

## Grants Workgroup Contact Information

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### Website link:

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

Click [here](#)

### Grants Related Article/Links:

Roadmap of Grants.gov plan for 2018:

1. Increased commitment to learning from Grants Community,
2. Two system releases in 2018
3. A Grants.gov mobile app.

Click [here](#) to access the full article. Also click [here](#) to check out the upcoming changes with user impacts.

Have you submitted your first application using the

## Grants Updates



- With the Release 16.2 on April 21, 2018, Grants.gov is planning to give applicant organizations more control over the roles that can be assigned within Grants.gov through the development of custom roles. Click [here](#) to read more.
- OMB has published free online Grants Management Training. This grants training contains five modules which consist of multiple online lessons:
  1. Laws, Regulations, and Guidance.
  2. Financial Assistance Mechanisms.
  3. Uniform Guidance Administrative Requirements.
  4. Cost Principles.
  5. Risk Management and Single Audit.
 Click "[Grants 101 Training](#)" for details. This training should be considered when onboarding new grants staff within your agency.
- As a result of the DATA Act, the new beta USAspending.gov website was created to improve the quality and transparency of Federal spending data. This site is now live. The new site offers
  1. A big-picture view of the federal spending landscape.
  2. A targeted approach to finding federal award data.
  3. A snapshot of the entities involved in federal spending.

Learn more about the transition on the [FAQ](#) page. Click [here](#) to access new site. The old USAspending.gov site will be available until March 16, 2018. Visit the old site at [legacy.usaspending.gov](#).

## Grants Information Sharing Website



As we previously mentioned, the Grants Information Sharing Website is in progress. We are planning to solicit input from the Grants Community on the test site that will be available in the near future. Please look for future communication.

Grants.gov Workspace? Here is a Video on creating a Grants.gov Workspace & beginning work on your application. Click [here](#) to access to video.

The IAE is in the process of combining all 10 current operational systems into a single website. To check out beta.Sam.gov click [here](#) to access to the site and "Provide Feedback".

The Federal Forms currently used by awarding agencies to create grant application packages can be accessed by clicking [here](#).

### Important Dates:

**March 31, 2018** – Tennessee Single Audit Report due date.

**March 31, 2018** - FAC Reporting Packages and data collection form due date.

### Next issue:

The next issue of our Newsletter will provide an update on the FY17 Audit Findings Analysis.

## Uniform Guidance Requires Procedures Documentation



Certain sections of the Uniform Guidance require written policies and procedures. If formal procedural documents or policies cannot be produced, your Department may be at risk of receiving an audit finding or observation. Below are the minimum requirements for written policies and procedures:

Written Procedures required by Uniform Guidance (2 CFR 200):

- [200.302\(b\)\(7\)](#) Determining the allowability of costs in accordance with Subpart E Cost Principles.
- [200.302\(b\)\(6\)](#) Implementing the requirements of 200.305 Payment which relates to draw procedures.
- [200.313 \(d\)\(4\)&\(5\)](#) Adequate maintenance and proper sales procedures required for equipment.
- [200.319](#) Procurement transactions.

Written policies required by Uniform Guidance (2 CFR 200):

- [200.430](#) Compensation—personal services
- [200.431](#) Compensation—fringe benefits
- [200.464](#) Relocation costs of employees
- [200.474](#) Travel costs

For more details, please [click](#) here to access to Uniform Guidance.

## Grants Entry Information Template and Checklist



Federal Grants come with many strings attached in the form of compliance requirements. The terms and conditions found in the grant agreement or Notice of Award along with program specific requirements provide details on the amount of funds available and how the grant can be used. It is important to understand that proper setup of the Grant Customer (revenue) Contract in Edison is a primary control to mitigate the risk of compliance issues and audit findings. The Grants Workgroup has developed a Grant Entry Information Template and Grant Entry Information Checklist that can be used to develop controls surrounding grant setup in Edison.

- ❖ The Grants Information Template will assist in gathering all needed grants information before beginning the process of entering grants information into Edison. The template contains five parts that organizes the information in the order information is entered in Edison. Not only does this give a clear picture of all information to be entered, it also presents an opportunity to easily implement review procedures on the setup process.
- ❖ The Grants Entry Information Checklist is designed to assist with the review of grants information in Edison before a customer contract is made active and the budget finalized.

## Training Opportunities



### Grants Workshop – Grants Entry Information Template and Checklist

This Workshop will cover the Grants Entry Information Template and Checklist and how they can be used to develop control procedures over the setup of the Grants Customer (revenue) Contract. The course can be found through ELM in Edison by the following: Navigator>>ELM>>Self-Service>>Learning>>Find Learning >>type in "**GWGI2018**". Please contact a member of the workgroup if you have difficulty registering.

The Workshop is scheduled for the following time:

- **Tuesday, April 3, 2018, 9:00 to 10:00 A.M.**



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

1. F&A/Indirect Cost for Grants:

- **Thursday, March 22, 2018, 8:00 to 9:30 A.M.**
- **Thursday, March 22, 2018, 10:00 to 11:30 A.M.**

Registration for the classes is available through Edison by the following: *Navigator>>ELM>>Self Service>>Learning>>Find Learning>>type in "GRFA2018"*.

2. 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.**

Registration for the classes is available through Edison by the following: *Navigator>>ELM>>Self Service>>Learning>>Find Learning>>type in "GRRR2018"*.

3. 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.**

Registration for the classes is available through Edison by the following: *Navigator>>ELM>>Self Service>>Learning>>Find Learning>>type in "GRPI2018"*.

4. 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.**

Registration for the classes is available through Edison by the following: *Navigator>>ELM>>Self Service>>Learning>>Find Learning>>type in "GROC2018"*.

5. 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.**

Registration for the classes is available through Edison by the following: *Navigator*>>*ELM*>>*Self Service*>>*Learning*>>*Find Learning*>>type in "**GREG2018**".