



## Frequently Asked Questions Grantee Post-Award

Updated: November 15, 2023

### **GENERAL**

1. On the goals screen, is the fiscal year state or federal?
  - a. It is the state fiscal year.
2. Is the contract date the project period or the budget period?
  - a. The contract date is the budget period.
3. Are goals and metrics required?
  - a. No. State Budget Agency recommends using goals and metrics for management and transparency, but they are not required.
4. Will all the training information be documented in the user guides?
  - a. Yes. User guides continue to be added to the State Budget Agency [Grants Management](#) webpage.
5. What if I close a project in error?
  - a. Contact the State Budget Agency Grants Management Team via "[Contact Grants Management Team](#)" on the State Budget Agency website.
6. Does eCivis track the scope of work of every grant?
  - a. Yes, if that is how an agency wants to use eCivis.

**ACTIVE AWARD UPLOAD**

1. Will active grants have to be manually entered?

a. No. We will upload active grants in cycles according to the following schedule:

Grantee Active Award Upload Schedule						
Cycle 2 Sep 11 '23 - Nov 20 '23	Cycle 3 Nov 21 '23 - Feb 6 '24			Cycle 4 Feb 7 '24 - Apr 9 '24	Cycle 5 Apr 10 '24 - Jun 11 '24	Cycle 6 Jun 12 '24 - Aug 13 '24
Department of Education	Department of Homeland Security	Indiana Civil Rights Commission	Governor's Council for People with Disabilities	Department of Transportation	Department of Environmental Management	Secretary of State
Family and Social Services Administration	Board of Animal Health	Department of Labor	Indiana Economic Development Corporation	Department of Natural Resources	State Department of Health	Attorney General
	Department of Veterans Affairs	Department of Child Service	Indiana Arts Commission	Department of Corrections		
	Department of Workforce Development	Destination Development Corporation	Indiana Utility Regulatory Commission	Department of Insurance		
	Criminal Justice Institute	Commission on Higher Education	Office of Community and Rural Affairs	Indiana State Library		
	Indiana State Police	Indiana Supreme Court (OJA)		Adjutant General's Office		
	State Department of Agriculture	Office of Energy Development				

**AMENDMENTS**

1. What if the award is reduced?

a. The award amount will be reduced via a grant amendment. Users will need to request an approval of the amendment from State Budget Agency in order to amend the federal funding source.

2. What if there is a No Cost Extension?

a. You can amend the grant/project to reflect a different project period.

**FEDERAL FUNDING SOURCE**

1. Are funding source requests going to be submitted/processed in eCivis?

a. Yes.

**PEOPLESOFT INTEGRATION**

1. How frequently will data be pulled from PeopleSoft?

a. A budget file and expense file will be pulled from PeopleSoft daily.

2. Do the budget costs include expenses or encumbrances?

a. In the budget file, we include the entire amount of the funding source, which includes encumbrances. In the data pull, we do not include encumbrances because they are not identified to a federal funding source until they have been paid.

## **STATE MATCH**

1. Will we do state match requests in eCivis?
  - a. Yes. Every agency will have a state match fund. That fund will be treated as a “grant” in eCivis. An agency will “apply” for that “grant” in eCivis just like any other grant.
2. Currently, multiple state match transfers are requested on the same form. Will the new process be to request state match transfers one at a time?
  - a. Yes. There will be one request for each grant. That request will be submitted in eCivis.
3. Is maintenance of effort handled like a state match?
  - a. No. Please contact the State Budget Agency [Grants Management Team](#) to analyze the specifics of tracking a particular maintenance of effort.