

State Budget Agency Federal Assistance Process

Updated 7/2/2019

State agencies are required to receive approval from State Budget Agency (SBA) before participating in federal assistance opportunities, which includes: applying for federal assistance, submitting a federal form required to receive federal assistance, requesting or accepting amendments to a federal award, and obligating state funds in anticipation of receiving federal assistance.

Steps for Federal Assistance Approval

1. Email a completed SBA Federal Assistance Request Form to HoosierSolution@gov.in.gov and cc' your SBA Budget Analyst.
2. The subject of the email and the title of the form must include the following:
 - "SBA Fed Grant Request"
 - Requesting state agency
 - Official title of the federal assistance (Acronym used on announcement acceptable)
 - CFDA
 - Application/Form due date
 - Ex: "SBA Fed Grant Request-FSSA-10.58-SNAP PTIG-4.11.2019."
3. Provide SBA with at least 10 days before an application deadline to review requests.
4. If the federal assistance is approved, SBA will email you with an SBA Federal Grant Approval Number.

Applications/Forms and Awards/Award Amendments

State agencies that submit an application or form required to receive federal assistance must send the full application or form to lkenworthy@sba.in.gov within 60 days of submission. State agencies must email the full documentation of awards and amendments to lkenworthy@sba.in.gov within 60 days of receipt.

The subject of the email and the title of the document must include the following:

- Type of document (application, award, award amendment, etc.)
- State agency
- Submission/Receipt date
- SBA Federal Grant Approval Number

New Federal Funding Source:

1. Submit the request via the GMIS issue system (vfire) and include the following documentation:
 - SBA Federal Funding Source Request Form
 - Federal Grant Application/Form
 - Federal Grant/Cooperative Agreement
 - Federal Grant Award Notification
 - For sub-state awards: MOU with the State Agency
2. Create an appropriation budget journal
3. Complete the Approp Journal Posting Request Form and submit via the GMIS issue system.
4. SBA Budget Analyst will submit Subgrant transfers and Approp adjustments via the GMIS issue system.

Federal Funding Source Adjustments:

1. Completed Funding Source Request Form
2. Grant Amendment Document or the Final FFR

State Match Funding Source

1. Work with the SBA Budget Analyst to update the State Match Transfer List.