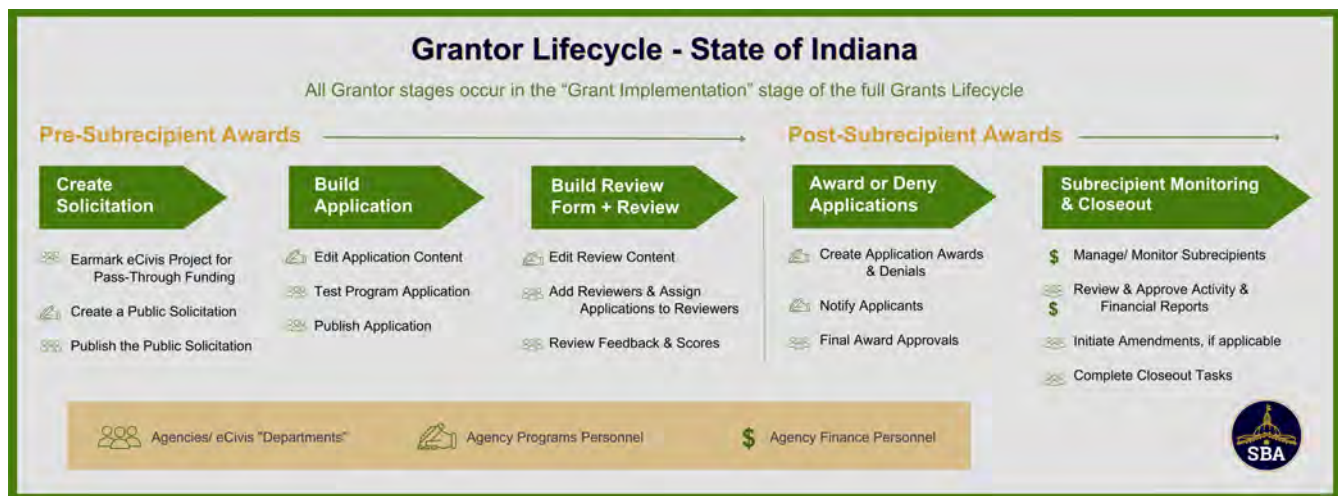# NextLevel Grants Management

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

Quarter 3 2024:
Get Ready...Grantor is Here!

All State Agencies will use eCivis to manage Grantor activities.

Did you know? Please take a brief survey.

Grantor Lifecycle - State of Indiana

All Grantor stages occur in the "Grant Implementation" stage of the full Grants Lifecycle

Pre-Subrecipient Awards

Create Solicitation
- Earmark eCivis Project for Pass-Through Funding
- Create a Public Solicitation
- Publish the Public Solicitation

Build Application
- Edit Application Content
- Test Program Application
- Publish Application

Build Review Form + Review
- Edit Review Content
- Add Reviewers & Assign Applications to Reviewers
- Review Feedback & Scores

Post-Subrecipient Awards

Award or Deny Applications
- Create Application Awards & Denials
- Notify Applicants
- Final Award Approvals

Subrecipient Monitoring & Closeout
- Manage/ Monitor Subrecipients
- Review & Approve Activity & Financial Reports
- Initiate Amendments, if applicable
- Complete Closeout Tasks

Agencies/ eCivis "Departments"   Agency Programs Personnel $ Agency Finance Personnel

In the eCivis vernacular, when an agency distributes funding to subrecipients, that agency is acting as a **grantor**. All agencies will use eCivis: 1) to make subawards of federal funds to subrecipients, and 2) to manage state-funded grants. eCivis will be the platform for all agency activities in the grantor lifecycle, including: creating funding solicitations, building applications, reviewing applications, monitoring subrecipients, and closing out subawards.

"Grantor" refers to when Indiana agencies distribute funding to subrecipients or grantee-agencies.

A **"State-Funded Grant "** is a grant: 1) awarded by an Indiana State Agency, and 2) funded by a State Fund or a Dedicated Fund. State-funded grants are not included in the agency's Active Award Upload.

"Subrecipient" is a non-federal entity that receives a subaward from a state agency to carry out part of a federal program. An individual that is a beneficiary of such a federal program is not a subrecipient.

What is the status of Grantor Implementation?

Grantor implementation is organized into 16 cycles. Cycles 1-5 are complete. Cycle 6 is underway. Planning for Cycle 7 has begun.

The remaining nine cycles are scheduled to provide training as close in time as possible to the target solicitation date. Accordingly, several agencies will `be in more than one cycle.

Grantor implementation information, including a program-specific schedule, can be found here.

Indiana STATE BUDGET AGENCY   NextLevel Grants Management

Learn more at: IN.gov/SBA/grants

IN.gov

Grantor implementation is organized into 16 cycles.

Grantor Implementation Schedule

Cycles 1-2 Aug '23 - Nov '23	Cycles 3-4 Jan '24 - May '24	Cycle 5 May '24 - Jul '24	Cycle 6 Jul '24 - Aug '24	Cycle 7 Sep '24 - Oct '24	Cycle 8 Oct '24 - Dec '24	Cycle 9 Dec '24 - Feb '25
Family and Social Services Administration	Department of Education	Indiana Supreme Court (OJA)	Veteran Affairs (DVA)	Criminal Justice Institute (CJI)	Department of Health (DOH)	Criminal Justice Institute (CJI)
		Office of Energy Development		Department of Natural Resources (DNR)	Department of Homeland Security (DHS)	Department of Homeland Security (DHS)
				Department of Health (DOH)	Workforce Development (DWD)	Department of Health (DOH)
					Department of Transportation (INDOT)	

Grantor Implementation Schedule

Cycle 10 Feb '25 - Mar '25	Cycle 11 Mar '25 - May '25	Cycle 12 Apr '25 - Jun '25	Cycle 13 Jun '25 - Jul '25	Cycle 14 Jul '25 - Sep '25	Cycle 15 Sep '25 - Oct '25	Cycle 16 Oct '24 - Dec '25
Criminal Justice Institute (CJI)	Department of Health (DOH)	Commission for Higher Education (CHE)	Criminal Justice Institute (CJI)	Criminal Justice Institute (CJI)	Commission for Higher Education (CHE)	Arts Commission (IAC)
Department of Homeland Security (DHS)	Workforce Development (DWD)	Criminal Justice Institute (CJI)	Department of Health (DOH)	Department of Health (DOH)	Criminal Justice Institute (CJI)	Department of Health (DOH)
Department of Health (DOH)		Department of Homeland Security (DHS)			Department of Health (DOH)	
Workforce Development (DWD)		Department of Natural Resources (DNR)			Department of Transportation (INDOT)	
		Workforce Development (DWD)				
		Department of Transportation (INDOT)				
		Sectretry of State (SOS)				

Indiana STATE BUDGET AGENCY

NextLevel Grants Management

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IN.gov

Grantor implementation is "hands-on" training.

During each Grantor Implementation Cycle, training staff from eCivis will provide hands-on guidance as agencies learn how to build, publish, and evaluate solicitations in eCivis. Each Grantor Implementation Cycle is 7-weeks in duration.

In the first half of the training sessions, eCivis training staff will demonstrate how to build a solicitation. Over the second half of the training sessions, agencies will build solicitations for their own programs.

At the end of the 7-weeks, agencies will have solicitations ready for publication. For more information, please see the eCivis Implementation Information section of the SBA website. SBA also has Grantor training materials and Grantor process guidance to support agencies.

SBA *may* approve a waiver from using eCivis for subrecipient monitoring.

Under Section 2 of the new Financial Management Circular 4.1 - Federal Assistance Management Requirements, all executive branch agencies are required to use eCivis to track federal and state grants throughout the lifecycle of the grant. An agency may request a waiver from using eCivis for subrecipient monitoring. However, waivers will be considered annually on a grant-by-grant basis and must be approved by the State Budget Director or their designee.

When requesting a waiver, Agencies must provide the following information:

a) Specify the provisions of the FMC the agency seeks to be waived.

b) Explain why the agency cannot comply with the provisions of the FMC.

c) Describe the agency's current internal controls in place to comply with the FMC.

d) Specify the time period for which the waiver is requested.

e) Any additional information requested by SBA.

Additional Waiver Request Information

If an Agency submits a waiver request, that Agency will need to demonstrate that sufficient due diligence was conducted to understand how to use eCivis' subrecipient monitoring functions and to articulate how eCivis' subrecipient monitoring functions do not meet the Agency's grants management business requirements.

Agencies should craft their business requirements in such a way that those requirements can be communicated for consideration in future eCivis iterations.

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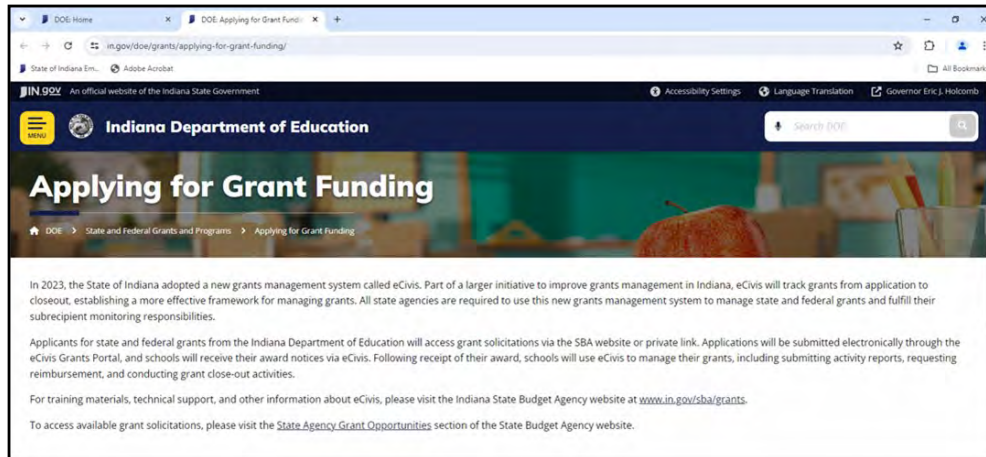
Indiana State Budget Agency's **Mission**:

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

Learn more at: IN.gov/SBA/grants

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 Subrecipient Communications Plan for informing your subrecipients of the eCivis implementation, including writing newsletter blurbs, presenting information briefings, and crafting language for your agency's website.


SBA Grants Management Team will provide eCivis training 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.
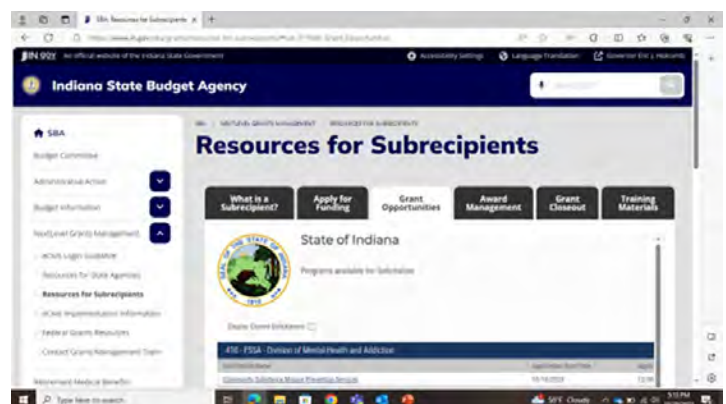
Questions? Need help? Contact Grants Management Team