to the subaward agreement

NOTE: The grantor agency or a subrecipient can initiate an amendment and both parties need to approve any proposed changes

Initiate Amendment and Accepting Amendment

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Demo

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How and When to Closeout Your Award

- You know you are ready to closeout your award when...
 - You have completed all your award activities, submitted all reports, and completed all pending tasks
 - You connected with grantor agency and confirmed it is time to move on to closeout
- The closeout process consists of submitting a final financial report
 - The Financial Report (Closeout) still must be completed even if all funds have been expended

NOTE: Once you initiate Grant Closeout, you will no longer be able to edit or submit pending reports.

Written instructions can be found in the [Subrecipient Post Award Guide](#) (pages 48-51)

How to Closeout Your Award

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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 RO Grant Resources](#)

Thank You!

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Resources and Additional Information

How to Submit an Advanced Payment Request

- What is an Advanced Payment Request?
 - Advanced Payment Requests allow an you to request funds in a lump sum from your grantor and report on how those funds were spent at a later date.

NOTE: Not all awards allow Advanced Payment Requests. If this is allowable, it will be outlined in your subaward agreement.

Written instructions can be found in the [Subrecipient Post Award Guide](#) (pages 16-26)

How to Submit an Advanced Payment Request

Demo

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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?

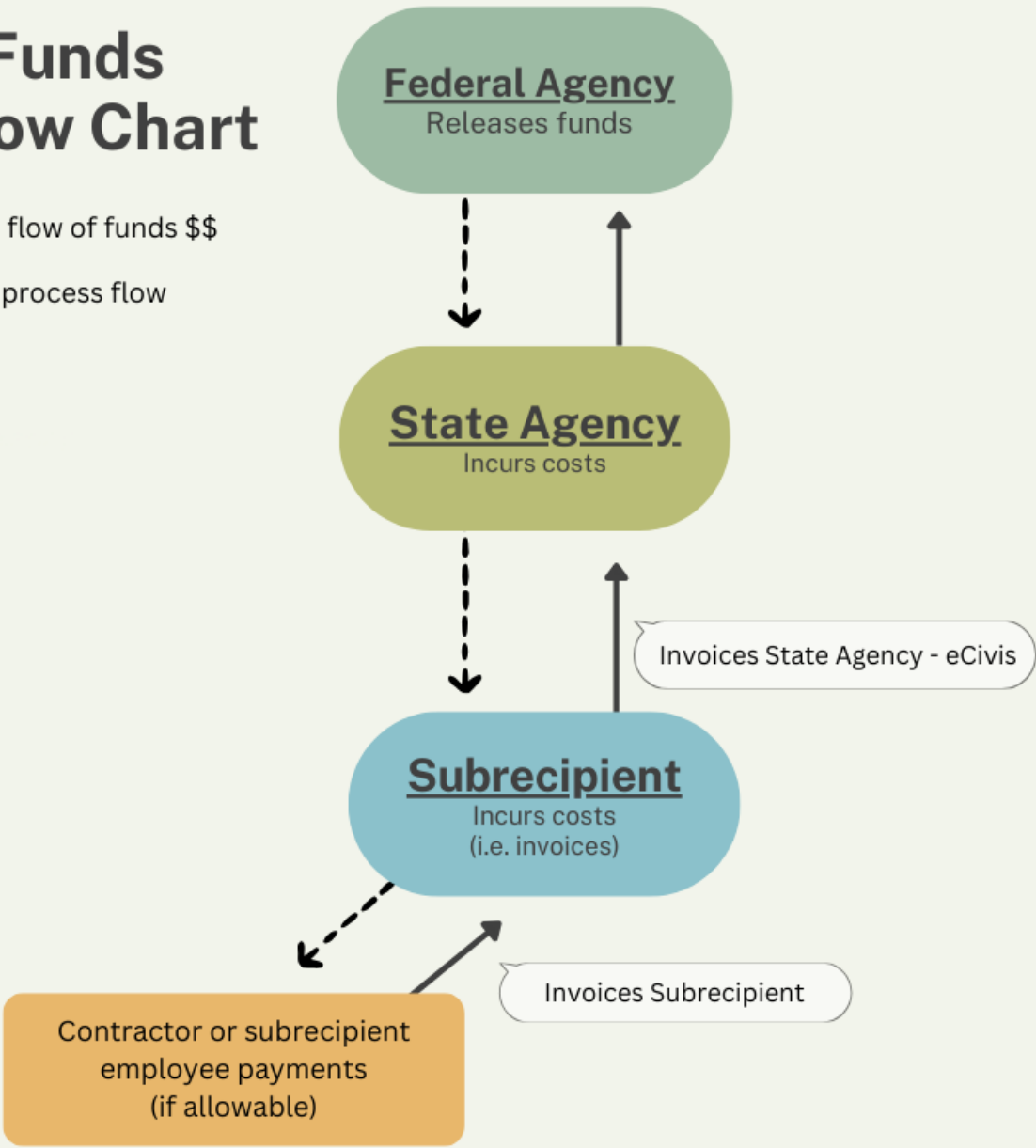
Federal agencies award funds to state agencies who then, acting in their capacity as a pass-through entity, make subawards to entities in the community (i.e., Non-profits, municipalities, school districts, etc.).

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 Subrecipient Monitoring?

"Activities undertaken by grantor (state agency) to ensure "fiscal and programmatic requirements are fulfilled in accordance with the terms and conditions of the subaward agreement"

(Office of Justice Programs, [Mini Toolkit for Subrecipient Monitoring, p 1](#))

Subrecipient Monitoring is required by the Uniform Grant Guidance ([2CFR 200](#))

Typically, there are three types of monitoring your grantor agency could utilize

- Technical Assistance: Grantor provided assistance or support related to program requirements as needed by subrecipient
- Desk Review: Meeting with grantor (typically virtually) to review documents/materials, meet with team members, or address concerns
- Site Visits: Grantor agency comes on site to review documents/materials, meet with team members, or address concerns.

NOTE: Each Agency does not conduct subrecipient monitoring the same. Please connect with your grantor to discuss how subrecipient monitoring will work for your organization /award.

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.