Overview

Active grants in FLAIR will be converted to Florida PALM using the Grants Conversion (GMC001). When active grants are converted to Florida PALM, the Grant ID used in FLAIR will be the same Grant ID used in Florida PALM, providing a one-to-one mapping.

The Project has identified FLAIR Grant IDs found on agency Master Balance files, as of March 1, 2025, that cannot be mapped to a Florida PALM Grant ID. The unmapped values are identified as either:

- **Inactive** – indicating the grant is not active in FLAIR, therefore not applicable for the Grants Conversion (GMC001), or
- **Not Found** – indicating the grant is not active in FLAIR **and** is not found in the FLAIR Title File.

Agencies provided a mapping of FLAIR Grant to valid Florida PALM values in previous RW Task 658-A. Those mappings were used in Mock Conversion 2. This task (RW Task 659) requires agencies to review the Grant ID mapping that was previously provided and make any updates, as necessary, to be used in Mock Conversion 3.

Worksheet Details

Your *<Agency> Field Mapping – Grant ID* worksheet is pre-populated with all FLAIR Grant IDs that have been found on your Master Balance File as of March 1, 2025, that have been identified as *inactive* or *not found*.

Review your worksheet to determine if the Grant ID mapping is correct, if an update is needed, or if the FLAIR Grant ID is no longer valid. If an update is needed, you may choose to map the FLAIR Grant ID to one of the following values:

- Florida PALM OA1
  - Values include those provided in the previous configuration task (RW Task 567-C), or updated values provided as part of the current configuration task (RW Task 657)
- Florida PALM OA2
  - Values include those provided in the previous configuration task (RW Task 567-C), or updated values provided as part of the current configuration task (RW Task 657)
- Florida PALM Contract ID
  - Values include those that successfully converted during Mock Conversion 2
- Florida PALM Grant ID
  - Values include those that successfully converted during Mock Conversion 2
- Florida PALM Project ID
  - Values include those that successfully converted during Mock Conversion 2 and will be used for Mock Conversion 3 as indicated in your *<Agency> PCC001 – Projects* workbook for current RW Task 571.

Updates made to OA1 or OA2 configuration as part of RW Task 657 or to Projects as part of RW Task 571 will be available in the applicable column drop-down options in the *<Agency> Field Mapping – Grant ID* worksheet through nightly processing throughout the duration of this task (Task 659). Figure 1 below depicts the cross-worksheet connections.
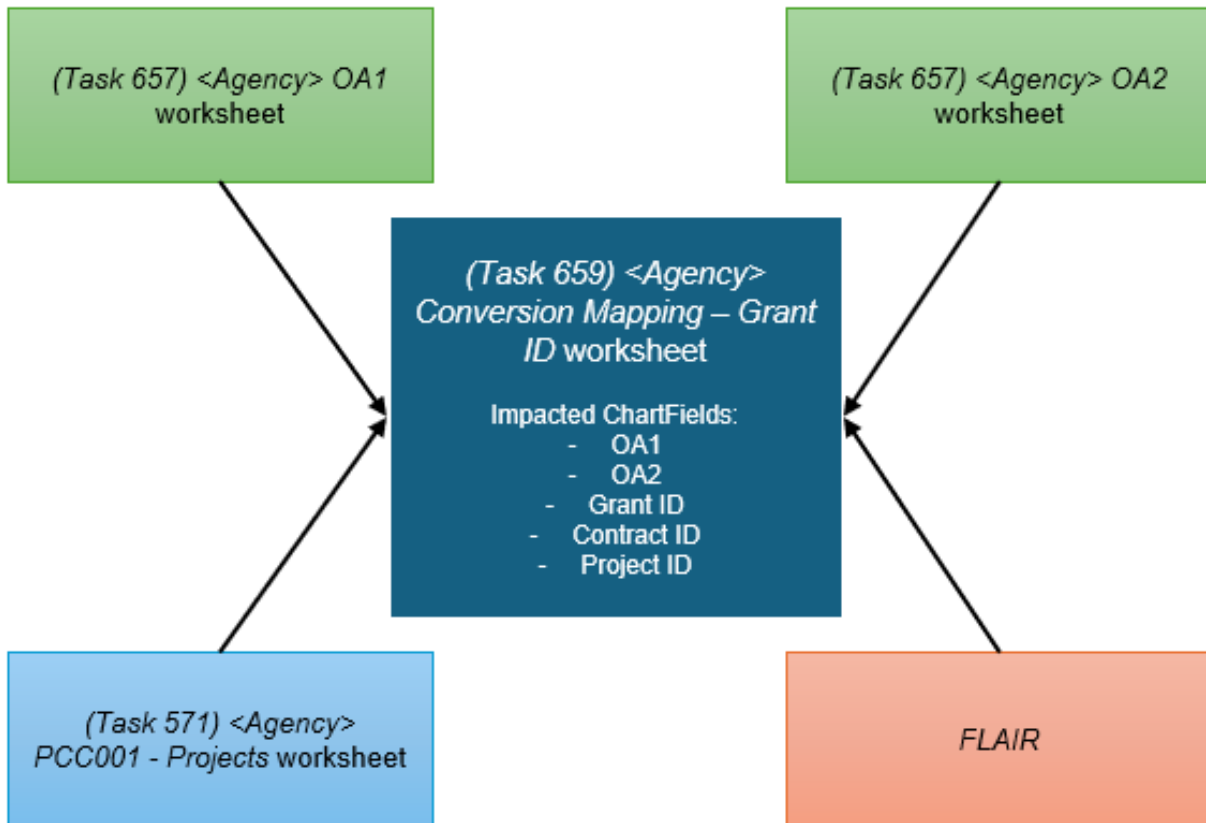

Figure 1: Cross-worksheet Connections for Grant ID Mapping

An Excel document is attached to the top row of your *<Agency> Field Mapping – Grant ID* worksheet. The Excel document provides a listing of the Master Balance records, pulled from FLAIR on March 2, 2025, that include FLAIR Grant IDs listed in your worksheet as 'Inactive' or 'Not Found'. Use the Excel document to support your completion of the mapping of the Grant IDs.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Conversion Inventory > Agency Conversion Mapping – Grant ID

Field Details
The *<Agency> Field Mapping – Grant ID* worksheet contains the following columns:

- **Error Messages** (Locked from editing)

- o This column populates Real-time "[RT]" and/or interfaced "[API]" messages generated by Florida PALM using Agency provided data. Once the error gets corrected, the Error Message will disappear.
- o This column includes a message for checks related to the following:
  - any errors related to your agency's OA1 configuration found in the *<Agency> Other Accumulator 1 (OA1)* configuration worksheet
  - any errors related to your agency's OA2 configuration found in the *<Agency> Other Accumulator 2 (OA2)* configuration worksheet
  - any errors related to your agency's Project IDs found in the *<Agency> PCC001 - Projects* worksheet

- **Is Grant ID Mapping Needed for GL Conversion?** (Required)
  - o Select the appropriate option from the drop-down.
    - Yes – Mapping is Needed: Select this option if your agency requires GL Balances to be converted with the associated Grant ID.
      - If this option is selected, you must complete the worksheet providing a "Mapping Action" for each FLAIR Grant ID listed.
    - No – Mapping is Not Needed: Select this option if your agency does not want GL Balances to be converted with the detail provided by Grant ID.
      - This option will indicate to the Project that your agency does not want any Grant IDs to be included for the GLC001 conversion, even values that could be mapped from FLAIR to Florida PALM.
      - If this option is selected, ***no further action is required in the worksheet.***

NOTE: *If you choose to provide Grant ID mapping, each FLAIR Grant ID provided in the worksheet must be mapped to a valid Florida PALM value (select Provide Mapping in the Mapping Action column) or marked as 'not valid' (select Remove – FLAIR Grant ID Not Valid in the Mapping Action column).*

Figure 2: Conversion Mapping – Grant ID

- **FLAIR Grant ID** (Locked from editing)
  - o This column is prepopulated to include FLAIR Grant IDs found on your Master Balance File as of March 1, 2025, that have been identified as *inactive* or *not found*.
  - o This list should mirror the values in the Excel document.

- **Grant ID Status – Not Found or Inactive** (Locked from editing)
  - o This column is prepopulated to indicate why FLAIR Grant ID appears in the list.
    - ▪ 'Inactive' indicates that the grant is not active in FLAIR, therefore not applicable for the Grants Conversion (GMC001).
    - ▪ 'Not Found' indicates the grant is not active in FLAIR <u>and</u> was not found in the FLAIR Title File.

- **Mapping Action** (Required for all rows of data if "Yes – Mapping is needed" is selected in the first column)
  - o Select the appropriate option from the drop-down.
    - ▪ Provide Mapping: Select this option to provide a mapping of the FLAIR Grant ID to a Florida PALM value.
    - ▪ Remove – FLAIR Grant ID Not Valid: Select this option if the FLAIR Grant ID is no longer valid or active, therefore a mapping is not needed.

- **Mapped Florida PALM Value** (Locked from editing)
  - o This column contains a mapping to the new Florida PALM value (OA1, OA2, Contract ID, Grant ID, Project ID), if you previously provided a mapping with RW Task 658-C.
  - o The column is intentionally left blank if a mapping **was not provided** in RW Task 658-C.

- **Mapped Florida PALM Value Type** (Locked from editing)
  - o This column contains the data type of the mapped Florida PALM value type (OA1, OA2, Contract ID, Grant ID, Project ID), if you previously provided a mapping with RW Task 658-C.
  - o The column is intentionally left blank if a mapping **was not provided** in RW Task 658-C.

- **Map to Florida PALM Data Type** (Required if "Provide Mapping" is selected for the Mapping Action)
  - o Select the appropriate drop-down option to identify the data type the FLAIR Grant ID will be mapped to in Florida PALM. Options include:
    - ▪ OA1
    - ▪ OA2
    - ▪ Contract ID
    - ▪ Grant ID
    - ▪ Project ID

- **Update Mapping to Florida PALM OA1** (Required if "Provide Mapping" is selected in the Mapping Action column and "OA1" is selected in the Map to Florida PALM Data Type Column)
  - o This column contains a prepopulated drop-down list that includes all Florida PALM OA1 values confirmed in RW Task 567-C, and updated OA1 values provided as part of the current configuration task (RW Task 657).
    - ▪ Updates made as part of RW Task 657 will be available through nightly processing throughout the duration of this task (Task 659).

- o Select the correct Florida PALM OA1 value that should be mapped to the provided FLAIR Grant ID.

- **Update Mapping to Florida PALM OA2** (Required if "Provide Mapping" is selected in the Mapping Action column and "OA2" is selected in the Map to Florida PALM Data Type Column)
    - o This column contains a prepopulated drop-down list that includes all Florida PALM OA2 values confirmed in RW Task 567-D, and updated OA2 values provided as part of the current configuration task (RW Task 657).
        - ▪ Updates made as part of RW Task 657 will be available through nightly processing throughout the duration of this task (Task 659).
    - o Select the correct Florida PALM OA2 value that should be mapped to the provided FLAIR Grant ID.

- **Update Mapping to Florida PALM Contract ID** (Required if "Provide Mapping" is selected in the Mapping Action column and "Contract ID" is selected in the Map to Florida PALM Data Type Column)
    - o This column contains a prepopulated drop-down list that includes active contracts in FLAIR as of March 1, 2025, that successfully converted in Mock Conversion 2.
    - o Select the correct Contract ID that should be mapped to the provided FLAIR Grant ID.

- **Update Mapping to Florida PALM Grant ID** (Required if "Provide Mapping" is selected in the Mapping Action column and "Grant ID" is selected in the Map to Florida PALM Data Type Column)
    - o This column contains a prepopulated drop-down list that includes active grants in FLAIR as of March 1, 2025, that successfully converted in Mock Conversion 2.
    - o Select the correct Grant ID that should be mapped to the provided FLAIR Grant ID.

- **Update Mapping to Florida PALM Project ID** (Required if "Provide Mapping" is selected in the Mapping Action column and "Project ID" is selected in the Map to Florida PALM Data Type Column)
    - o This column contains a prepopulated drop-down list that includes active Project IDs in FLAIR as of March 1, 2025, that successfully converted in Mock Conversion 2 and will be used for Mock Conversion 3 as indicated in your *<Agency> PCC001 – Projects* workbook for current RW Task 571.
    - o Select the correct Project ID that should be mapped to the provided FLAIR Grant ID.

- **Comments** (Optional for agency use)

Helpful Considerations

Below are a few helpful considerations to support your task completion:

- You may choose to not include a Grant ID on any of your agency's converted records. If so, select "No – Mapping is not needed" in the first cell of the worksheet.

- The data fields a FLAIR Grant ID can be mapped to are optional fields in the related Florida PALM conversions. If a FLAIR Grant ID mapping is not provided, the conversions will load successfully; however, the level of detail recorded in FLAIR will not be captured in Florida PALM.
- If you choose to provide a mapping for a FLAIR Grant ID that is deemed "Inactive" or "Not Found", it can only be mapped to one and only one Florida PALM value.
- A single Florida PALM value can be mapped to multiple FLAIR Grant IDs.
- The FLAIR Grant IDs included were pulled from FLAIR as of March 1, 2025, and only include those Grant IDs found on active FLAIR GL balances but not found in the Florida PALM Grants Conversion or the FLAIR Title File.