



Department of
**Finance &
Administration**

GRANTS WORKSHOP

Grant Entry Information Template & Checklist

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WORKSHOP AGENDA



Grants Updates & Grants in Edison



Why Grant Entry Info. Template



Grant Entry Information Examples



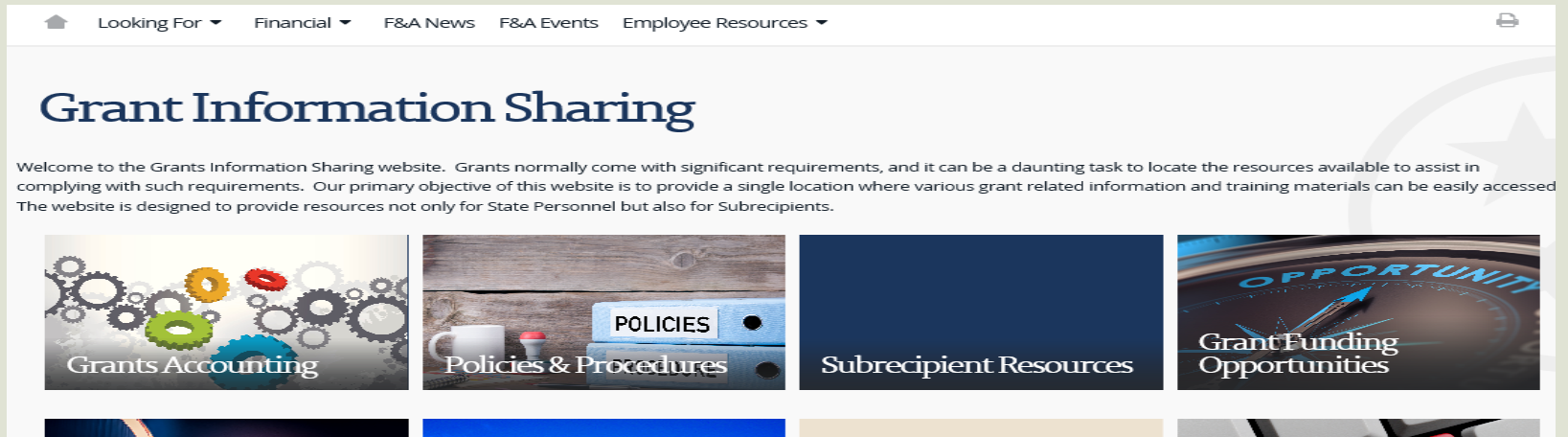
Upcoming Grant Training

GRANTS UPDATES

➤ Grants Information Sharing Website

1. Test site is available.
2. Survey to provide feedback will be sent in the near future.

❖ Click [here](#) to access to website.



The screenshot shows the homepage of the Grants Information Sharing website. At the top, there is a navigation bar with a home icon, a search icon, and several menu items: "Looking For", "Financial", "F&A News", "F&A Events", and "Employee Resources". Below the navigation bar, the main heading reads "Grant Information Sharing". A welcome message follows: "Welcome to the Grants Information Sharing website. Grants normally come with significant requirements, and it can be a daunting task to locate the resources available to assist in complying with such requirements. Our primary objective of this website is to provide a single location where various grant related information and training materials can be easily accessed. The website is designed to provide resources not only for State Personnel but also for Subrecipients." Below the text, there are four main content tiles: "Grants Accounting" (with a gear icon), "Policies & Procedures" (with a book icon labeled "POLICIES"), "Subrecipient Resources" (with a dark blue background), and "Grant Funding Opportunities" (with a compass icon labeled "OPPORTUNITY").

GRANTS UPDATES (CONTINUED)

- OMB has published free online Grants Management Training found at the CFO website: [Grants 101 Training](#).
- Roadmap of Grants.gov changes for 2018. Full article on the changes can be accessed [here](#).
- Grants Accounting Manual Part 3 is Complete!!



GRANTS IN EDISON

Objective	Controls to Facilitate Compliance	Compliance Requirement
Spending Plan	<ol style="list-style-type: none"> 1. Project Budget 2. Grant Start & End Dates 3. Billing Limit 	<ol style="list-style-type: none"> 1. Allowable and Unallowable Cost 2. Period of Performance




GRANTS IN EDISON (CONTINUED)

Objective	Controls to Facilitate Compliance	Compliance Requirement
Accounting Plan	1. Customer (revenue) Contract and Project	1. Overall documentation of Grant Expenditures in Financial Records



GRANTS IN EDISON (CONTINUED)

Objective	Controls to Facilitate Compliance	Compliance Requirement
Billing/ Receivables	<ol style="list-style-type: none"> 1. Customer/ Sponsor 2. Rate Set 	1. Cash Management

 INVOICE Tennessee Commission on Children and Youth	
Please Remit To: Tennessee Commission on Children and Youth Andrew Jackson Building, 9th Fl, 502 Deaderick St NASHVILLE TN 37243	
Page: 1 Invoice No: 0000833167 Invoice Date: 03/06/2018	Customer: US DEPARTMENT OF JUSTICE 810 7TH ST NORTHWEST WASHINGTON DC 20001
Customer Number: GR0000000000054 Payment Terms: Net 30 Due Date: 04/05/2018	Sponsor Award: 2016-JF-FX-0014
Federal Project: Bill Type: Grants Management	Contract: FFG2016 FY 2016 Title II Formula Grant Program
AMOUNT DUE: 4,242.07	

GRANTS IN EDISON (CONTINUED)

Objective	Controls to Facilitate Compliance	Compliance Requirement
Reporting	<ol style="list-style-type: none">1. Customer (revenue) Contract and Project2. Attributes	<ol style="list-style-type: none">1. SEFA, FFATA, and Quarterly Reporting2. Matching



WHY GRANT ENTRY INFO. TEMPLATE & CHECKLIST

- 1) Collect and document all required information for grant setup.
- 2) Tool to allow senior staff or management to review information prior to creation or generation.
- 3) Reduce human errors when creating Grant Customer (revenue) Contracts, especially elements that cannot be changed:
 - a. Prevent billing to wrong customer (sponsor)
 - b. Prevent overbilling to customer (sponsor)
 - c. Prevent expenditure on unallowable items
- 4) Provide another documented resource for grants.
- 5) Training resource for new staff.

GRANT ENTRY INFO. EXAMPLES

❖ Example 1. Promoting a Nationally Integrated Food Safety System – Federal Award

1. Obtain Notice of Award
2. Fill out the template using Notice of Award
3. Use Review Checklist

❖ Example 2. Food Safety Pass Through – Sub-award

1. Obtain Grant Supplier Contract Agreement
2. Fill out the template using Grant Supplier Contract Agreement
3. Use Review Checklist

UPCOMING GRANT TRAINING

❖ Basic Grant Training Classes are scheduled for the following times.

1. Recoveries and Refunds Training:
 - Thursday, April 26, 2018, 8:00 to 9:30 A.M.
 - Thursday, April 26, 2018, 10:00 to 11:30 A.M.
2. Program Income Training:
 - Thursday, May 24, 2018, 8:00 to 9:30 A.M.
 - Thursday, May 24, 2018, 10:00 to 11:30 A.M.
3. Year-end Grants Training is scheduled for the following times:
 - Friday, June 1, 2018 8:30 to 12:00 P.M.
 - Tuesday, June 5, 2018 8:30 to 12:00 P.M.
4. Entering Grants is scheduled for the following times:
 - Tuesday, June 7, 2018 8:30 to 11:30 A.M.
 - Tuesday, June 7, 2018 12:30 to 3:30 P.M.

QUESTIONS



CONTACT INFORMATION

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