

Information for Audit Purposes Form FAQ – for Agencies

Below are some common questions the CPO Grants Team has received concerning the Information for Audit Purposes form.

1. What is the Information for Audit Purposes (IAP) Form?
 - a. The Information for Audit Purposes Form is a form that collects information that allows the State of TN to track and report federal financial assistance related to audit purposes. This form was previously split into the Notice of Audit Report and Parent Child Information forms. Excluding the state funding, the same information is asked of a Grantee on these forms as they were asked on the previous two forms. Now, a Grantee is able to submit their audit information to a central database instead of to each State agency with which they hold a grant contract(s). More information concerning these regulations can be found in section D.19 of the grant contract templates.

The IAP form is sent out 120 days before a Grantee's fiscal year end. They have 30 days to complete and submit their IAP form into Edison. The form should be filled out relating to federal grant funds expended by the Grantee during their current FY **up to that point**. Another form will be sent out at the end of their fiscal year that will encompass the entire time period.

2. How do I access the IAP form?
 - a. Agencies can submit an IAP form on behalf of Grantees that do not have a Supplier Portal Access Account at the time of form generation if they are that Grantee's Cognizant State Agency (CSA). Agency users will need an Edison role in order to view this information. If you don't have access to the Subrecipient Audit eForms, please contact [Megan Goff](#) with STS to request access. Each agency is required to have at least two (2) people with this role, but more is recommended.

Once you have access, you can go to **FSCM > Suppliers > Supplier Information > Subrecipient Vendor > Subrecipient Audit Forms > IAP Audit Form > Submit IAP Audit Form** then click "**search**" to view the Grantees for which you can submit the IAP form. We recommend that these Grantees be notified by being sent a blank copy of the IAP form and requesting a completed copy be sent back so that agencies can fill out and submit the IAP form in Edison.

3. How do Grantees access the IAP form?
 - a. Grantees have access to the IAP form through the Supplier Portal. They will need to sign in to their TN Access Account. If the Grantee has a TN Access Account active at the time of form generation, **even an old one**, they are the **only** one who has access to the eForm. If Grantees do not know their Access IDs, agency

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users can run the query **TN_SUPPLIER_USER_BY_SUPPLIERID** and enter the Grantee’s Supplier ID in the search bar.

The TN Access Account **must** have been active **before** the eForm was generated. Please provide Grantees with the information for their Access Accounts created before their audit forms were generated.

If a Grantee doesn’t know their password, they can reset it by either clicking the “forgot password” link on sign in or by calling the Edison Help Desk at 615-741-4357. The reset email will be sent to the email account associated with each TN Access Account. This information is given in the previously mentioned query. If they require further assistance, they can reach out to the CPO Systems Management Team at by calling 615-741-3333 or by emailing bidder.registration@tn.gov.

If a Grantee no longer has access to the email account associated with their TN Access ID, please have them create a new access account, then reach out to CPO.Grants@tn.gov to request that the forms be regenerated. They **must** have a new TN Access Account created before contacting the CPO Grants Team. If they need assistance in creating a TN Access Account, they can follow along with this [FAQ](#) under the “Supplier Portal Questions” header.

Once logged on, Grantees can follow along with the attached job aid (IAP_Job_Aid – Grantee). Please note, due to the Edison update, the “Main Menu” link in the top left corner no longer exists. It was replaced with a **NAV Compass Icon** similar to the Employee side of Edison. They can click the compass icon, select “Menu,” and follow the same pathing as described in the job aid. They will also need to click the “search” button to see their audit form. If they have any questions relating to the information on the audit form, Cognizant State Agencies are responsible for providing the needed answers.

4. What is a Cognizant State Agency (CSA)?
 - a. A Grantee’s Cognizant State Agency (CSA) is the State Agency that disbursed the most amount of grant funds to said Grantee. This is determined every five years. If you believe you are not a Grantee’s CSA, please reach out to CPO.Grants@tn.gov to request a redetermination.
5. How do I know if we are a Grantee’s CSA?
 - a. To view a Grantee’s CSA, you can go to **FSCM > Supplier > Supplier Information > Subrecipient Vendor > Subrecipient Vendor** and search by Supplier ID or supplier name in the appropriate blank. Under the “Subrecipient” tab, the CSA BU should

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be in the associated field. This is also where you can view the Grantee's Fiscal Year (FY) information available in Edison. If a Grantee's FY information is inconsistent with any FY information you may have, please reach out first to the Grantee to confirm which information is correct, then to CPO.Grants@tn.gov to update it if necessary.

6. Do governmental entities need to complete the IAP form?
 - a. Since governmental entities are statutorily subject to audit, the State of Tennessee does not need to collect all the information on the IAP form from them. If an entity is considered a governmental entity under Tennessee law, they only need to complete and submit to CPO.Grants@tn.gov the **Parent Child Information Form**.
7. What can be considered a governmental entity?
 - a. A governmental entity is defined under [Tenn. Code Ann. § 29-20-102](#). If any of your Grantees can be considered a governmental entity, please see the above answer.
8. What if the Grantee hasn't received any grant funds from the State of Tennessee in the last fiscal year?
 - a. First, please check that the Grantee hasn't received **any** funds from any other State agency through a grant contract relationship. You may also want to check that you are the Grantee's assigned Cognizant State Agency in Edison. You can redirect them to the correct agency if needed.

If your agency is the CSA if the Grantee but they have received grant funds from another State agency, please continue to assist them in completing their IAP form. If they have program specific questions, you can direct them to contact the person listed under section D.8 of their qualifying grant contract(s).

If the Grantee has not received any grant funds at all from the State through a grant contract relationship, please email CPO.Grants@tn.gov with their Supplier ID explaining the situation. The CPO Grants Team will verify the lack of funds distributed and then begin the process of withdrawing their IAP form.

9. What funds need to be reported on the IAP form?
 - a. The IAP Form asks for the federal grant funds expended by a Grantee in their current fiscal year to be reported. This includes all federal grant funds the Grantee has received from the State of Tennessee as a passthrough entity, any federal grant funds received directly from the federal government, any federal grant funds received from other passthrough entities, and any non-cash assistance related to a federal program. This can be directly from the federal government or from a passthrough entity like the State of Tennessee.

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The form also requests the Grantee's parent child information. A "parent" entity is defined on the form as an entity that can include another entity on their financial information. A "child" entity is defined on the form as an entity that can be included on another entity's financial information. If your contact does not know whether or not their entity is a parent or child, we recommend they reach out to their legal or financial departments for further clarification as it is based on their internal structure.