

Grants Workgroup Contact Information

Finance and Administration –
Division of Accounts

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Website link:

Job aids posted on F&A website
under Grants Accounting:

<http://www.tn.gov/finance/article/fa-accfin-swa>

Grants Related Article/Links:

Hire the best grants management professionals: Check out AGA's complimentary: [Candidate Assessment Toolkit for Grants Management Professionals](#)

Below is the link to gain access to the resources available from the AICPA Governmental Audit quality Center (GAQC): [Single Audit Tools, Practice Aids, and Other Resources for Auditees](#)

Update on Policy Revision



Thank you for participating in our survey on grant policy revision! Your input is valuable to us as we continue to outline grant policy topics with the CPO office. Here is a snapshot of the survey results:

Topics to Include in Revised Policy	
Indirect cost/Cost allocation	75.0%
Subrecipient monitoring	68.8%
Matching	52.1%
Audit findings follow-up/Corrective action plan	47.9%
Contract template with required communication	43.8%
Cost principles	43.8%
Internal control	41.7%
State cognizant agency	41.7%
Award closeout	39.6%
Payroll charges and documentation	35.4%
Capital assets	31.3%
Cash management	31.3%
DATA Act/FFATA	29.2%
SEFA/SIS reporting	27.1%
Application process	25.0%
Public funding opportunity	16.7%

As we continue to move forward, we will provide periodic updates and seek further input from the Grants Community.

Search and Apply for a New Grant



Are you interested in increasing your Federal Funding, but are not quite sure how to go about doing so? Here are a few different resources that can be used to search for funding opportunities.

1) Federal government website, [Grants.Gov](#), is a great resource for finding new funding opportunities. Some of the functionality and information found at this site is:

- Search and apply for new grants.
- Access application forms through the "Forms" Tab.
- Learn about the grant lifecycle, grant policies, and grant terminology through the "Learn Grants" Tab.

Deadlines:

December, 2016 –
Comprehensive Annual Financial
Reports (CAFR)

March, 2017 State of
Tennessee Single Audit Report

Next issue:

The next issue of our
Newsletter will introduce a job aid
or a checklist and workshop for
the Allowable Activities/Cost
Principles which are the A and B
compliance requirements in 2016
Compliance Supplement.

Templates/Job Aids:



2016 Corrective
Action Plan - Template

- Access training videos on the registration process through the “Applicants” Tab.

2) The [Inventory of Compliance Requirements \(ICR\) Tool](#) on the F&A Job Aids Website also provides a link to [Grants.Gov](#). On the Federal Department in Gov. Agencies Tab, there are various links to Grants.Gov that have been filtered by Federal Awarding Agency.

3) Grant information can also be accessed through the [DGS \(Department of General Services\) Website](#) which provides State Funding Opportunities as well as Federal Funding Opportunities.

If you have any questions regarding searching for new grants, we are happy to assist.

Corrective Action Plan (CAP)



Corrective Action Plan Template (CAP Template):

Fiscal Year 2016 Single audits are in full swing, and soon it will be time to provide a Corrective Action Plan for any findings identified as part of the audit. Because this task is only performed once a year, it can be difficult to remember all the required components detailed in Uniform Guidance Subpart F section [200.511 \(c\)](#):

In accordance with Uniform Guidance Subpart F section [200.511\(c\)](#), the corrective action plan MUST provide the following:

- The name of contact person responsible for corrective action.
- The corrective action planned.
- The anticipated completion date.
- If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan MUST include an explanation and specific reasons.

The workgroup has developed a Corrective Action Plan template to assist when completing this task. In this quarter’s workshop, we will discuss the completion of this template as well as provide illustrative examples of its use.

If you are interested in learning about this template and how to meet the Federal requirements for the Corrective Action Plan, please join us at our January Workshop.

Upcoming Future of Workgroup



The Grants Workgroup has some exciting things happening in 2017. In coming year, we are planning to provide you with the following:

- i) Updated Grant Manual.
- ii) Quarterly grant training or workshop.
- iii) Recorded grant trainings (webinar) – both Edison processing training and technical training on compliance.
- iv) Job aids or checklists for compliance requirement.

Our goal is to provide you with the tools needed to better understand grant accounting and guide you through Federal compliance requirements. Please contact a member of the Workgroup with any questions you have.

Training Opportunities



Grants Workshop – Corrective Action Plan Template

A Grants Workshop- Corrective Action Plan Template will be held on January 10, 2017. This Workshop will guide attendees on completing the corrective action plan template for the current audit findings.

The course can be found through ELM in Edison by the following: Main Menu>>ELM>>Employee Self-Service>>Learning>>Search Catalog>>type in Grants Workshop - Corrective Action Plan. Please contact a member of the workgroup if you have difficulty registering.

The Workshop is scheduled for the following times:

- **Tuesday, January 10, 2017 8:30 to 9:30 AM.**
- **Tuesday, January 10, 2017 10:00 to 11:00 AM.**

Grants Workshop - Basic Grant Training

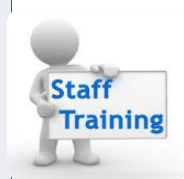
In the coming year, Basic Grant Training will be offered as a series of sessions. Each session will be shorter in length (1 ¼ hour) and will include a lecture, application worksheet, and hands-on training where newly acquired knowledge/skills can be immediately applied.

Registration for the classes is available through Edison by the following: Main Menu>> Employee Self-Service>> Learning>> Search Catalog>>type in Grants Workshop - Basic Grants Training.

Workshops are scheduled for the following times:

Basic Training:

- **December 14, 2016- Grant Structure.**
- **January 19, 2017 – Elements of Grant Set up.**
- **March 16, 2017 – Analysis Types.**



- **June 20, 2017 – Customer Contracts & Adjustments.**

Details on times and locations of the sessions will be provided at a later date.