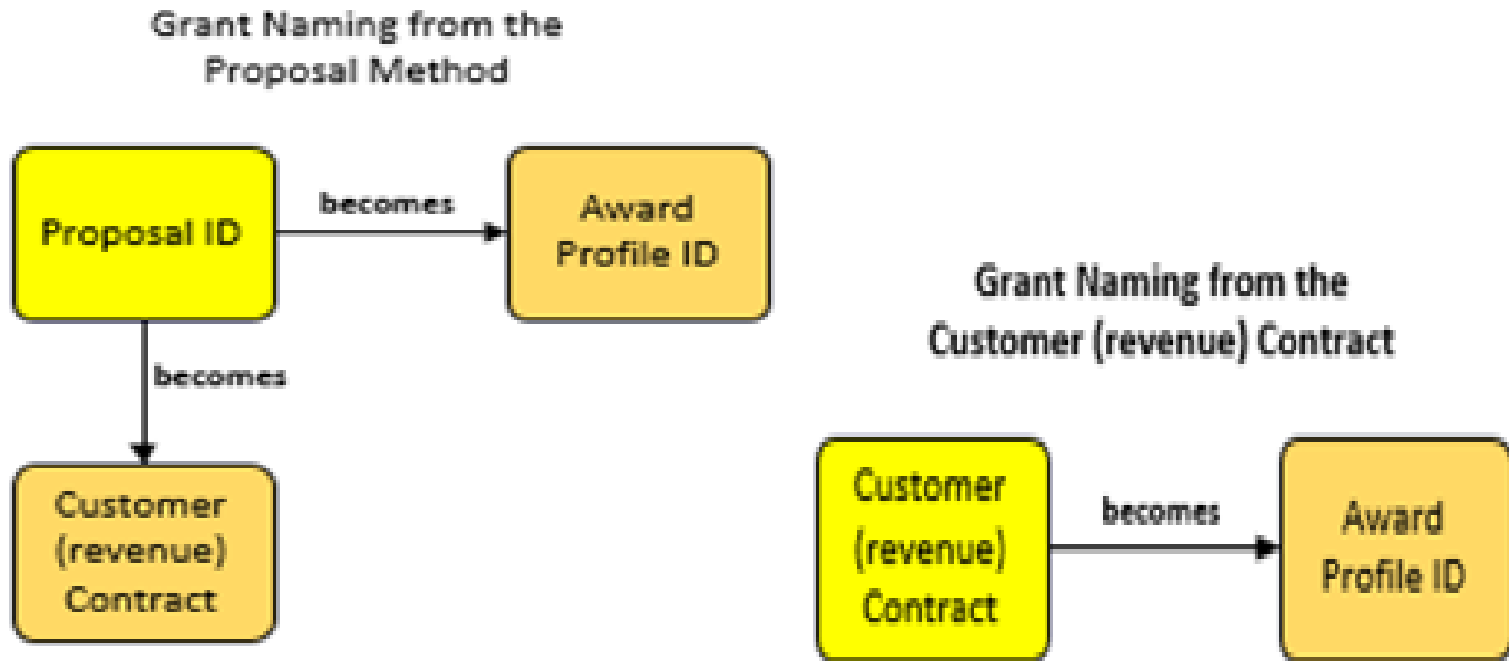"G" =

Federal dollars at work in Tennessee

# Elements of Grant Setup

**Grant Naming**

➢ Free form field

➢ Should be no more than 15 alpha/numeric characters

➢ No special characters or commas to be used

➢ Name of Customer (revenue) Contract/Award Profile ID can't be changed once entered

➢ Unique ID

➢ Uniform naming recommended if recurring grants received every year (2016 JAG … 2017 JAG)

# Elements of Grant Setup

**Grant Naming from two different methods:**



Grant Naming from the Proposal Method

Proposal ID → becomes → Award Profile ID

Proposal ID → becomes → Customer (revenue) Contract

Grant Naming from the Customer (revenue) Contract

Customer (revenue) Contract → becomes → Award Profile ID

# Elements of Grant Setup

**Project ID Naming**

➢ First two alpha characters are agency specific and pre-assigned

➢ Free form field

➢ Should be no more than 15 alpha/numeric characters

➢ No special characters or commas to be used

➢ Unique ID – no duplicates allowed

➢ Multiple projects to one Customer Contract need consistent naming (HSCS%17)

# Elements of Grant Setup

**GL Business Unit vs PC Business Unit**

➢Most of the time the GL (general ledger) BU will be the same as the PC (project costing) BU

➢Exceptions to the rule:

    ➢       Capital projects

    ➢       System development

# Elements of Grant Setup

**Sponsor/Customer**

➢ **Every Customer (revenue) Contract/Grant must have a sponsor/customer**

➢ **Each Sponsor/Customer has a specific Customer Type**

➢ **Both Customer/Sponsor and Customer Type can affect billing and accounts receivable processing**

| Customer Type | Description |
|---|---|
| 0 | Federal |
| 1 | Unassigned |
| 2 | State (Non-TN) |
| 3 | Local Government |
| 4 | Medical Organization |
| 5 | Post Secondary Education Org |
| 6 | TN Agency |
| 7 | Business/Industry |
| 8 | Tax Exempt Organization |
| 9 | TN Component Unit |
| A | Other |
| F | Benefits Individual Customer |

# Elements of Grant Setup

## Project Type – alpha/numeric characters

> - **Most commonly used for informational and reporting needs**
> - **Can play a part in prompting billing if configured to do so**

# Elements of Grant Setup

## Project Type – alpha/numeric characters

| Type | Description | | Type | Description |
|------|-------------|---|------|-------------|
| 1 | Construction of a New Route | | 25 | Governors Highway Safety |
| 2 | Constr-Relocate Existing Route | | 26 | Other Projects-Not Classified |
| 3 | Reconstruction | | Audit | Audit |
| 4 | Major Widening-Existing Route | | BNFT0 | Benefits zero day billing |
| 5 | Minor Widening | | BNFT2 | Benefits 2 Day Billing |
| 6 | Restoration & Rehab | | BNFT7 | Benefits 7 Day Billing |
| 7 | Resurface Existing Roadway | | BOND | Bond |
| 8 | New Bridge | | CAPTL | Capital Construction |
| 9 | Bridge Replacement | | EQRPL | Equipment Replacement |
| 10 | Major Bridge Rehab | | GRANT | Grant |
| 11 | Minor Bridge Rehab | | INFOS | Information Systems |
| 12 | Safety | | ITMAN | OIR Manpower Projects |
| 13 | Traffic Oper & Control | | LOAN | Loan Project – 30799 use |
| 14 | Environmental & Enhancements | | MAINT | Maintenance |
| 15 | Recon-Add Full Lane Capacity | | NONE | None |
| 16 | Recon-No Full Lane Capacity | | OTH15 | Other Fund 15 Projects |
| 20 | Maintenance | | REIMB | TDEC Reimbursement Projects |
| 21 | SPR | | RFS | Request for Service |
| 22 | Aeronautics | | STUDY | Study |
| 23 | Mass Transit | | SYSDV | Systems Development |
| 24 | Waterways & Rail | | XXXXX | Do Not Use – Inactive |

# Elements of Grant Setup

## Project Status  and Processing Status

| Project Status | Processing Status | Explanation of Status/Processing | |
|---|---|---|---|
| P | Pending | > | Cannot be used in a Customer (revenue) Contract |
| | | > | Cannot incurred pre-encumbrances, encubrances, or expenditures |
| O | Open | > | Can be used in a Customer (revenue) Contract |
| | | > | Can have encumbrances |
| | | > | Can have expenditures |
| | | > | Can have associated revenue |
| H | Hold | > | Is temporary until removed |
| | | > | Cannot have expenditures to process against |
| C | Closed/Final | > | Expenditures will fail budget checking |
| | | > | can be reopened |
| T | Closed to Procurement | > | can have general ledger and accounts payable expenditures not associated to PO's |
| | | > | cannot use project in PO's or Req's |
| X | Cancelled/Withdrawn | > | Expenditures will fail budget checking |
| | | > | can be re-opened |

# Elements of Grant Setup

**Project Start and End Date**

➢ **Dates play a major role in system controls**

➢ **Transactions cannot be assigned before start date**

➢ **Transactions cannot be assigned after end date**

➢ **Dates for Commitment Control can only be changed by Edison GL/Commitment Control**

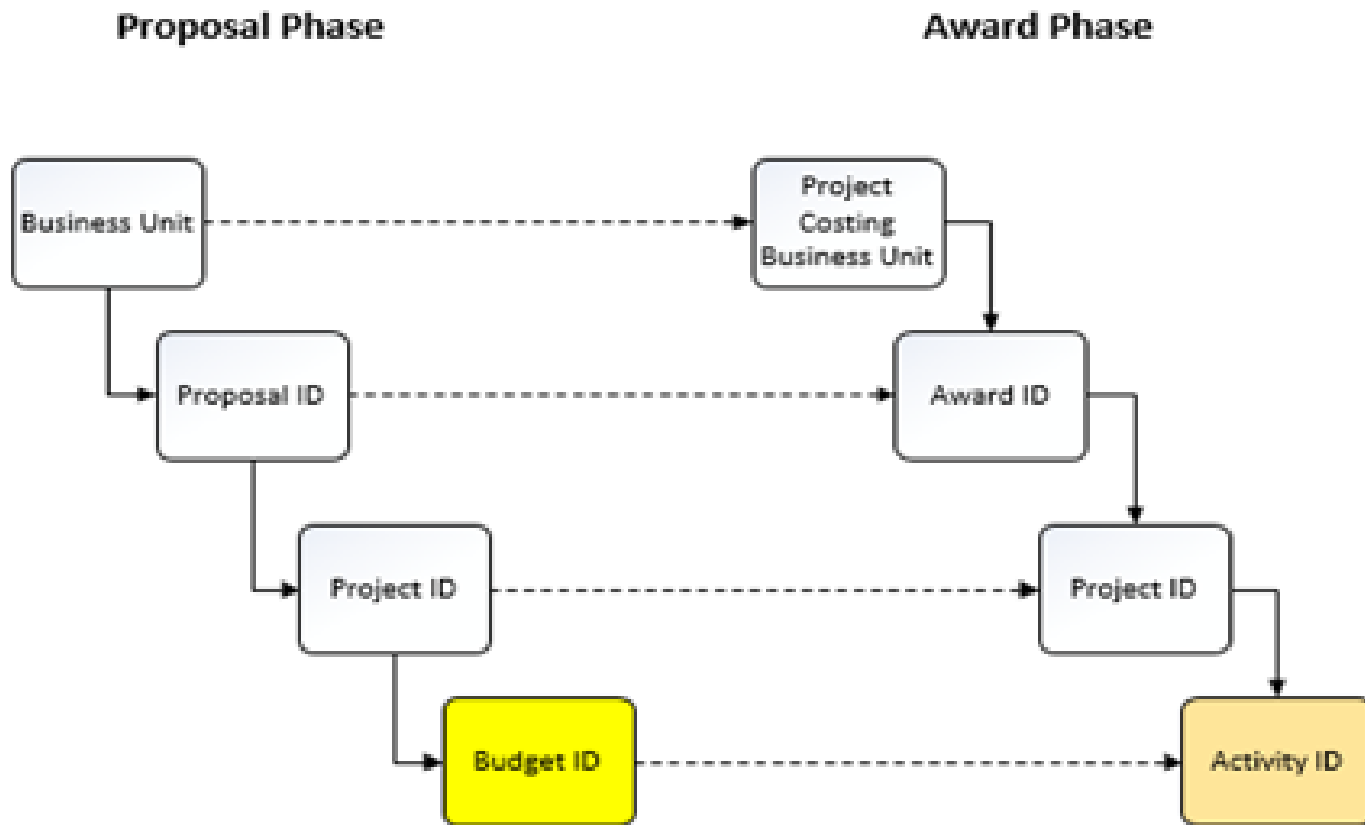# Elements of Grant Setup

## Project Budget Items and Budgets

➢ **A project budget must have no less than one budget item**

➢ **Budget items are five digit account codes**

➢ **Have to exist to be able to have transactions to process on the Project budget**

➢ **Only Payroll and Fringe 70100 and 70200 can overspend a project budget**

# Elements of Grant Setup

## Project Budget Items and Budgets

| Budget Account | Budget Item | Budget Account | Budget Item |
|---|---|---|---|
| 70100 | Labor-Salary | 71400 | Unclassified |
| 70200 | Fringe | 71500 | Inventory |
| 70300 | Travel | 71600 | Equipment |
| 70400 | Printing | 71700 | Land |
| 70500 | Utilities | 71800 | Building |
| 70600 | Communication | 71900 | Discounts_Lost |
| 70700 | Maint_Repair | 72000 | Constr_NON_BLDG |
| 70800 | Prof_SRVC_3RD_P | 72100 | Training |
| 70900 | Supplies | 72200 | Data Processing |
| 71000 | Rent_N_Insur | 72500 | Prof_SRVC_STATE |
| 71100 | Vehicle | 73700 | Debit Interest |
| 71200 | Award_Indemn | 89040 | F&A Costs |
| 71300 | Grants | 89030 | INKIND Costs |

# Elements of Grant Setup



Proposal Phase                    Award Phase

# Elements of Grant Setup

**Activity ID**

➢ Represents source of funding for each Project ID

➢ Standard Activities

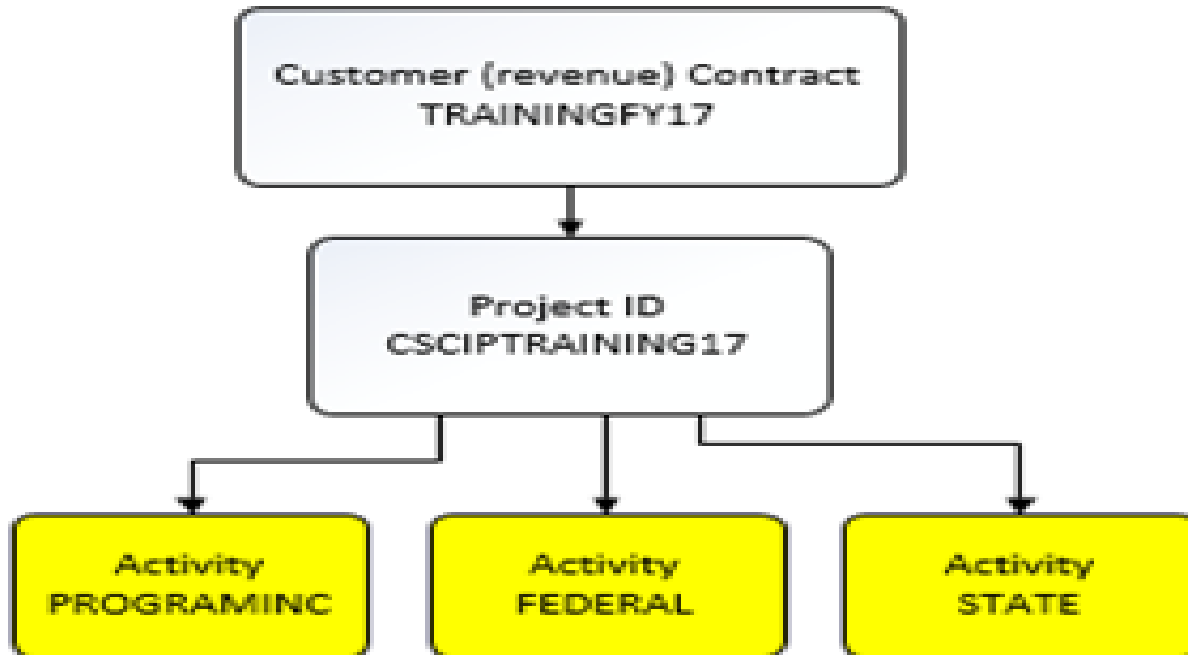| | | |
|---|---|---|
| DEFAULT | DONATIONS | FEDERAL |
| FOUNDATION | INKIND | LOCALGOV |
| LOTTERY | NONGOV | PROGRAMINC |
| SETTLEMENT | STATE | SURPLUS |
| ARMY | MARINES | PTDISASTER |

# Elements of Grant Setup

- ➢ **Activity (Funding Source)**
  - ➢ **INTERFED – Federal dollars passing from another state agency to you**
  - ➢ **INTERMATCH – The other state agency's state allotment dollars passing on to you**
  - ➢ **INTERLOTRY – Lottery dollars passing through**
  - ➢ **INTERFOUND – Foundation dollars received by another agency passing through to you**
  - ➢ **INTERLOCAL – Local dollars received by another agency passing through to you**

- ➢ **Some Activity's are "NOT STANDARD"**
  - ➢ **AGENCY SPECIFIC**
    - ➢ **Example: 32701 Environment and Conservation has "cleanup" projects which have many funding sources including multiple Federal grants – the Grant name becomes the Project Activity**
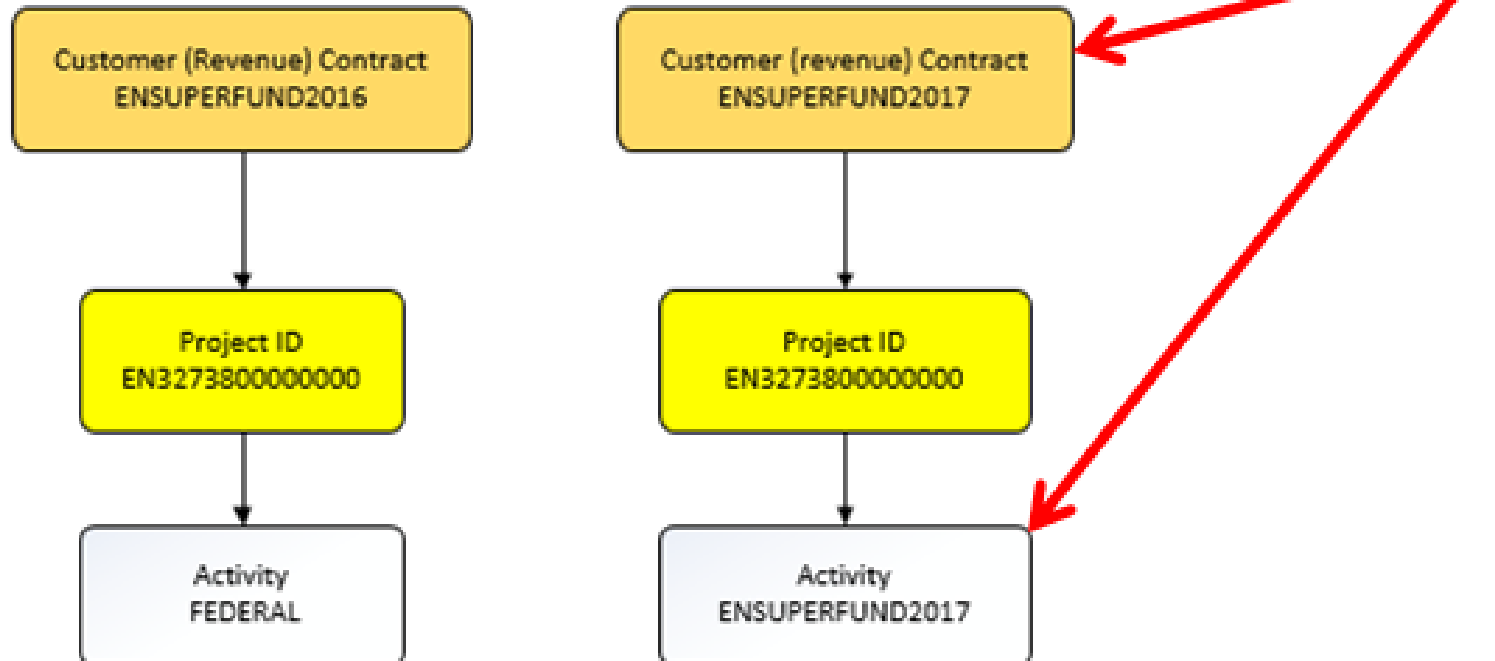  - ➢ **CAPITAL PROJECTS SPECIFIC**

# Elements of Grant Setup

**One Project ID but Multiple Activities**

```
        ┌─────────────────────────────┐
        │  Customer (revenue) Contract │
        │        TRAININGFY17          │
        └──────────────┬──────────────┘
                       │
                       ▼
        ┌─────────────────────────────┐
        │         Project ID           │
        │      CSCIPTRAINING17         │
        └──────┬────────┬────────┬─────┘
               │        │        │
               ▼        ▼        ▼
        ┌──────────┐ ┌──────────┐ ┌──────────┐
        │ Activity │ │ Activity │ │ Activity │
        │PROGRAMINC│ │ FEDERAL  │ │  STATE   │
        └──────────┘ └──────────┘ └──────────┘
```
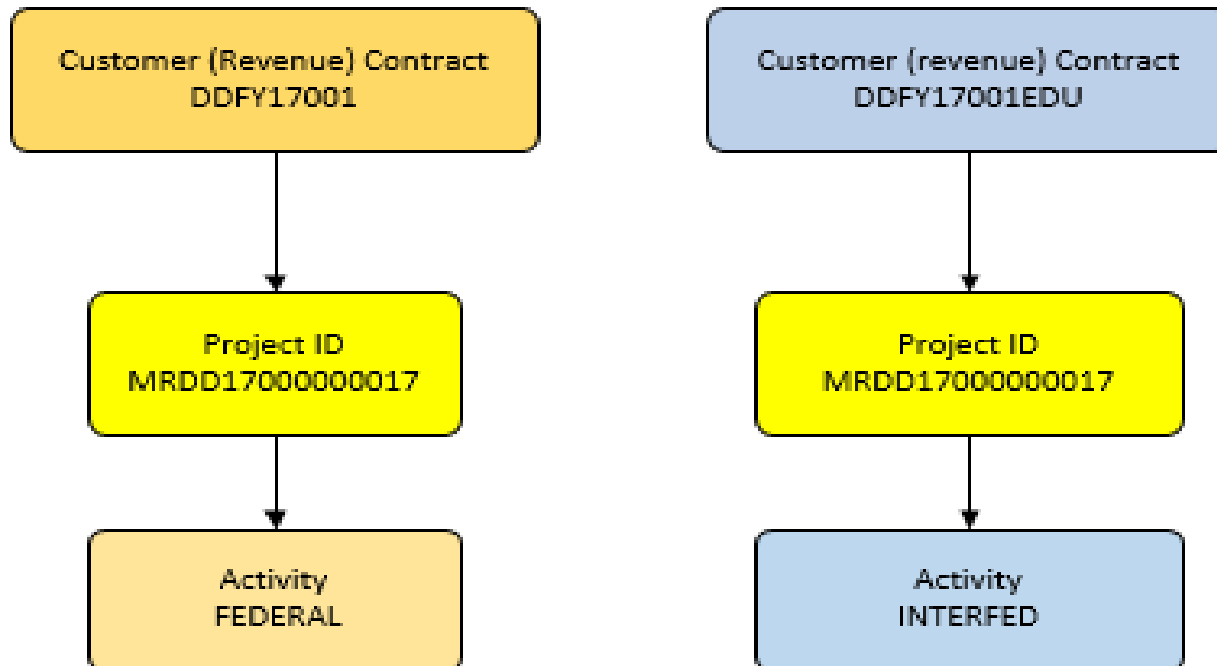
# Elements of Grant Setup



One Project ID but two Customer (revenue) Contracts
with Multiple "Federal" Activities

Customer (Revenue) Contract
ENSUPERFUND2016

Customer (revenue) Contract
ENSUPERFUND2017

Project ID
EN3273800000000

Project ID
EN3273800000000

Activity
FEDERAL

Activity
ENSUPERFUND2017

# Elements of Grant Setup

### One Project ID but two Customer (revenue) Contracts with Multiple (Different) Activities

# Elements of Grant Setup

## Activity Type – required field

| Activity Type | Activity Type Description | Activity Type | Activity Type Description |
|---|---|---|---|
| A | TDOT Other State Agency | L | Local Government Funding |
| ARRA | ARRA Funded | N | TDOT Federal Funds (Non-FHWA) |
| B | TDOT Bond Auth Only | NONE | Activity not a funding source |
| Bond | Bond (Debit Financed) | OTHER | Not Fed, TN State or Local Gov |
| C | TDOT Other State | OTHST | Capital Proj. Other State Agy |
| D | TDOT Bond Auth and Sold | PTFED | Pass-Through Federal Funding |
| E | TDOT Private | R | TDOT ROUTN |
| F | TDOT Federal Funded (FHWA) | RFS | OIR Projects (31703 use only) |
| FED | Federal Funding Source | S | TDOT State |
| FORCE | TDOT Participant Provider | STATE | TN State Funded |
| G | TDOT State Aid Bridg Grant | T | TDOT Maintenance Structure |
| H | TDOT Excess Bridge Match | UNKWN | Funding Source Unknown |
| L | TDOT Local | X | TDOT Bond Used for Fed Match |
| LOAN | State & Local Finance Div. use | Z | TDOT Bond Used for Fed Match |

# Elements of Grant Setup

Activity Type – common Standard Activity and Activity Type combinations:

| Normal Combinations | |
|---|---|
| **Activity** | **Activity Type** |
| FEDERAL | FED |
| STATE | STATE |
| INTERFED | PTFED |
| INTERMATCH | STATE |
| FOUNDATION | OTHER |
| NONGOV | OTHER |

# Elements of Grant Setup

## Cost Sharing vs Sponsor Direct
### Project and Activity combination

| Standard Activity | Cost Sharing vs Sponsor Direct | Does Amount on Related Budget Items in Project Budgets Create Amount of Customer (revenue) Contract's Billing Limit? |
|---|---|---|
| DEFAULT | Cost-Sharing | NO |
| DONATIONS | Cost-Sharing | NO |
| INKIND | Cost-Sharing | NO |
| PROGRAMINC | Cost-Sharing | NO |
| STATE | Cost-Sharing | NO |

# Elements of Grant Setup

## Cost Sharing vs Sponsor Direct

## Project and Activity combination

| Standard Activity | Cost Sharing vs Sponsor Direct | Does Amount on Related Budget Items in Project Budgets Create Amount of Customer (revenue) Contract's Billing Limit? |
|---|---|---|
| FEDERAL | Sponsor Direct | YES |
| FOUNDATION | Sponsor Direct | YES |
| LOCALGOV | Sponsor Direct | YES |
| LOTTERY | Sponsor Direct | YES |
| NONGOV | Sponsor Direct | YES |
| SETTLEMENT | Sponsor Direct | YES |
| SURPLUS | Sponsor Direct | YES |
| ARMY | Sponsor Direct | YES |
| MARINES | Sponsor Direct | YES |
| PTDISASTER | Sponsor Direct | YES |
| INTERFED | Sponsor Direct | YES |
| INTERMATCH | Sponsor Direct | YES |
| INTERLOTRY | Sponsor Direct | YES |
| INTERFOUND | Sponsor Direct | YES |
| INTERLOCAL | Sponsor Direct | YES |

# Elements of Grant Setup

## Optional Fields for Project Costing

➢ **Source Type**

➢ **Category**

➢ **Subcategory**

| Source Type | Source Description | Category | Category Description | Subcategory | Subcategory Description |
|---|---|---|---|---|---|
| 10010 | SRM 1001 EXP | 13104 | Water Services | G7910 | Purchased Water Service |
| | | 13105 | Waste Water Services | G7920 | Sewer/Waster Costs |
| | | 13106 | Electric Services | G7930 | Purchased Electric Energy |
| | | 13107 | Gas Services | G7942 | Purchased Natural Gas |

# Elements of Grant Setup

## Attributes

➢ **Assists with SEFA Reporting to the Customer (revenue) Contract/Grant Award**

| Attribute | Attribute Description | Attribute Meaning |
|---|---|---|
| ARRA | ARRA Funded | Denotes that grant is part of the American Recovery and Reinvestment Act money |
| C | Cash | Denotes Federal Funding is "cash" |
| F | Federal Government | Denotes Federal Funding |
| N | Other than Cash | Denotes Federal Funding is not "cash" (Surplus Property would use this) |
| R | Research | Denotes Research Funding |
| T | Pass Through | Denotes Federal funding passing through to a secondary agency |

# *Working together for Tennessee!*