



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

August 2023: How do I get my grant approved by SBA?

Why is State Budget Agency approval required?

Under IC 4-3-24-5, a state agency may not:

- Apply for federal assistance;
- Accept federal assistance;
- Submit or accept amendments for federal assistance; or
- Make expenditures with state funds in anticipation of federal assistance

unless the state agency has received approval to do so from the budget agency.

In other words, if a state agency wants to obtain funding from a federal grant, that agency has to get approval from State Budget Agency.

All agencies will use eCivis to obtain SBA federal funding approval starting September 1, 2023!

eCivis is a grants management software that tracks federal grants from application to close-out. Grantee Pre-Award Training is available for eCivis users starting August 2023. The remaining Pre-Award training demonstration dates are:

- Wednesday, August 16, 2023 — Grantee Pre-Award Session 1
- Thursday, August 24, 2023 — Grantee Pre-Award Session 2
- Wednesday, August 30, 2023 — Grantee Pre-Award Office Hours

Have you rsvp'd for training? If not, the time is now.

NextLevel Grants Management is an OMB/SBA-driven initiative to improve federal grants management in Indiana.

Key eCivis Definitions

“**Grantee**” refers to when Indiana agencies receive funding from the federal government.

“**Grantor**” refers to when Indiana agencies distribute funding to subrecipients.

“**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.

“**Pre-Award**” refers to the steps agencies must take to obtain approval from SBA to apply for federal funding. In other words, “Pre-Award” is the time before the federal funding is awarded.

“**Post-Award**” refers to the management of federal funding after a state agency receives the notice of award.

To obtain State Budget Agency approval of a grant, a state agency follows these steps:

1. **Determine** the programs in the agency’s strategic plan that could be funded with federal grants.
2. **Research** available grants using eCivis grant search functions.
3. **Identify** the grant the agency wants to pursue by flagging it as “Under Consideration” in eCivis.
4. **Build** the agency’s grant project team in eCivis. The project team should include the agency’s grants coordinator, program staff, finance staff, SBA budget analyst, and SBA grants policy analyst.
5. **Submit** the grant to SBA using eCivis approval tasks. The agency’s budget analyst and grants policy analyst will use eCivis to review the grant.
6. **Upload** to eCivis any required forms or documentation related to the planned use of the grant funding.
7. **Respond** to any requests from SBA for additional information. The agency will do this in eCivis, too. (No more email chains!)

That’s it! Once SBA has completed its review and approved the grant, the agency can move forward with its grant proposal.

Please take a moment to complete a brief [survey](#) about NextLevel Grants Management!

The Grants Management section of the SBA website has new content, including:

- Grantee Pre-Award Quick Reference Sheets;
- Grantee Pre-Award Training Videos;
- The July Stakeholder Survey Report; and
- Past newsletters.

Check it all out at [IN.gov/SBA/grants](https://www.in.gov/SBA/grants)!

Grantee Post-Award training will be conducted in September:

- September 12 - Grantee Post-Award Training Session 1
- September 20 - Grantee Post-Award Training Session 2
- September 27 - Grantee Post-Award Training Office Hour

Be sure to RSVP!

Questions? Want to help? Please email HoosierSolutions@gov.in.gov with “NextLevel Grants Management” in the subject line. A member of our NextLevel Grants Management Team will respond promptly.