

# GMS Monthly Agency Meeting



Grants Management System  
*Monthly Agency Meeting: March 3, 2025*

# FFATA Reporting Changes



Changes to Subaward Reporting location - Here are the key dates for Subaward Reporting in SAM.gov:

- March 6, 2025 - FSRs.gov will be decommissioned. FSRs.gov will no longer be accessible to report or access subaward data (for search, edit, or create).
- While data will be able to be entered into the FSRs.gov system until close of business on March 6th, we recommend that users complete all subaward submissions in FSRs.gov as soon as possible.
- Visitors to FSRs.gov will be redirected to SAM.gov/FSRS
- March 7, 2025 - SAM.gov will begin ingesting a final set of data from the reports that were created or edited in FSRs.gov just prior to decommissioning.
- March 8, 2025 - Subaward reporting (search, edit, or create) will be enabled in SAM.gov
- Visitors to FSRs.gov will be redirected to SAM.gov/FSRS

# FFATA Reporting Changes

**If you are responsible for FFATA reporting within your agency, log in to SAM.gov to ensure your account is accessible and to request the appropriate role from your agency's Entity Administrator. The Federal Service Desk has put together this [document](#) to explain the new role that all FFATA reports will need going forward.**

From GSA on 2/27/25:

To help users prepare for the change and move of subaward reporting to SAM.gov, GSA will:

- Offer a **second training session next Wednesday**, March 5 at 1:00PM EST. Please [click to register](#) for the live session on Thursday. When you go to register, you may discover that you already have been courtesy registered for the event by GSA (possible if you have participated in a previous session). If that is the case for you, there is no action required on your part. The recording of the event will be made available as soon as possible for those who can not attend live.
- Publish a variety of **knowledge articles** at the [Federal Service Desk](#) (SAM.gov's helpdesk) that will help you navigate the new subaward functionality in SAM.gov after March 7. These knowledge articles will be available on FSD.gov within the next few days and will be searchable by topic.
- Provide **how-to videos** during the next few weeks on the IAE [playlist](#) on GSA YouTube that will also help you navigate (in many instances, step-by-step) how to do subaward reporting in SAM.gov after March 7. These videos also will be made available soon.

If you are having trouble locating your Entity Administrator or with the transition to SAM.gov, please reach out to [brianna.l.murphy@doa.ri.gov](mailto:brianna.l.murphy@doa.ri.gov) .

# Federal Government Shutdown Planning

# Federal Shutdown Updates


**State agencies are responsible for monitoring the approval process for all subrecipient submitted financial reports (invoices). Agencies must adhere to accelerated approval timeline for subrecipient invoices.**


- The Continuing Resolution (CR) funding the federal government expires Friday 03.14.25
- DOA Sent two memos on 02.28.25, one to state agencies & one to subrecipients
- Agencies should communicate directly with subrecipients advising them to ensure they are current on subaward financial reports/payment requests.


Action	Due Date
State sends email communication to active subrecipients advising them to make sure subaward-related reimbursement requests are up to date. Agencies should contact their SRs directly.	February 28 <sup>th</sup> – March 5 <sup>th</sup>
Subrecipient submits current invoices to State agency for eligible expenses.	March 5 <sup>th</sup>
State agency reviews and approves invoices in eCivis/Euna or sends back for revision. If approved:	March 5 <sup>th</sup> – 10 <sup>th</sup>
State agency approves invoice in RIFANS.	March 5 <sup>th</sup> – 12 <sup>th</sup>
State agency initiates drawdown in federal system consisting of eligible expenditures not previously drawn.	March 10 <sup>th</sup> – 12 <sup>th</sup>
Subrecipient and State agency process additional payments and drawdowns as needed.	March 6 <sup>th</sup> – 14 <sup>th</sup>
Federal agency provides response and payments.	March 10 <sup>th</sup> – 14 <sup>th</sup>
Continuing Resolution (federal government funding) expires.	March 14 <sup>th</sup>

# Subrecipient Financial Reports (Invoices)

**A financial report is not "paid" once approval workflow in Euna is complete. Approval workflow in RIFANS also needs to be completed.**

- GMS/eCivis 
  - Subrecipient submits
  - eCivis "Financial Approval" workflow by agency staff

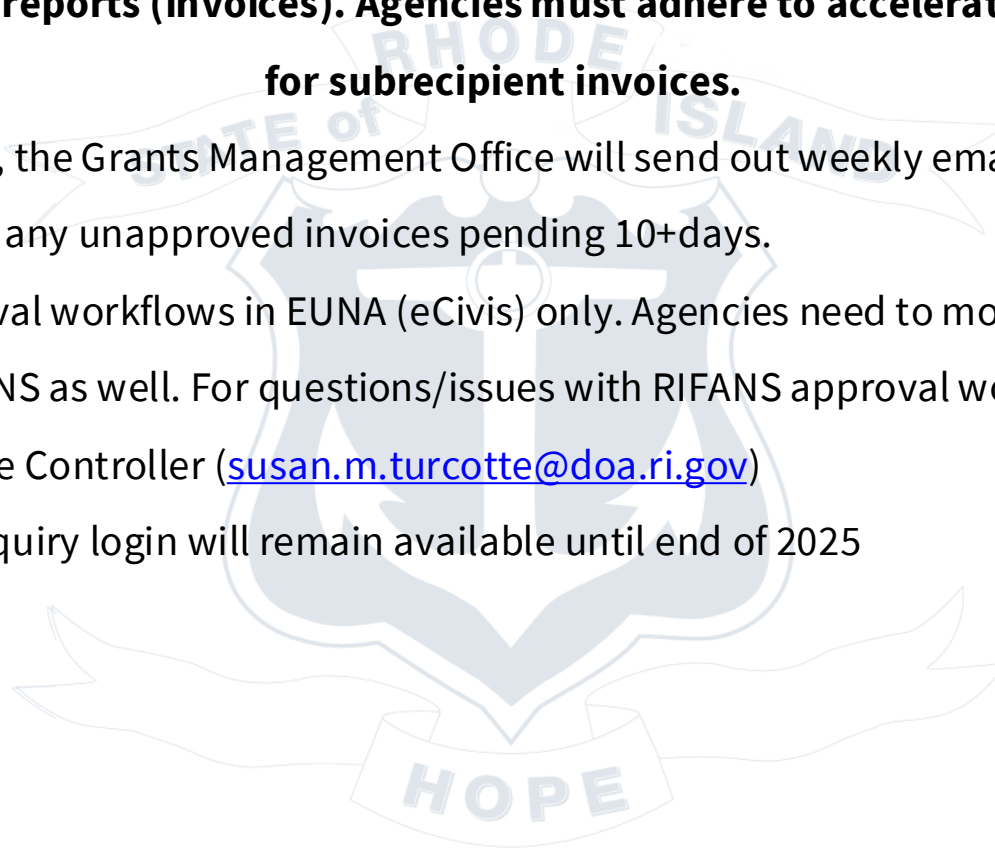
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- RIFANS 
  - RIFANS Approval Path
  - Payment Issued

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- GMS/eCivis 
  - Payment data received/updated

# Subrecipient Financial Reports (Invoices)

**State agencies are responsible for monitoring the approval process for all subrecipient submitted financial reports (invoices). Agencies must adhere to accelerated approval timeline for subrecipient invoices.**

- To assist agencies, the Grants Management Office will send out weekly emails to agencies informing them of any unapproved invoices pending 10+days.
- This covers approval workflows in EUNA (eCivis) only. Agencies need to monitor their approval workflows in RIFANS as well. For questions/issues with RIFANS approval workflows, email Sue Turcotte, Associate Controller ([susan.m.turcotte@doa.ri.gov](mailto:susan.m.turcotte@doa.ri.gov))
- RIFANS inquiry/inquiry login will remain available until end of 2025



# Subrecipient Financial Reports (Invoices) cont.

## Resources for subrecipient invoice approvals

[Avoiding Financial Pitfalls for subaward invoices](#) (recorded training and PowerPoint)

[Grantor Post-Award Training, Financial Reports section](#) (recorded training)

Monitoring Financial Reports and Updating Approval Workflows for Subaward Invoices (user guide)

[Reporting Functionality](#) (recorded training)

### **Make Changes to Approval Workflows If:**

- User who is an approver for financial reports will be out of office/unavailable to approve financial reports that will prevent the agency from completing Euna reviews within 10 days. See user guide above for instructions.

### **Submit a User Support Form If:**

- Changes need to be made for a financial reports that is in the "Approved/Awaiting Payment" status, submit a User Support Form.
- Subrecipient submitted Financial Report before agency had a chance to update approval workflows and the report is now stuck with unavailable approver.

# Subrecipient Communication (cont.)

**If a subrecipient is experiencing a technical issue, the subrecipient must submit a User Support Ticket themselves. Do not submit tickets on behalf of subrecipients.**

- The GMO needs to be able to directly communicate with subrecipients about any technical or system questions.
- Subrecipients are welcome to request their grantor be added to their response. If a subrecipient inquiry requires the grantor's input, the GMO will include them in their response to the subrecipient.
- Direct contact with subrecipients allows for
  - Expedited resolution to question.
  - Ability for GMO to track common questions/concerns for applicants/subrecipients
  - Learning opportunities for applicants/subrecipients

# State Agencies:

## After this meeting:

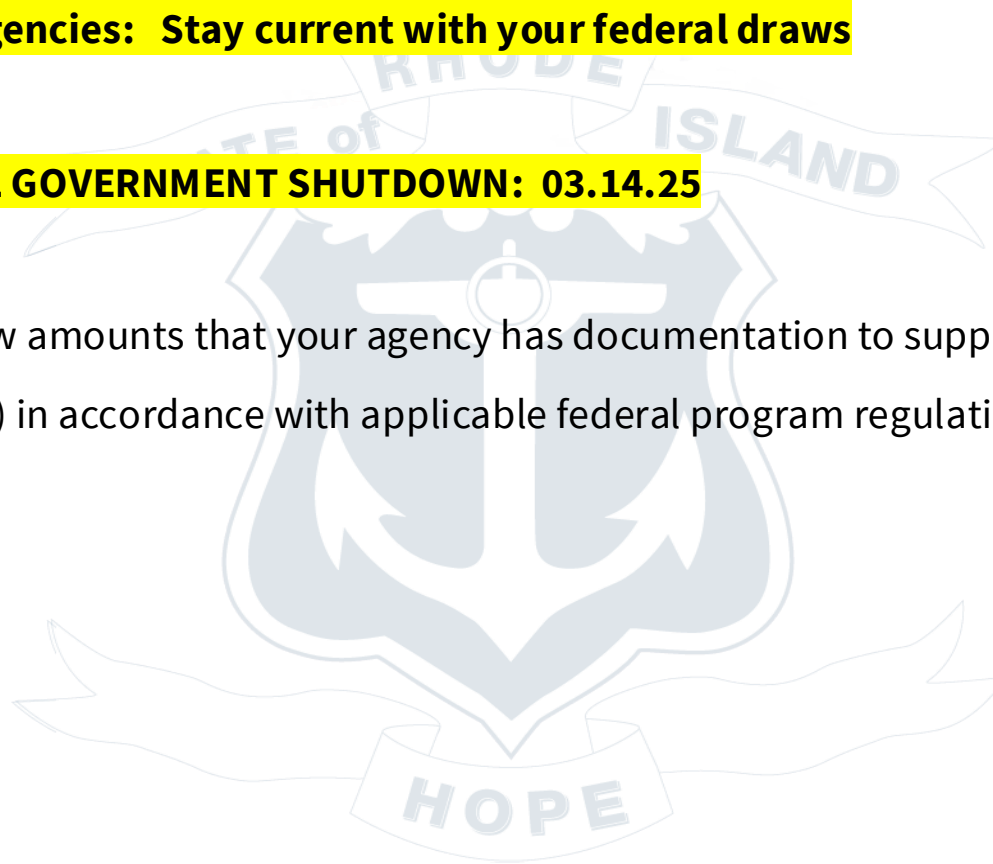
- **Log in to eCivis/Euna** and see if you have any pending financial reports to review/approve, if there are problems send back to SR for revisions.
- **RIFANS:** RIFANS approvers check to see if you have any pending invoices from eCivis/Euna

# Federal Drawdowns

**Guidance to State Agencies: Stay current with your federal draws**

**POTENTIAL FEDERAL GOVERNMENT SHUTDOWN: 03.14.25**

**Remember:** only draw amounts that your agency has documentation to support (eligible, allowable, allocable, reasonable) in accordance with applicable federal program regulations.



# Reminders from previous Agency Calls

# Application and Review Management (ARM) Training

**Training Timeline:** December 2024 – May 2025

State Agencies who responded to information request will receive email from GMO with further details. If no response is sent, agencies will be assigned a training slot.

- Agencies will be contacted via eCivis Department to confirm training timeline (Some agencies have multiple eCivis Departments that will need to be trained/transferred)

Training will occur monthly and include the following

- In-depth ARM training
- Dedicated office hours for that month's group
- Access to training videos and user guides

## **Reminders**

- The transfer from Zengine to ARM must be done by state agency eCivis Department
- No solicitations in that eCivis Department can be open during the training timeline/transfer
- No solicitations accepting applications or reviewing applications

# ARM Training Schedule

January	February	March	April	May
DPS - Central Management	RIEMA - Emergency Management Agency	JUD - District Court	EOHHS - Central Management	DOA - Energy
DPS - State Police	RIDE - Commissioner	JUD - Family Court	RIHOU - Department of Housing	ARTS - Council on the Arts
DOA - Office of Library and Information Services	RIDE - Fiscal Operations	JUD - Superior Court	DOH - Central Management	CRMC - Coastal Resource Management Council
<i>DEM - Bureau of Environmental Protection</i>	RIDE - Innovation	JUD - Supreme Court	DOH - Community Health and Equity	SOS - Elections
<i>DEM - Bureau of Natural Resources</i>	RIDE - System Transformation	DHS - Central Management	DOH - COVID-19	DOT
<i>DEM - Office of Director</i>	RIDE - Teaching and Learning	DHS - Child Support Enforcement	DOH - Customer Services	
<i>DHS - Office of Healthy Aging</i>	BHDDH - Behavioral Healthcare	DHS - Health Care Eligibility	DOH - Environmental Health	
<i>HPHC - Historical Preservation and Heritage Commission</i>	BHDDH - Central Management	DHS - Individual and Family Support	DOH - Health Labs and Medical Examiner	
<i>AG - Criminal</i>		DHS - Office of Veterans Services	DOH - Policy and Information and Communications	
		DHS - Rhode Island Works and Child Care	DOH - Preparedness Response Infectious Disease and Emergency Medical Services	
		DHS - State Funded Programs		

# Annual Organization Registration

## Updated AOR Now Live!

[See Resources for Applicants and Subrecipients - AOR webpage](#)

### New enhancement for AOR in 2025

The Annual Organization Registration will be transitioning to the ARM platform

- All entities must submit a new AOR when new awards are made
- Entities with existing awards will not need to re-submit their AOR unless
  - a) they are awarded a new grant after the launch of the new AOR process,
  - b) the performance period of their existing award extends beyond 2025.
- Only 1 AOR will be accepted per entity (categorized by EIN)
  - exception: public school districts
- State agency users will still check an entities AOR status on the website

***Emails have gone out to entities and all state agency active GMS users with additional details***

# Training, Support, and Resources for Agencies

## Upcoming Trainings

*Invitations typically sent approx. 2 weeks prior to training date*

- Application and Review Management (ARM) - November 2024 through May 2025

## Support

1. Weekly Office Hours – TUESDAYS at 1 PM
2. Monthly Agency Call – 1<sup>st</sup> or 2<sup>nd</sup> Monday at 2 PM
3. [User Support Form](#) – Available for both State Agency and Subrecipient/Applicant users

## Resources

- Grants Management Office webpage
  - [Resources for State Agencies](#)
- [SharePoint](#) for recorded trainings
  - Submit User Support Form if you need access

# 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

