

Grantee Post-Award: 4. Substate Transfer Submission

Objective: Agencies understand the process of submitting a Substate Transfer Request.

Summary: All Substate Transfer requests will be submitted via eCivis task to the Budget Agency. Once the primary agency receives notification a grant is awarded and updates their eCivis Project to “Grant Awarded” status (ensuring the “4 - Substate Transfer – MOU Required” Grant Tag was selected), an automatic Substate Transfer task appears.

This initial Substate Transfer task serves as a reminder to the prime grant recipient to create an eCivis “Substate Transfer” Organization Funding. The receiving agency will then create a new Substate Transfer project. *Within the Substate Transfer Project*, Agency eCivis users will submit a Substate Transfer Request task, with a filled out FSRF Appendix & fully executed Memorandum of Understanding (MOU) attachment(s).

For State Agency Grantor of Substate Transfer: For State Agency-to-State Agency/Sub-State Transfers, the state agency providing the funding to another state agency(ies) will create the Organization Funding. In the same way we use a Federal Funding Source to allocate sub-state transfers, the State Agency must represent that Federal Funding Source with Organization Funding. Agencies will still be required to process the MOU through SCM. Similar to State Match, if an agency has substate transfers to multiple agencies, the Agency eCivis user can create one Organization Funding opportunity for the receiving agencies to request funding for.

The Prime Recipient Organization Funding’s **Funding Title** will indicate the following:

- The **Funding Title** begins with the agreement type, Substate Transfer.
- The state agency providing the funding using the naming convention in [Appendix G – State of Indiana Agencies, Acronyms, and BUs of SOI User Guide - Grantee Award Management](#).
- The originating source of funding should be copy/pasted from the Project name that the Prime state agency set up for its funding e.g., Coronavirus State and Local Fiscal Recovery Funds.
- The FFY is included at the end of the title to indicate in which federal fiscal year the funding is available for the state agency’s usage. Use two digits to represent the year.
- **Title Format: Substate Transfer - Prime Agency Name - Title of original source of funding - FFY##**
 - For example, SBA was awarded the Coronavirus State Fiscal Recovery Funds. SBA is transferring these federal funds to the Office of Management and Budget (“OMB”) for Federal Fiscal Year 2024 through an MOU. A Prime Agency eCivis user would create a **Funding Title** like the one below:
 - Substate Transfer - IN State Budget Agency - Coronavirus State Fiscal Recovery Funds - FFY24

GN Code	Funding Title	Fiscal Year	Funding Type	Total Funds	App Due
ORG0003	Substate Transfer - IN State Budget Agency - State and Local Fiscal Recovery Fund - SFY23	2023	Non-Competitive	\$100,000,000	N/A

For **Funding Type**, “Federal” will be selected. **Agency** is the name of the Funder & will be populated by the state agency that is the Funder/ Prime. In the above example, SBA is providing the funds to the IN Office of Management and Budget. See [Section 13 – Funder Naming Conventions](#) for the appropriate naming conventions.

The **Office**, **FAIN**, **Organization ID**, and **Grant Contact** fields are not required.

For the **CFDA Number**, the CFDA (Assistance Listing) number will be entered.


In the **Total Funds** field for State-to-State/Department Transfers, the Agency eCivis user for the department/agency entering the Organization Funding will enter the amount available to all state departments/agencies being funded by the originating funding source.

- In the SBA example, SBA was awarded \$10,000,000 (\$10M) from the U.S Department of the Treasury. SBA will provide \$6,000,000 (\$6M) to OMB through an MOU. In this case, the **Total Funds** field would be \$6,000,000 (\$6M) as that is the total amount available for transfer.
- However, if SBA were also providing \$2,000,000 (\$2M) to the Governor’s Office, the Total Funds field would be \$8,000,000 (\$8M). **This is because the State Agency creates one Organization Funding for all MOUs associated with the original federal funding.**

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The **Attachments** field allows Agencies to provide a website link, and/or upload document(s), related to creating the funding opportunity. Although this section is not required by eCivis Grants Network, SBA requires it to verify the data elements entered. Therefore, each State-to-State/Substate Transfer is required to provide one of the following:

- Memorandum of Understanding (MOU);
- Notice of Funding Opportunity (NOFO);
- Notice of Award (NOA);
- Application(s), Certificate(s), and/or Agreement(s);
- Grants.gov listing, and/or;
- SAM.gov Assistance Listing;
- Website or page of the funding opportunity from the Funder.

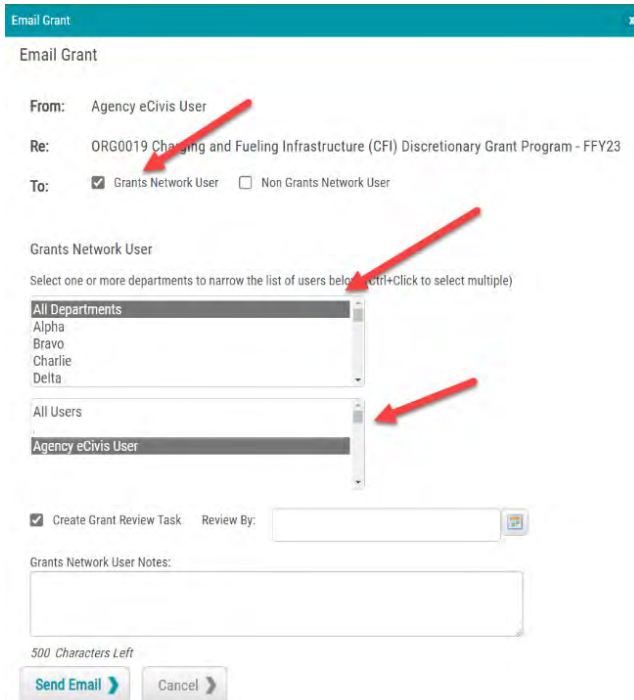
When the Organization Funding entry is finalized, and in the system, the State-to-State/Department Transfer will be distributed by using the *Email Grant button*  **Email Grant** at the entered Organization Funding's page .

ORG0003 Substate Transfer - IN State Budget Agency - State and Local Fiscal Recovery Fund SFY23

Summary	Eligibility/Application	Financial	Contact/Files
Type:	Federal	Next Due:	N/A
Agency:	IN State Budget Agency	Match Required:	No
CFDA/ALN:	21.207	Actual Funds:	\$100,000,000

The Agency eCivis user will check the **Grants Network User** box. From there, specific departments & Agency eCivis users to which the Organization Funding applies can be selected. Additionally, the Agency eCivis user may include a brief explanation of the Organization Funding and instructions for use in the **Grants Network User Notes** box.



Email Grant

Email Grant

From: Agency eCivis User

Re: ORG0019 Charging and Fueling Infrastructure (CFI) Discretionary Grant Program - FFY23

To: Grants Network User Non Grants Network User

Grants Network User

Select one or more departments to narrow the list of users below (ctrl+Click to select multiple)



All Departments
Alpha
Bravo
Charlie
Delta

All Users
Agency eCivis User

Create Grant Review Task Review By:

Grants Network User Notes:

500 Characters Left

***See the final page for Substate Grantee/ receiving agency guidance.**

For the Substate Grantee (“receiving agency”):

The substate grantee must create a new eCivis project following the steps of the [eCivis Grants Network Pre-Award User Guide](#) with following exceptions:

- Like State Match, Substate Transfer eCivis projects will be non-competitive & move straight to Grant Awarded.
- The Agency eCivis user will select “No” for **Is an application required for this grant?** *.
- In the dropdown next to **Grant Status** *, select Grant Awarded.

If the substate transfer funding will be used for pass-through, the Agency eCivis user will select “Yes” for **Are awarded funds to be available for use as pass-through funding?** *.

Note: Do not select “4 - MOU Substate Transfer - UPLOAD FORM or MOU” since this is the MOU request.

Note: We recommend adding the appropriate staff from the Prime agency to the eCivis project.

This will allow the prime agency to add and complete any tasks normally performed in substate transfers.

Upload Files: The fully executed Memorandum of Understanding (MOU) is required to be uploaded before saving.

There are two automatic approval tasks that must be sent to SBA, the SBA Analyst - Allot Ctrl or State Match Request task and the SBA Finance – Funding Source Approval task (including [Subgrant Request \(MOU\) 2023](#)).

Automatically Assigned Tasks

1. Once the Agency eCivis user has updated the project and grant to **Grant Awarded Stage**, two automatic tasks will appear on the **Project Dashboard** in the **Pending Tasks** section. If the “7 - State Match Included” grants tag was selected before or while filling out the Grant Awarded Status Form, additional automatic tasks will appear.
 - a. **Task Name:** Rqst Approval: SBA Finance - Funding Source Approval
 - **Required Action:** The task will include a blank [Subgrant Request \(MOU\) 2023](#) form. Upload a completed Subgrant_Request (MOU) 2023 form in order receive a funding source for the substate transfer.
 - b. **Task Name:** Rqst Approval: SBA Analyst - Agency - Allot Ctrl or State Match Request
 - **Required Action:** Allot Control - SBA analyst perform the functions related to Allot Ctrl process for the award and project within eCivis Grants Network. In the *Notes to Approver* section, please include your 10-digit Budget Journal IDs for each of the following: ALLOT, ALLOT_CTRL, and APPROP.
 - c. **Task Name:** Submit State Match Fund Request

Action Required: The Agency eCivis user must request state match by creating a new eCivis project through the agency’s dedicated State Match Fund in eCivis.

2. Completing these two automatic tasks will trigger the approval process with SBA. With the completion of the **Rqst Approval: SBA Finance - Funding Source Approval** task, the SBA representative will provide the Indiana State Agency its Funding Source Number/ID for the eCivis project and grant.
 - a. The Funding Source Number/ID will be communicated to the Indiana State Agency in two ways:
 - First, within an automatic eCivis Grants Network generated email indicating that the **Rqst Approval: SBA Finance - Funding Source Approval** task has been completed and approved by SBA. In that email, there is a **Notes** section where the SBA representative will enter the Funding Source Number/ID.
 - Additionally, the SBA representative will enter the Funding Source Number/ID in the **Internal Grant ID** field within the **Contracts and Accounts** tab of the eCivis Grants Network project. The Funding Source Number is represented as Allocating BU – Funding Source – Owning BU (where BU = Business Unit).