NextLevel
Grants Management

Hoosier Solutions…Today's Grants, Tomorrow's Results

Special Edition:
Doing Things Better...Doing Better Things

SBA's Grants Management Team has been listening to user feedback about eCivis. After undertaking a deliberate process to consider possible changes to grants management processes, eCivis policies, and training materials content, the Grants Management Team has made the changes identified in this Special Edition.

The changes fall with the following sections/categories:

- Policy, Process, and Data Gathering
- Under Consideration Stage
- Application Preparation Stage
- Application Submitted Stage
- Grant Awarded/Implementation Stage
- Grantor, Subrecipients, and Subrecipient Monitoring
- Closeout Stage

Quick Note

State Budget Agency Budget Analysts are now known as Fiscal Analysts. The name change is intended to reflect the incorporation of greater federal assistance/ grants oversight into the Analysts' role.

Policy, Process, and Data Gathering

Major Moves

- **SBA will start identifying new grants via a New Grant grant tag.** The goal is to easily identify new grants that might need more explanation to obtain SBA pursuance approval.

- SBA has issued a new Financial Management Circular regarding private grants and donations. To support the FMC, **SBA will: 1) add a Private Grant to the list of grant tag choices, and 2) create a private grants template form.**

- Currently, user guides have their own list of definitions relevant to that user guide. This makes the definition list cumbersome to update consistently. **SBA will consolidate all definitions into a single glossary.**

Nitty Gritty

- Agencies will insert "n/a" for Internal Project Name and Internal Project ID.

- Agencies will use either FFY or SFY to indicate the relevant fiscal year.

- SBA will create a user guide appendix identifying the applicable federal fiscal year for a particular grant.

- SBA will create a Quick Reference Sheet for all automatic tasks, documents, and their stages.

- SBA has adjusted task naming conventions to put the most relevant information in the visible field.

- SBA has adjusted some eCivis task descriptions to more clearly state the activity needed.

Under Consideration Stage

Agencies are encouraged to save new grants to the "Under Consideration" stage in eCivis as early as possible—even before all of the relevant details are confirmed—to alert the relevant parties that a new grant is under evaluation. For grants that are not new to the state, agencies may proceed directly to the "Application Preparation" stage.

Application Preparation Stage

Major Moves

- When reviewing grants for pursuance approval, if **SBA denies a grant, SBA will also select the "Will not apply" button in the eCivis project.** This will enable SBA to document the basis for the denial and provide information for decision-making in the event the agency considers the grant in the future.

Nitty Gritty

- SBA recommends that agencies use simple tasks to create an "Internal Deadline" for application due dates.

- SBA will update the Federal Assistance Request Form to include more information for Maintenance of Effort instructions.

Application Submitted Stage

Reminder

If a grant does not have a competitive application, agencies will upload their State Plan to eCivis. The "application" could also be a cooperative agreement, or simply an email from a federal agency notifying a state agency of available funding.

Nitty Gritty

- SBA will eliminate the "Application Upload Confirmation" approval task. Note: agencies are still required to upload their official application.

- eCivis will require agencies to upload their application only at the Application Submitted stage. All other documents will be added at specific tasks.

NextLevel Grants Management is a *fundamental* part of fulfilling State Budget Agency's Vision and Mission Statements.

Indiana State Budget Agency's **Vision**:

Ensuring that Indiana's priorities are funded today <u>and</u> tomorrow.

Indiana State Budget Agency's **Mission**:

Under the direction of the Governor and Office of Management and Budget, the State Budget Director serves the role of chief fiscal officer.

Indiana STATE BUDGET AGENCY

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Learn more at: **IN.gov/SBA/grants**

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Grant Awarded/Implementation Stage

Major Moves

- While estimated funding sources are not a preferred way of managing federal assistance, they do help keep funding flowing while agencies are waiting for federal processes to play out. **SBA will prepare guidance for creating estimated funding sources. FMC 4.1 requires a waiver to use estimated funding sources.**

Quick Note

Training for the new Financial Management Circular 4.1 - Federal Assistance Management Requirements (effective July 1, 2024) will be available on SuccessFactors.

Nitty Gritty

- User guides will reflect that the State Match project is only for the cash match portion of the grant. Agencies should include any third-party match in the "cash" and/or "in-kind" match fields when setting up an eCivis project for a federal grant.

- Substate Transfer organizational funding should be designated as State-funded. SBA will revise user guides to reflect this requirement.

- Agencies will leave the Internal Grant Name field blank. The agency will continue to put the grant's award number in the Grantor Contract Number field.

- Agencies will begin using only acronyms for the prime agency's name in the substate transfer project name.

- Amendments will require an approval task for your agency's Fiscal Analyst and SBA Finance.

- The amendment reminder task will no longer auto-generate.

Grantor, Subrecipients, and Subrecipient Monitoring

Major Moves

- Some agencies issue subawards directly to subrecipients rather than through a competitive application process. **SBA will provide Direct Award guidance in the associated user guide and training materials.**

Nitty Gritty

- SBA is revising the portal guidance for subrecipients, including portal login guidance.

Quick Note

Agencies need to remember to make their applicants aware of the Grant Funding Opportunities page and the Resources for Subrecipients on the SBA website.

Quick Note

Program questions should be directed to the agency issuing a solicitation. Questions about eCivis **functionality** are handled by State Budget Agency's Grants Management Team. eCivis Technical Support Team will address **technical** questions.

Closeout Stage

- SBA is updating the closeout user guide for eCivis and the PeopleSoft bulletin.

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SBA Grants Team provides subrecipient communication and training assistance.

SBA's Grants Management Team can help you prepare your subrecipients to successfully use eCivis. The Grants Team can develop and execute a plan for informing your subrecipients of the eCivis implementation, including writing newsletter blurbs, presenting information briefings, and crafting language for your agency's website, and training your subrecipients to use eCivis. SBA has prepared Guidance on Subrecipient training and communications planning.
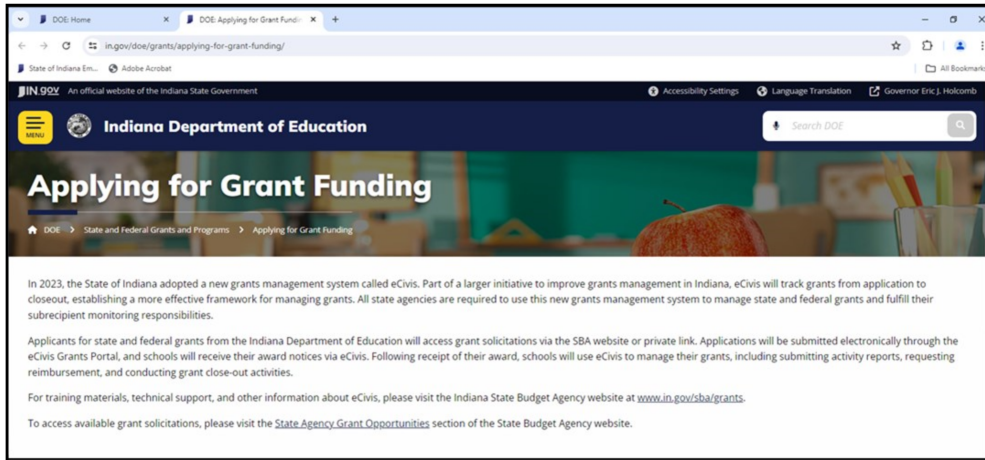
Grants Management Office Hours

Upcoming Schedule   *(note: all are 12-1pm Est on 1st and 3rd Thursdays)*

August 1 - Grantee Post-Award 1: Grant Awarded, tasks, Funding Sources
August 15 - Grantee Post-Award 2: State Match, Substate Transfers, issues

September 5 - Grantee Pre-Award 1: grant search, org funding, eCivis Projects
September 19 - Grantee Pre-Award 2: requesting SBA approval, applications
October 3 - Grantee Post-Award 1: Grant Awarded, tasks, Funding Sources
October 17 - Grantee Post-Award 2: State Match, Substate Transfers, issues

What happens during an "Office Hour"?

- 12:00 - 12:05p – brief intro on topic to be demoed and ask any burning Qs
- 12:05 - 12:35p – demonstrations led by SBA Grants Team staff, re: Office Hour topic
- 12:35 - 12:55p – Q & A: expand on demo learnings and ask additional Qs
- 12:55 - 1:00p – Closing remarks, reminders of next training and Contact GM Team form

Visit the *Grants Management Office Hour page* for more information on how to join an Office Hour.
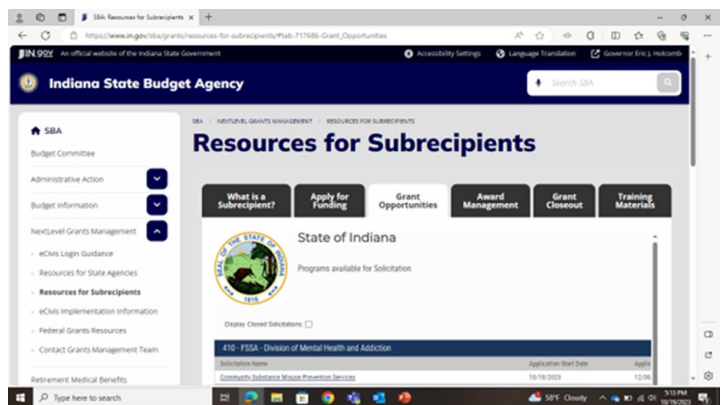
SBA Grants Management Team will have eCivis training available for your subrecipients, including virtual training sessions, in-person work shops, and virtual office hours.

Office Hours will be structured around specific topics, with opportunities for questions and dialogue, for both state agencies and their subrecipients.

More information on Grants Management Team Office Hours can be found on the Grants Management Workshops section of the SBA website.

And, don't forget that the Grants Management section of the SBA website contains Resources for Subrecipients.

Agencies can easily direct their applicants and subrecipients to these resources by including a link in the agency's solicitation.

Questions? Need help? Contact Grants Management Team

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