



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

Quarter 1 2024:

NextLevel Grants Management Enters New Phase

2023 Was a Busy Year!

The last 6 months of 2023 saw a flurry of activity as NextLevel Grants Management and the implementation of eCivis got underway. Agencies are now managing **\$27 Billion** in **421 grants** in eCivis!

With grantee pre-award and grantee post-award eCivis functions live, agencies are now managing all new grants in eCivis, and with grantor function implementation underway, Family and Social Services Administration is now awarding funding solicitations to subrecipients via eCivis.

These are major accomplishments on our journey toward improving how we manage grants in Indiana, and we are just getting started!

2024 will be busy but in a different way.

This year, we will:

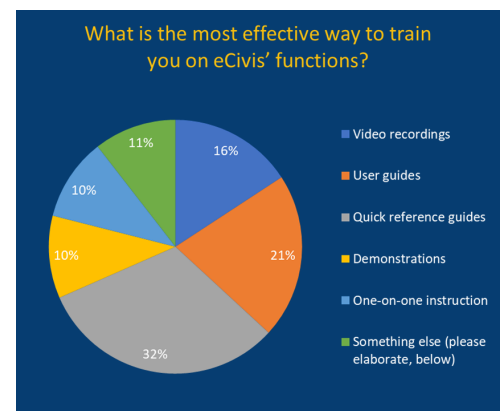
- ⇒ Finish the upload of agencies' grantee active awards to eCivis,
- ⇒ Begin the implementation of grantor functions for remaining agencies that subaward federal funds,
- ⇒ Sharpen the use of eCivis as a tool for improving grants management processes,
- ⇒ Strengthen our subrecipient monitoring systems, processes, and tools...

...and much, much more! Please see the [eCivis Implementation Information](#) section of the SBA website for more information.

THANK YOU to everyone who completed a survey in 2023!

Over the last six months of 2023, NextLevel Grants Management used 5 surveys to collect feedback on the eCivis implementation. The 5 surveys were distributed to a total of 2,443 people, of which 250 provided a survey response. That's a 10% response rate!

Chief among the key learnings was respondents' training preferences. Respondents also shared their preferences for communicating information and their impressions of eCivis. All of the feedback received was an invaluable part of planning and prioritizing activities. Thank you to all who participated!



Grantee Active Award Uploads will continue through Summer 2024.

Grantee Active Award Upload Cycles 1 and 2 are done, and Cycle 3 is almost complete!

Grantee Active Award Upload Schedule		
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 Transportation	Department of Environmental Management	Secretary of State
Department of Natural Resources	State Department of Health	Attorney General
Department of Corrections		
Department of Insurance		
Indiana State Library		
Adjutant General's Office		

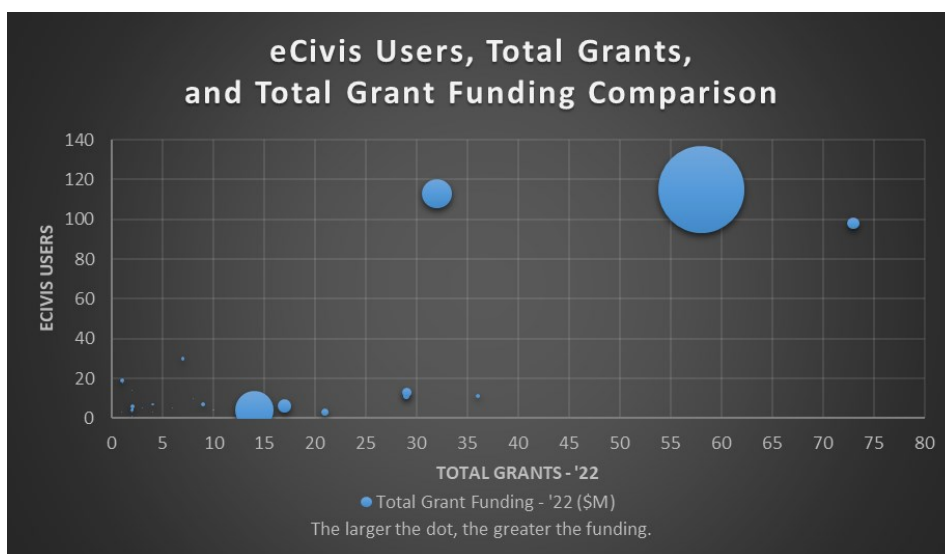
Planning for **Cycle 4** will begin soon. Here is what agencies need to know:

- An active award is a grant, a state match, or a sub-state 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.

Please continue to evaluate whether your agency has the optimal mix and number of eCivis users..

Indiana purchased a set number of eCivis user licenses based on state agency feedback regarding how many eCivis users each agency would need. The number of licenses may change in the future. For now, agencies need to identify the optimal mix and number of users for their grants management process in order to ensure efficient use of the available licenses.



- ⇒ Some agencies may have too many eCivis users.
- ⇒ Some agencies may not have enough eCivis users.
- ⇒ Some agencies may not have the optimal mix of program, finance, and grants office eCivis users.

It will take time to determine the optimal mix and number of eCivis users. Agencies can request the removal or addition of an eCivis user by contacting the [Grants Management team](#).

Implementation of eCivis Grantor Functions is underway.

What is a Grantor?

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				
Phase 1 Aug '23 - Nov '23	Phase 2 Jan '24 - Aug '24	Phase 3	Phase 4	Phase 5
Family and Social Services Administration	Department of Education	Under Development - Coming in Early 2024		

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.

Remember:

“**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.

“I have found eCivis to be incredibly helpful, and I am excited to discover more ways that the system will help FSSA effectively manage grants.”
~ Caroline Laudig, Family and Social Services Administration

Quick eCivis Reminders - Assigning a Grant to a Project

Reminder #1:

When assigning a grant to a project in eCivis, agencies should leave the **Internal Project ID** and **Internal Project Name** blank. State Budget Agency will complete these fields.



Reminder #2:

When assigning a grant to a project in eCivis, all agencies will select “**Application Required**”. This will generate the tasks required for agencies to obtain State Budget Agency approval of the grant pursuant to [IC 4-3-24.5](#).



Reminder #3:

When assigning a grant to a project in eCivis, agencies should leave the **Internal Grant ID** blank. State Budget Agency will complete this field when setting up the grant’s funding source. Agencies should enter the grant’s Award Number in the **Internal Grant Name** field.



1. Select Department & Project

Grant: US6851 Hazardous Waste Management Grant Program for Tribes - FY 2023

Department *: 495 - IDEM - Office of Land Quality

Project *: Hazardous Waste Management Grant Program for Tribes - FY 2023

Project Lead *: Lisa Love

Project Type *: Non-Construction Construction

Internal Project ID: [Blank]

Internal Project Name: [Blank]

Project Summary *: [Blank]

Project Type *: Non-Construction Construction

Internal Project ID: n/a

Internal Project Name: n/a

Project Summary *: [Blank]

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2. Select Funding Status

Is an application required for this grant *: Yes No

3. Select Grant Status

Grant Status *: Application Preparation

Assign Grant to New Project

Match Required: NO

Match Type: Cash-In-Kind

Cash Match \$: [Blank]

In-Kind Value*: [Blank]

Internal Grant ID: [Blank]

Internal Grant Name: FF205K235008

Grant Tags*: All Organization Tags Selected Organization Tags

1 - Not Applicable

2 - Maintenance of Effort - UPLOAD FORM

3 - Third Party Match - UPLOAD FORM

4 - MOU/ Substrate Transfer - UPLOAD FORM

5 - Staff Needed - New Contractor - UPLOAD FORM

6 - Staff Needed - New FTE - UPLOAD FORM

7 - State Match Included

Activity

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.

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

As Hoosiers know, our state government is very good at managing our state dollars. Hoosiers may be surprised to learn that federal funding accounts for **roughly 50%** of the dollars we spend in Indiana in any given year.

The federal funding Indiana receives touches millions of Hoosiers’ lives, and we must be just as good at managing Indiana’s share of federal dollars. Learn more about [NextLevel Grants Management](#).



Questions? Need help? Our built-out Grants Management Team is ready to assist. [Contact Grants Management Team](#)