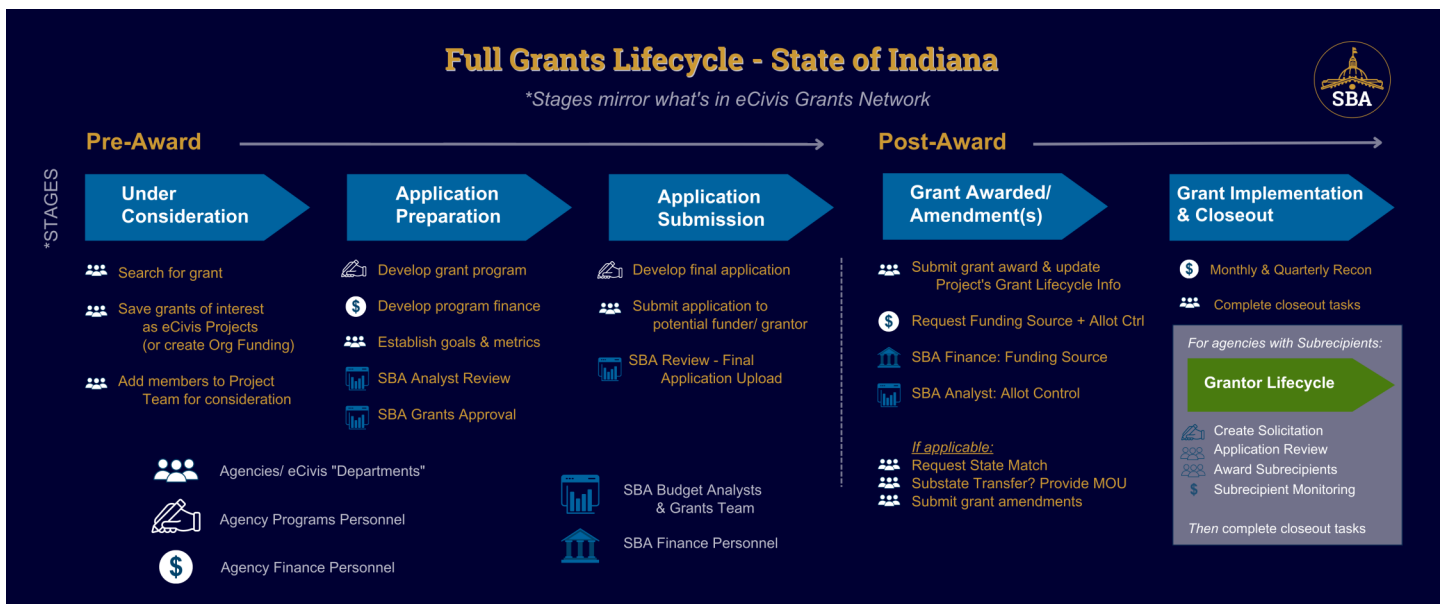# NextLevel Grants Management

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

Quarter 2 2024:
Seeking Another Next Level

State Budget Agency expanding reach of NextLevel Grants Management to Full Grants Lifecycle

Full Grants Lifecycle - State of Indiana
Stages mirror what's in eCivis Grants Network

SBA

Pre-Award

*STAGES

Under Consideration
- Search for grant
- Save grants of interest as eCivis Projects (or create Org Funding)
- Add members to Project Team for consideration

Agencies/ eCivis "Departments"

Agency Programs Personnel

Agency Finance Personnel

Application Preparation
- Develop grant program
- Develop program finance
- Establish goals & metrics
- SBA Analyst Review
- SBA Grants Approval

Application Submission
- Develop final application
- Submit application to potential funder/ grantor
- SBA Review - Final Application Upload

SBA Budget Analysts & Grants Team

SBA Finance Personnel

Post-Award

Grant Awarded/ Amendment(s)
- Submit grant award & update Project's Grant Lifecycle Info
- Request Funding Source + Allot Ctrl
- SBA Finance: Funding Source
- SBA Analyst: Allot Control

If applicable:
- Request State Match
- Substate Transfer? Provide MOU
- Submit grant amendments

Grant Implementation & Closeout
- Monthly & Quarterly Recon
- Complete closeout tasks

For agencies with Subrecipients:

Grantor Lifecycle
- Create Solicitation
- Application Review
- Award Subrecipients
- Subrecipient Monitoring

Then complete closeout tasks

NextLevel Grants Management is more than eCivis.

eCivis is the centerpiece of NextLevel Grants Management, but eCivis is not the only piece. A "Grants Management" section of the SBA website and a built-out Grants Management Team have been a part of NextLevel Grants Management over the last year. In the coming months, additional pieces will be implemented, including:

⇒ A revised and updated template **Subaward Agreement**.

⇒ **Training** on grants management and Uniform Grants Guidance requirements, including subrecipient monitoring.

⇒ A new **Grants Lifecycle Financial Management Circular** (FMC) that requires state agencies to manage grants in eCivis.

⇒ Integration of federal grants into Indiana's **budget development process**.

Federal funding supports roughly 50% of Indiana's annual expending, and we must be disciplined, deliberate, intentional, and strategic about how we manage federal funds throughout the entire grants

Indiana STATE BUDGET AGENCY

NextLevel Grants Management

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

IN.gov

Grantee Active Award Uploads are 85% complete.

Grantee Active Award Upload Cycles 1, 2, 3, and 4 are done!

Grantee Active Award Upload Schedule	
Cycle 5 **Apr 10 '24 - Jun 11 '24**	**Cycle 6** **Jun 12 '24 - Aug 13 '24**
Department of Environmental Management	Secretary of State
State Department of Health	Attorney General
Management Performance Hub	

Planning for **Cycle 5** is underway. Here is what agencies need to know:

→ An active award is a grant, a state match, or a substate transfer, as a grantee, that has a federal funding source and an active project period ending after October 1, 2023.

→ State Budget Agency will work with agencies to collect active award information and then upload the information to eCivis.

→ Active awards will upload to the Grant Awarded stage in eCivis. Agencies will manage the active awards in eCivis following upload.

For more information, please see the eCivis Implementation Information section of the SBA website.

Agencies will use eCivis to manage State-Funded Grants.

Agencies will use eCivis to manage all grants, including state-funded grants.

Agencies will be able to track PeopleSoft expenses against their state-funded grants.

The Managing State-Funded Grants User Guide can be found here under Resources.

> **Definition:**
>
> 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.

SBA Grants Management Team rolls out Office Hours.

On February 15th, SBA's Grants Management Team hosted the first session of the Grants Management Office Hours. These 1-hour sessions are designed to give participants some "hands-on" training in eCivis.

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.

Grants Management Office Hours

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

April 4 - Grantee Post-Award 2: State Match, Substate Transfers, issues
April 18 - Grantee Wrap-up: Q & A, common issues in eCivis Grants Network

May 2 - Grantee Pre-Award 1: grant search, org funding, eCivis Projects
May 16 - Grantee Pre-Award 2: requesting SBA approval, application stages
June 6 - Grantee Post-Award 1: grant awarded, tasks, Funding Sources
June 20 - 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.

Have a specific question?
Submit a request to Contact the Grants Management Team.

Indiana STATE BUDGET AGENCY

NextLevel Grants Management

Learn

IN.gov

Grantor implementation is underway.

Cycle 3 is complete. Cycle 4 is finishing soon. Cycle 5 planning has begun.

In the eCivis vernacular, when an agency distributes funding to subrecipients, that agency is acting as a **grantor**. All agencies will use eCivis to make subawards to subrecipients. Family and Social Services Administration has completed its grantor implementation, and Department of Education's implementation is now underway. The schedule for the remaining agencies is under development.

Grantor Upload 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** Aug '24 - Oct '24	**Cycle 8** Oct '24 - Nov '24	**Cycles 9 - 16** Dec '24 - Nov '25
Family and Social Services Administration	Department of Education	Indiana Supreme Court (OJA)	**Schedule Under Development** ****Coming in Early Summer 2024****			
		Office of Energy Development				

During each Grantor Upload Phase, training staff from eCivis will provide hands-on guidance as agencies learn how to build, publish, and evaluate solicitations in eCivis. For more information, please see the eCivis Implementation Information section of the SBA website.

All agencies will use eCivis to manage grantor activities.

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

"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.

eCivis will be the platform for all agency grantor activities, including: creating funding solicitations, building applications, reviewing applications, monitoring subrecipients, and closing out subawards.

"eCivis was a dream."
~ Brian Mounts, Executive Director
Alcohol & Addictions Resource Center (FSSA Subrecipient)

Indiana STATE BUDGET AGENCY

NextLevel Grants Management

Learn more at: IN.gov/SBA/grants

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Quick eCivis Reminders

Reminder #1:

Remember to keep track of your Pending Tasks.

➡️ In particular, users need to Request Approval for approval tasks so that SBA can provide the approvals needed to keep the process moving.

Reminder #2:

Under IC 4-3-24-7(e), agencies are required to submit their federal grant application to State Budget Agency within 60 days of submitting the application to the federal government.

➡️ In some cases, like a competitive award, the "application" is the actual grant application. In other cases, the "application" may be a multi-year state plan, a cooperative agreement, or simply an email from a federal agency notifying a state agency

Reminder #3:

Each eCivis project should only have one grant assigned to it.

➡️ This one-to-one structure is necessary to support the pull of data from PeopleSoft.

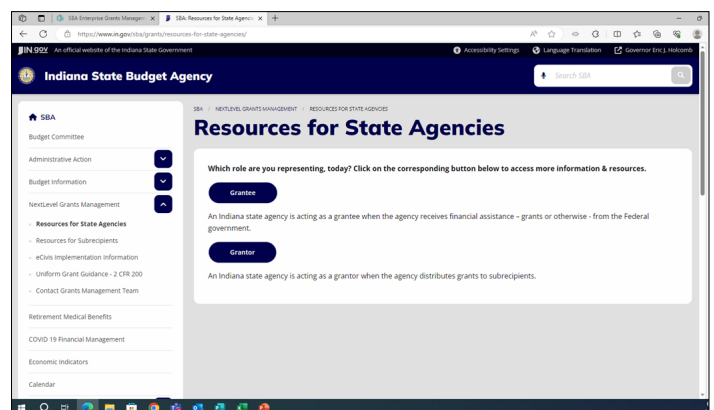**Reminder #4:**

Timing matters!

➡️ Submit requests for SBA pursuance approval not later than **10 days** before a grant is due.

Start your grant solicitation at least **3 weeks** before your publication date and review your solicitation with SBA to be sure it is ready.

For more information, please check out the Grant Search to Application Submission User Guide and the Create an eCivis Project Quick Reference Sheet from the Resources for State Agencies -Grantee section of the SBA website.

SBA wants the Grants Management section to be a "one-stop-shop" for all things grants management-related.

If you are looking for something and cannot find it on the site, please Contact Grants Management Team so we can add the resources you need!

Questions? Need help? Our Grants Management Team is ready to assist.
Contact Grants Management Team

Indiana STATE BUDGET AGENCY   **NextLevel** Grants Management   **Learn more at: IN.gov/SBA/grants**   **IN.gov**