FACTS Workshop
Phase 5 – Grants
February 22, 2013
10:30 a.m. – 12:00 p.m.
Agenda

- Objectives
- Grant Award Agreements
- Grant Disbursement Agreements
- Meeting Recap
- Next Steps
FACTS – Phase 5 – Grants Workshop Objectives
Workshop Objectives

- Discuss the fields needed in FACTS to support grant awards and grant disbursement agreements
- Identify policy decision points to support grant information in FACTS
Guiding Principles

- Reduce/ Eliminate the need for duplicate entry between FLAIR and FACTS
- Create a process that is easy to use
- Utilize the tools and processes your agency is familiar with today
- Maintain data integrity
- Support agency reporting requirements
- Support agencies with conversion activities
- Coordinate timing with agencies (no activity requirements at year end)
GA – Grant Award Agreements – The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity.

GD – Grant Disbursement Agreements – Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; or a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity. These contracts are identified using the vendor checklist to classify them as either vendors or sub-recipients. Contractors who are identified as vendors, should be classified as Contract Type = SC – Standard Two-Party agreements by statute; and are required to be reported in FACTS.
Grant Award Agreements
Grant Awards – Main Information

FLAIR fields most commonly used today for Grant Award Agreements that will be added to FACTS

<table>
<thead>
<tr>
<th>Grant Award (Main Information Fields)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant ID</td>
</tr>
<tr>
<td>Original Amount</td>
</tr>
<tr>
<td>Short Title</td>
</tr>
<tr>
<td>Long Title</td>
</tr>
<tr>
<td>Beginning Date</td>
</tr>
<tr>
<td>Ending Date</td>
</tr>
<tr>
<td>CFDA/ CSFA Code</td>
</tr>
<tr>
<td>Recipient Type</td>
</tr>
<tr>
<td>Grant Document Number</td>
</tr>
<tr>
<td>Grantor Name</td>
</tr>
<tr>
<td>Manager Name</td>
</tr>
<tr>
<td>Directors Name</td>
</tr>
</tbody>
</table>
Grant Awards – Main Information

Clarification needed – Grant Award Agreement fields that will be added to FACTS:

- Grantor Field
  - Can we utilize the statewide vendor file to identify grantors?

- Director and Manager Fields
  - What are agencies using the Director field to document (an external or internal agency name)?
  - Are these fields still needed? If so, we will include phone and email address.
Clarification needed – Grant Award Agreement fields that will be added to FACTS:

- **Grant Status** –
  - Today FLAIR includes Grant Status on the amendment screen. It should be on the main information page.
  - FACTS will include standard choices for Grant Status. What are standard ‘status’ choices for Grant Award Agreements?
    - Active
    - Inactive

- **Grant Description** – this new field will be included in FACTS
FLAIR Grant Award Agreement fields not utilized by all agencies. The intent is not to include these fields in FACTS.

Does your agency need these fields? If so, why?

<table>
<thead>
<tr>
<th>Grant Award Fields for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Cost Rate</td>
</tr>
<tr>
<td>Indirect Cost Type</td>
</tr>
<tr>
<td>Indirect Cost Base</td>
</tr>
<tr>
<td>State Matching</td>
</tr>
<tr>
<td>Grant Matching</td>
</tr>
<tr>
<td>Local Matching</td>
</tr>
<tr>
<td>Type Local Matching</td>
</tr>
</tbody>
</table>
Grant Awards – Main Information

FLAIR Grant Award Agreement fields not utilized by all agencies. These fields will not be included in FACTS.

Does your agency need these fields? If so, why?

<table>
<thead>
<tr>
<th>Grant Award Fields for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLAIR Grant Type</td>
</tr>
<tr>
<td>Report Date</td>
</tr>
<tr>
<td>SAI Number</td>
</tr>
<tr>
<td>Current Billing</td>
</tr>
<tr>
<td>Capped Grants</td>
</tr>
<tr>
<td>Report Requirement</td>
</tr>
<tr>
<td>Method of Payment</td>
</tr>
<tr>
<td>Maintenance Effort</td>
</tr>
<tr>
<td>Minority Vendor</td>
</tr>
<tr>
<td>Agency Use Fields 1–15</td>
</tr>
</tbody>
</table>
Grant Awards – Budget

Does this budget information apply to Grant Award Agreements? (FACTS sample budget)

<table>
<thead>
<tr>
<th>Budget Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount: $307,199.00</td>
</tr>
<tr>
<td>Total Contract Amount: $307,199.00</td>
</tr>
<tr>
<td>Total Recurring Budgetary Amount: $0.00</td>
</tr>
<tr>
<td>As of Date: 9/27/2012</td>
</tr>
</tbody>
</table>

No Recurring Budgetary records Found for this contract.

<table>
<thead>
<tr>
<th>Non-Recurring Budgetary Amount</th>
<th>Account Code</th>
<th>Fiscal Year Effective Date</th>
<th>FY</th>
<th>Cost Accumulator</th>
<th>Agency Amendment Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$307,199.00</td>
<td>37-20-2-201019-37500300-00-140185-11</td>
<td>07/01/2010</td>
<td>2010-2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grant Awards – Amendments

Utilize the existing FACTS Amendment fields for Grant Award Agreements. The screen will display as “Grant Change”

Are these Change Types applicable to Grants?
- Amendment
- Extension
- Renewal

FACTS Amendment Fields
- Agency Amendment Reference
- Change Type
- Amendment Amount
- Amendment Effective Date
- Amendment Execution Date
- Change Date
- New Ending Date
- Change Description
## Grant Awards – Amendments

### Example Amendment entries in FACTS

<table>
<thead>
<tr>
<th>CHANGE TYPE</th>
<th>AMENDMENT AMOUNT</th>
<th>AGENCY AMENDMENT REFERENCE</th>
<th>CHANGE DESCRIPTION</th>
<th>AMENDMENT EFFECTIVE DATE</th>
<th>AMENDMENT EXECUTION DATE</th>
<th>NEW ENDING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>($51,523.00)</td>
<td>A5</td>
<td>Extend contract end date and decrease contract funding</td>
<td>07/01/2010</td>
<td>07/01/2010</td>
<td>4/30/2013</td>
</tr>
<tr>
<td>Amendment</td>
<td>$45,317.00</td>
<td>A4</td>
<td>Extend contract end date and increase contract funding.</td>
<td>12/22/2008</td>
<td>12/22/2008</td>
<td>4/20/2011</td>
</tr>
<tr>
<td>Amendment</td>
<td>$0.00</td>
<td>A2</td>
<td>Reallocate contract funding and extend contract end date.</td>
<td>09/26/2005</td>
<td>09/26/2005</td>
<td>8/1/2008</td>
</tr>
</tbody>
</table>
Grant Awards – Letter of Credit

- Do agencies need Letter of Credit fields in FACTS for FLAIR?
- If so, these are fields to be included in FACTS:

<table>
<thead>
<tr>
<th>Grant Award Fields for Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator – Do you have a Letter of Credit Indicator (Y/N)</td>
</tr>
<tr>
<td>Letter of Credit Number</td>
</tr>
<tr>
<td>Letter of Credit Total Amount</td>
</tr>
<tr>
<td>Letter of Credit Draw Beginning Balance</td>
</tr>
<tr>
<td>Fund – 9 digit Account Number (GF SF FID)</td>
</tr>
</tbody>
</table>

Is Fund needed?
Grant Disbursement Agreements
Grant Disbursement Agreements

- Some agencies are including grant disbursement agreements in FACTS today
- Currently, 1,200 grant disbursement agreements are included in FACTS
- Many fields used for contracts appear to be useful for grant disbursement agreements
- The current Contract Summary form is used for grant disbursement agreements
Grant Disbursement Agreements

FACTS components applicable to Grant Disbursement Agreements:

- Main Information (Required)
- Procurement Information (Not Needed?)
- Outsourcing Information (Not Needed?)
- Budget (Required)
- Contract Change (Required)
- Vendor (Required)
- CSFA/CSDA (Required)
- Deliverables (Required)
## Grant Disbursement Agreements

### Main Information

- **Agency Contract ID:** T1001
- **FLAIR Contract ID:** T1001
- **Short Title:** Grant-RTP
- **Long Title:** Whiting Field OHV Trail System Project
- **Contract Type:** Grant Disbursement Agreement
- **Contract Status:** Active
- **Date of Execution:** 03/21/2011
- **Date of Beginning:** 03/21/2011
- **Original End Date:** 03/21/2013
- **Agency Service Area:**  
- **Statutory Authority:** 260.016(1)(g) F.S.
- **Contract Involves State or Federal Financial Assistance:** Yes
- **Recipient Type:** NONPROFIT ORGANIZATION
- **Provide for Administrative Cost:** No
- **Provide for Periodic Increase:** No
Grant Disbursement Agreements

Do the FACTS procurement fields apply to grant disbursement agreements?

**Procurement Information**

- Authorized Advanced Payment: No
- Method of Procurement: Exempt, Federal or state law prescribes with whom the agency must contract [s. 287.057 (10), FS]
- State Contract Term ID:
- Contract’s Exemption Justification: Nonprofit Organization
- Agency Reference Number:
- Business Case Study Done: No
- Legal Challenges to Procurement: No
Grant Disbursement Agreements

Do the FACTS outsourcing/capital improvement fields apply to grant disbursement agreements?

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State: No
Was the Contracted Functions Considered for Insourcing back to the State: No
Did the Vendor Make Capital Improvements on State Property: No
Grant Disbursement Agreements

The FACTS Contract Budget fields will be used to record budgets for grant disbursement agreements.

### Budget Information

- **Original Contract Amount:** $307,199.00
- **Total Contract Amount:** $307,199.00
- **Total Recurring Budgetary Amount:** $0.00
- **Total Non-Recurring Budgetary Amount:** $307,199.00
- **Total Budgetary Amount:** $307,199.00
- **Total Unfunded Amount:** $0.00

As of Date: 9/27/2012

No Recurring Budgetary records Found for this contract.

<table>
<thead>
<tr>
<th>NON-RECURRING BUDGETARY AMOUNT</th>
<th>ACCOUNT CODE</th>
<th>FISCAL YEAR EFFECTIVE DATE</th>
<th>FY</th>
<th>COST ACCUMULATOR</th>
<th>AGENCY AMENDMENT REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$307,199.00</td>
<td>37-20-2-261019-37500300-00-140185-11</td>
<td>07/01/2010</td>
<td>2010-2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Grant Disbursement Agreements

Use the FACTS Amendment fields to record changes to grant disbursement agreements.

**Contract Change**

As of Date: 11/13/2012

<table>
<thead>
<tr>
<th>CHANGE TYPE</th>
<th>AMENDMENT AMOUNT</th>
<th>AGENCY AMENDMENT REFERENCE</th>
<th>CHANGE DESCRIPTION</th>
<th>AMENDMENT EFFECTIVE DATE</th>
<th>AMENDMENT EXECUTION DATE</th>
<th>NEW ENDING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>($492,744.00)</td>
<td>A2</td>
<td>Decrease grant funding and revise work plan</td>
<td>10/31/2012</td>
<td>10/31/2012</td>
<td></td>
</tr>
<tr>
<td>Amendment</td>
<td>$0.00</td>
<td>A1</td>
<td>Revise language</td>
<td>06/31/2011</td>
<td>06/31/2011</td>
<td></td>
</tr>
</tbody>
</table>

- Amendment
- Extension
- Renewal

Do these Change Types apply?
Grant Disbursement Agreements

In FACTS, record the grant recipient in the Vendor field and identify the CFDA and/or CSFA information.

<table>
<thead>
<tr>
<th>Vendor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>CITY STATE ZIP</td>
</tr>
<tr>
<td>FL DEPT OF AGRICULTURE</td>
<td>TALLAHASSEE FL 323991650</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CFDA</th>
<th>CSFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFDA CODE</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>20.219</td>
<td>RECREATIONAL TRAILS PROGRAM</td>
</tr>
</tbody>
</table>

No CSFA Codes Found for the contract.
Grant Disbursement Agreements

In FACTS, record the grant disbursement agreement deliverables on the Deliverables page.

<table>
<thead>
<tr>
<th>COMMODITY TYPE</th>
<th>MAJOR DELIVERABLE</th>
<th>METHOD OF PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCING, AGENCY GRANT IN AID</td>
<td>Task 1: Engineering Cost - project design and facilities.</td>
<td>Cost Reimbursement</td>
</tr>
<tr>
<td>FINANCING, AGENCY GRANT IN AID</td>
<td>Task 2: Off-Highway Vehicle (OHV) trail design and layout.</td>
<td>Cost Reimbursement</td>
</tr>
<tr>
<td><strong>Major Deliverable:</strong> Task 2: Off-Highway Vehicle (OHV) trail design and layout.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deliverable Price:</strong> $10,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non Price Justification:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Metrics:</strong> Deliverable reviewed to ensure specifications in scope have been met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Consequences:</strong> No payment for unsatisfactory or incomplete work. In addition, agreement can be terminated for failure to perform.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Source Documentation Page Reference:</strong> Attachment A, page 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCING, AGENCY GRANT IN AID</td>
<td>Task 3: Parking Lot (hardened surface - not paved).</td>
<td>Cost Reimbursement</td>
</tr>
<tr>
<td>FINANCING, AGENCY GRANT IN AID</td>
<td>Task 4: Permits and Wildlife/Archeological surveys.</td>
<td>Cost Reimbursement</td>
</tr>
</tbody>
</table>
Meeting Recap
Meeting Recap

- New fields will be added to FACTS to support the grant awards in FACTS
- Utilize existing FACTS contract fields for grant disbursement agreements

Policy Decisions
- Standard list of change types
- Standard list of statuses
- Finalize the list of fields for grant awards
- Use of the Statewide Vendor File for the Grantor on grant awards
Outstanding Items

- Linking Grant Award Agreements to Grant Disbursement Agreements
- Integration with FLAIR
  - Correlations
  - FLAIR Grant ID
  - Letter of Credit
  - Tracking payments to the grant disbursement agreement (Contract ID vs Grant ID)
- Sunset of FLAIR Grant Subsystem
- Agency Reporting (FLAIR vs FACTS)
Next Steps
Next Steps

- Next workshop scheduled for February 27th
- Allow Agencies to submit Impact Statements
- Respond to Impact Statements
- Finalize the design document
- Conduct Workshop for conversion
Questions?