Objective: Agencies understand how to process an award notification and then approve and begin managing all tasks associated with management of awarded funds.

Summary: After agencies have received approval from SBA to apply for funding, submitted an application to their respective funder, and attached the application packet in the eCivis Application Summitted stage, agencies will wait to receive notification from their respective funder.

When an Agency receives notification from the funder, they will indicate the decision in eCivis.
An Agency can find it's project on the main landing page under the Grants Management tab at the top under "My Projects" and click on the specific project link.
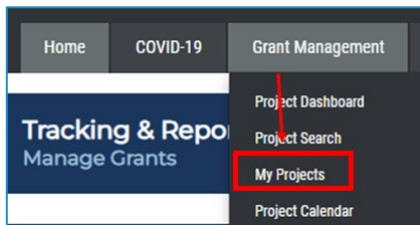
In the Project Dashboard, under Available Actions, select either:
"I have received my award notification and I have been awarded " (if awarded) or
"I have received notification that I have not been awarded" (if not awarded).

Agencies must fill out the information on the "Grant Status" form. The only line the Agency will leave blank is the Internal Grant ID and Internal Grant Name field. SBA will fill this out after the Agency submits this form.

Grant Tag Note: If the Agency has a state match requirement the "7-State Match Included" tag must be selected.
If the Agency has a substate transfer the match requirement "4-MOU Substate Transfer" tag must be selected.

Allocation Note: Agencies will select yes for "pass-through" funding if any of the funds will be passed on to subrecipients. All agencies will select "no" for awarded funds to be available for allocation to sub-projects.
Notes are optional on the status form. If the project period or estimated funding total has changed, the notes section at the bottom of the Grant status form is the place to detail and update those changes. For the Grantor Number line, the Agency has a few choices on what to use (FAIN #, Federal Award ID, Grant Award ID, or Agreement #).

See the Grant Status Form Example on the next page for visual support in filling out the "Grant Status" form.

Grant Status Form Example

Grant Status - Grant Awarded

National Fish and Wildlife Foundation (NFWF) and the National Oceanic and Atmospheric Administration
Monitoring and Reporting (EMR) Grant Program - FY 2023

Complete Status Form

Grant:
FD9170 National Fish and Wildlife Foundation (NFWF) and the
National Oceanic and Atmospheric Administration (NOAA): Fisheries
Innovation Fund: Electronic Monitoring and Reporting (EMR) Grant
Program - FY 2023

Internal Grant ID: **Leave blank**

Internal Grant Name:

Do you consider this a competitive grant? *   ○ Yes   ○ No   ← All agencies select "yes"

Award Notification *:   ← The date you received your notification

Awarded $ *:   5,000,000.00

Match Required *:   YES

Match Type *:   Cash

Cash Match $ *:   3,000,000.00   ← If you are a "Match" agency you must put in your match amount

In-Kind Value:

Contract Start Date: ← Agencies must indicate their contract start/close date
                               which is referring to the Budget Period.

Contract Close Date:

Reminder:

Award Type: ○ Advance Payment   ○ Reimbursement

UEI: ⓘ   ← Agencies must fill in their UEI if not already populated

DUNS Number:

Grantor Contract Number: ← Agencies must use   Fain#, Federal Award ID,
                                                        Grant Award ID, or Agreement #

Grant Tags *:
All Organization Tags   Selected Organization Tags
1 - Not Applicable   ▶▶   4 - MOU Substate Tran
2 - Maintenance of Effo   7 - State Match Include
3 - Third Party Match -   ▶
5 - Staff Needed - No

Notes: ← Only fill out notes if updates to
                              your project period or estimated
                              funding total

Allocation Option

Are awarded funds to be available for   ● No   ○ Yes
use as pass-through funding? *

Are awarded funds to be available for   ● No   ○ Yes   ← All agencies will select "no"
Allocation to sub-projects? *

Upload Files

Attach Files *:   ← Agencies must attach their
                               award notification.

Save ❯   Cancel ❯