# GFMIS
# Grants Management System
# 2.0 Release - Training

performa
• Plan • Execute • Evaluate • Succeed

PROJECT UNITY

# Training Outline

a) Session 1
   a) Grants Overview
   b) Managing Grants and Awards
   c) Grant Expenditures
b) Session 2
   a) Managing Drawdowns
   b) Establishing and Managing Budgets
c) Session 3
   a) Initiating a Purchase using Grant funds
   b) Roles and Permissions
   c) Reference Tables

# 2.0 Release Timeline

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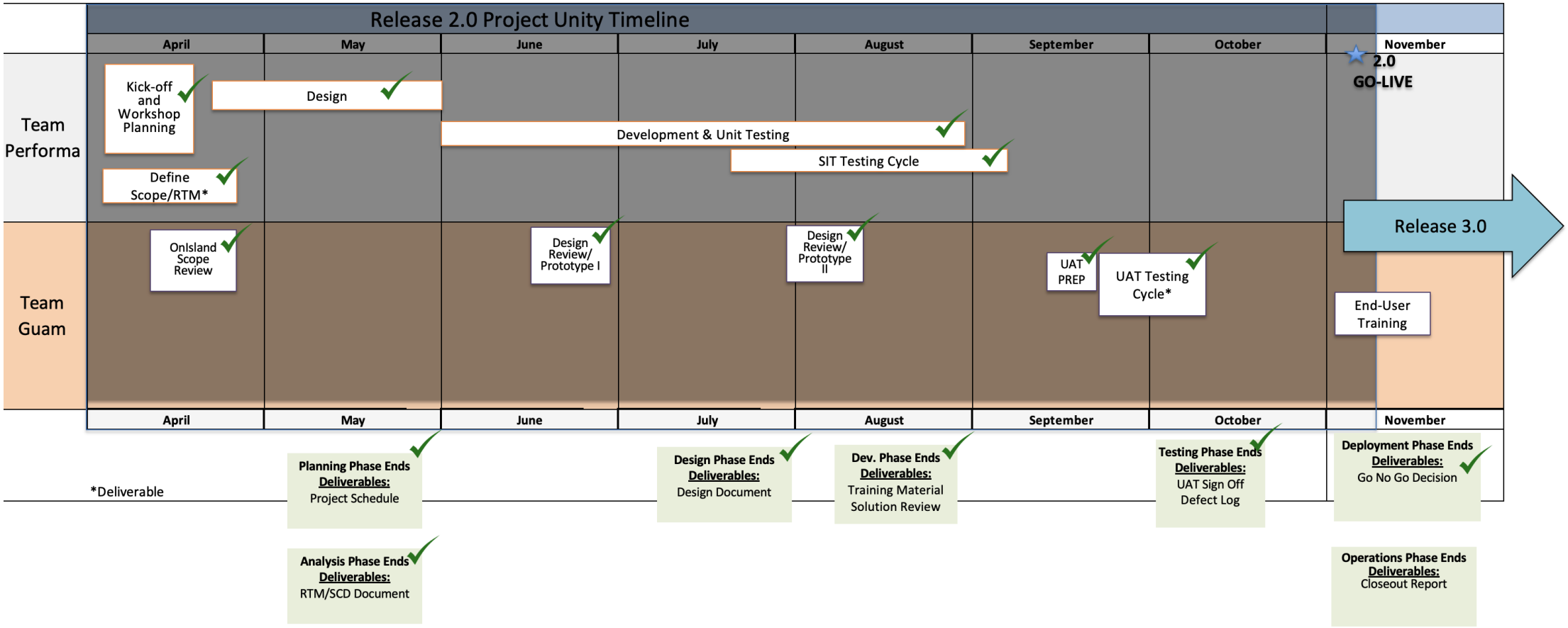


# Grants Overview

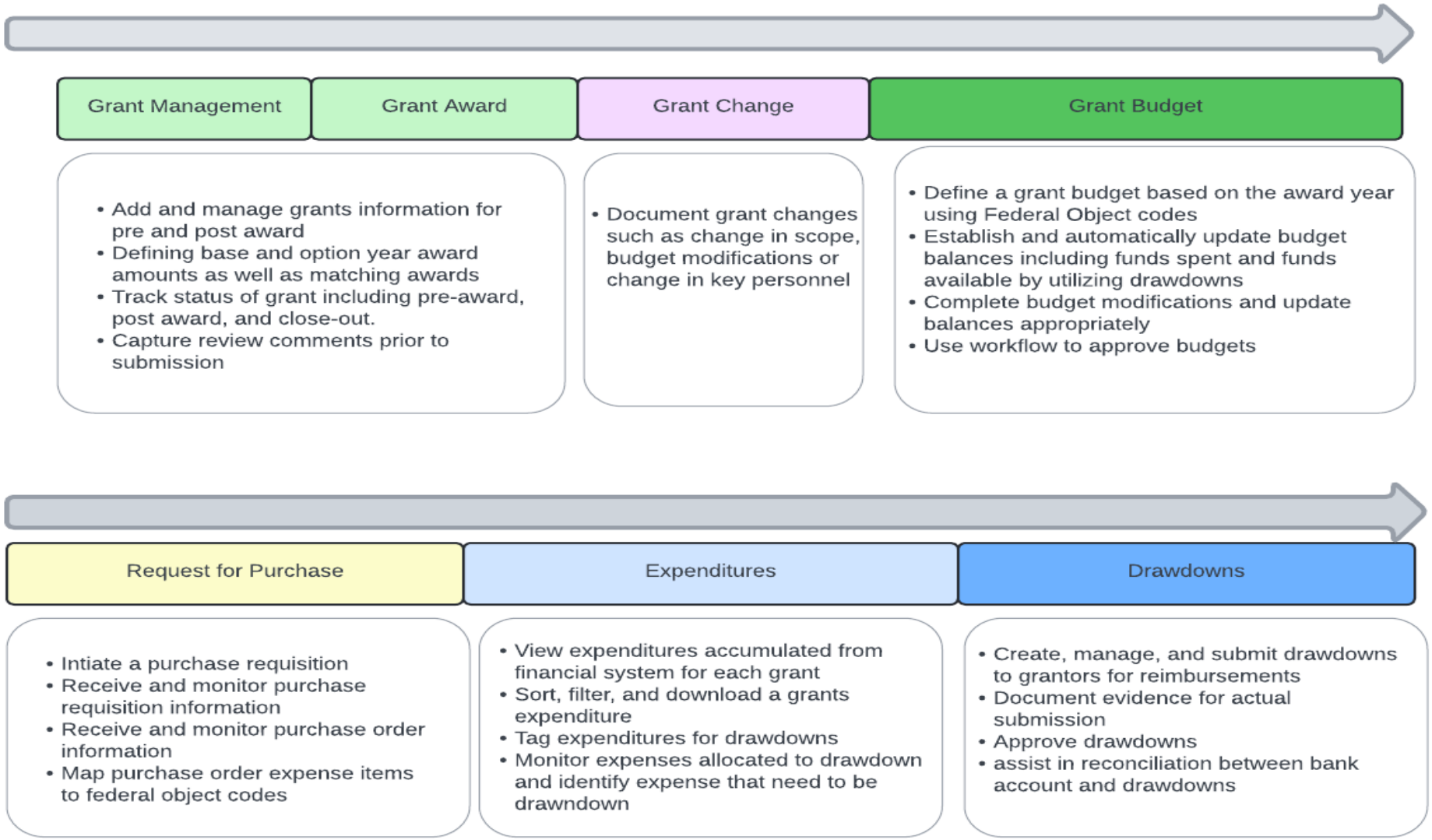
# Business Value for the Grants Module

- ✓ Maximize the grant performance & increase the potential for more funding
- ✓Consolidate the core grants data and information into smaller numbers of data repositories
- ✓ Streamline the drawdown process and thereby improve cash flow
- ✓ Increase insight into grant fund expenditures and availability
- ✓ Increase the efficiency to comply with federal funders
- ✓ Establish a baseline to implement additional improvements

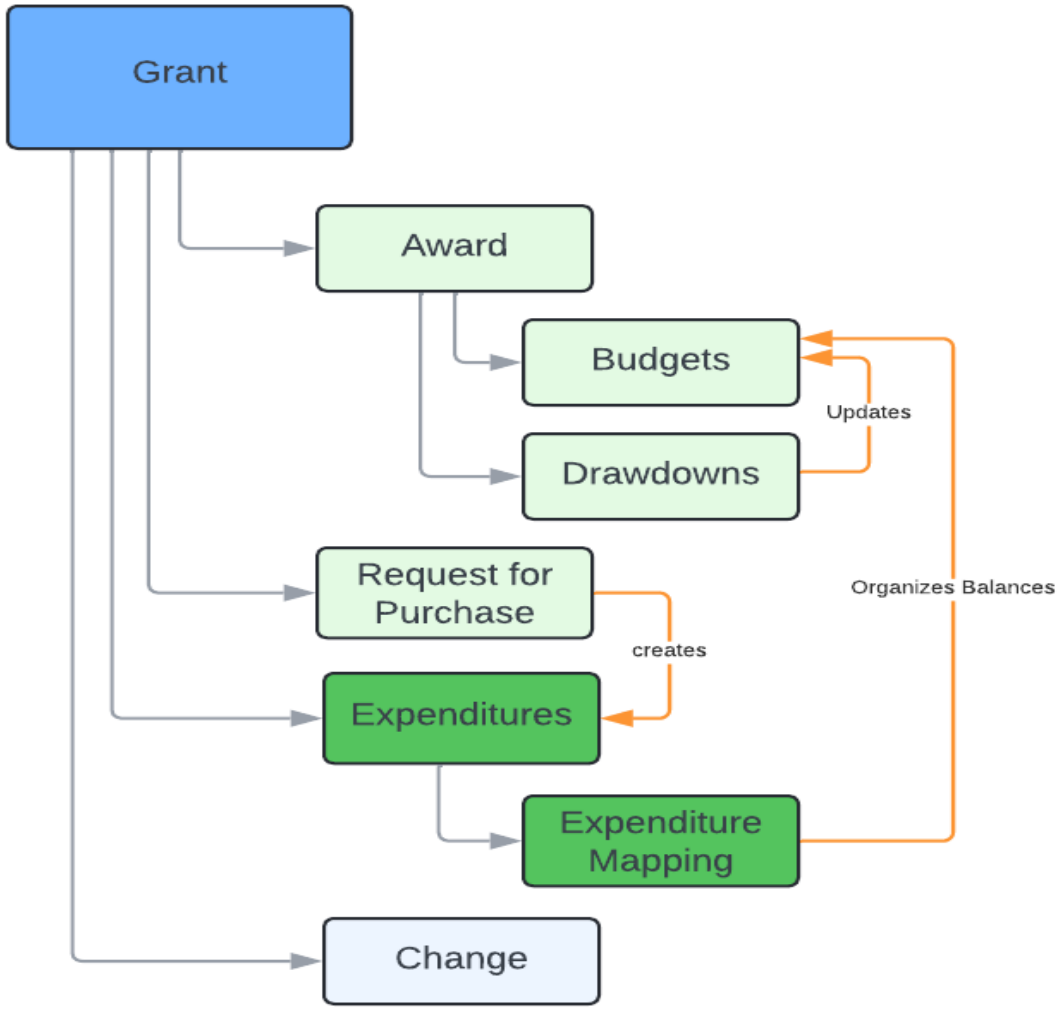
# Grants Management Module

- Primary users are DOA, the Guam Agencies (grantees), BBMR
- Designed to support the grant lifecycle
  - Tracking and managing grant information to manage the grant funding and expenditures
  - Support compliance to federal grantors to include compliance report such as SEFA and SEFRAD
  - Ability to provide reports to support operations for a grant and/or Guam agency
- Ideally the single source of data regarding grants for Guam

# Supporting the Grant Lifecycle

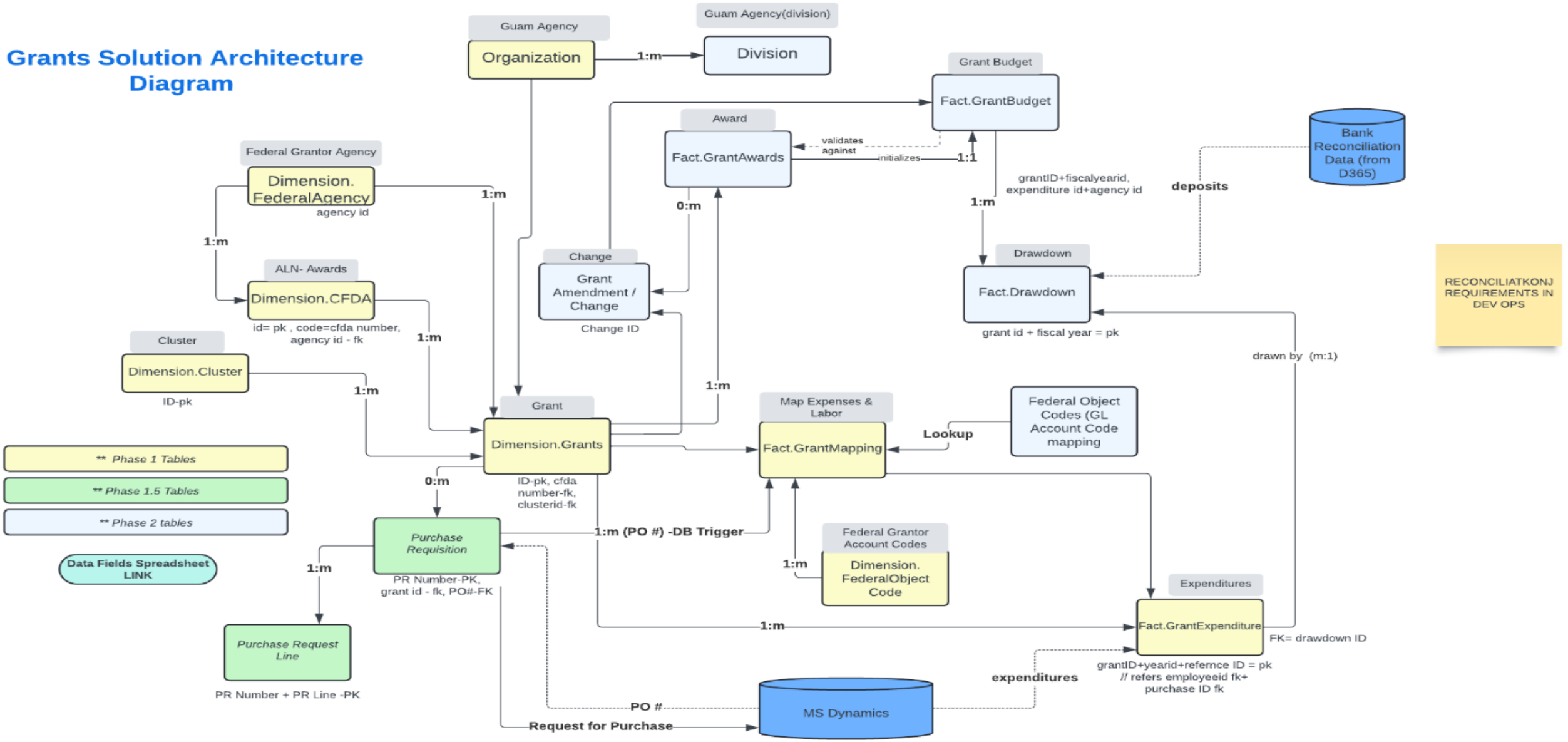


# Key Components for Grants Module




- Components support data needs in each area
- Component are interrelated and drive the business process for key areas in the grant lifecycle

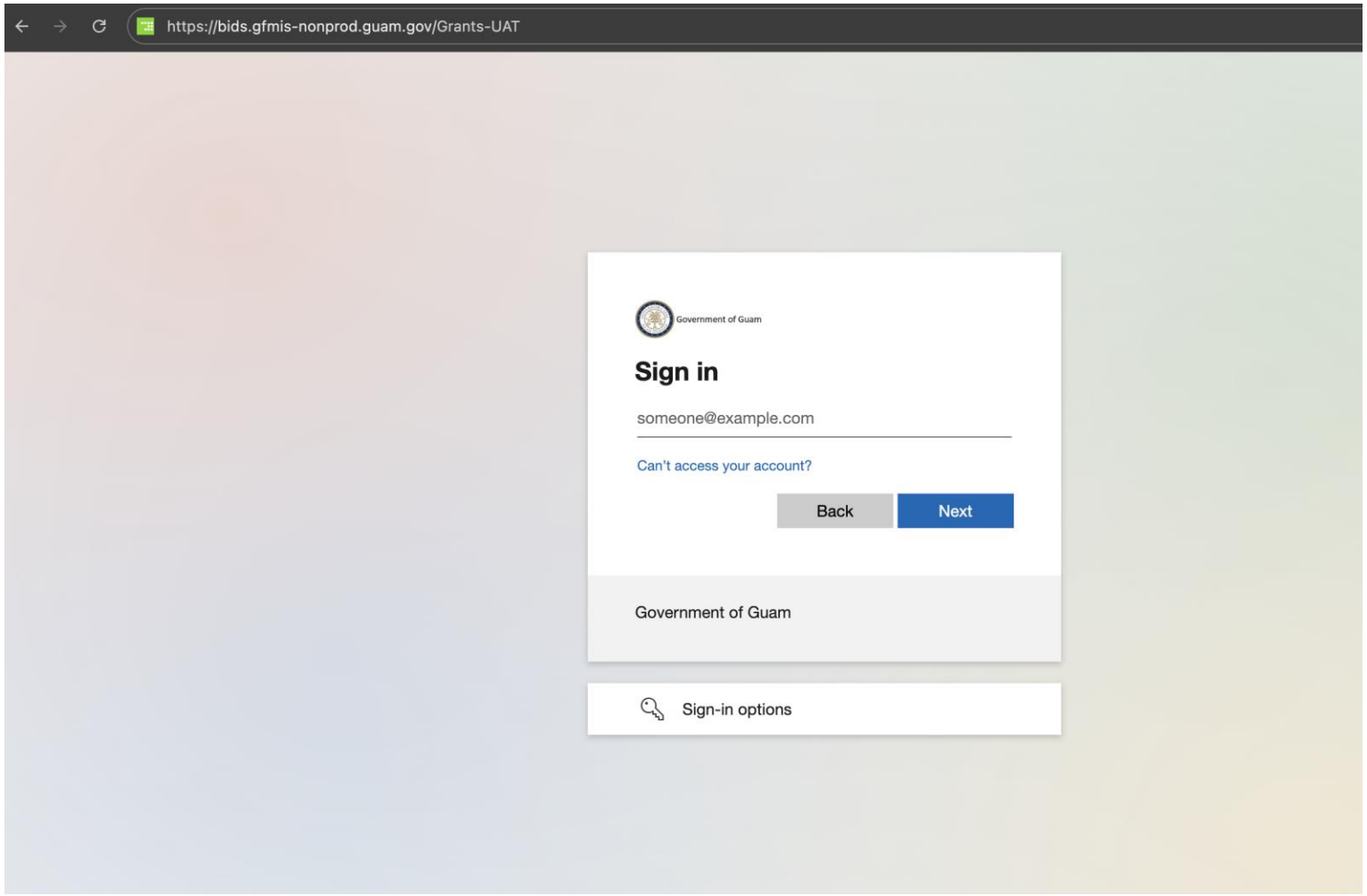
# Grants Solution Architecture



# Logging In

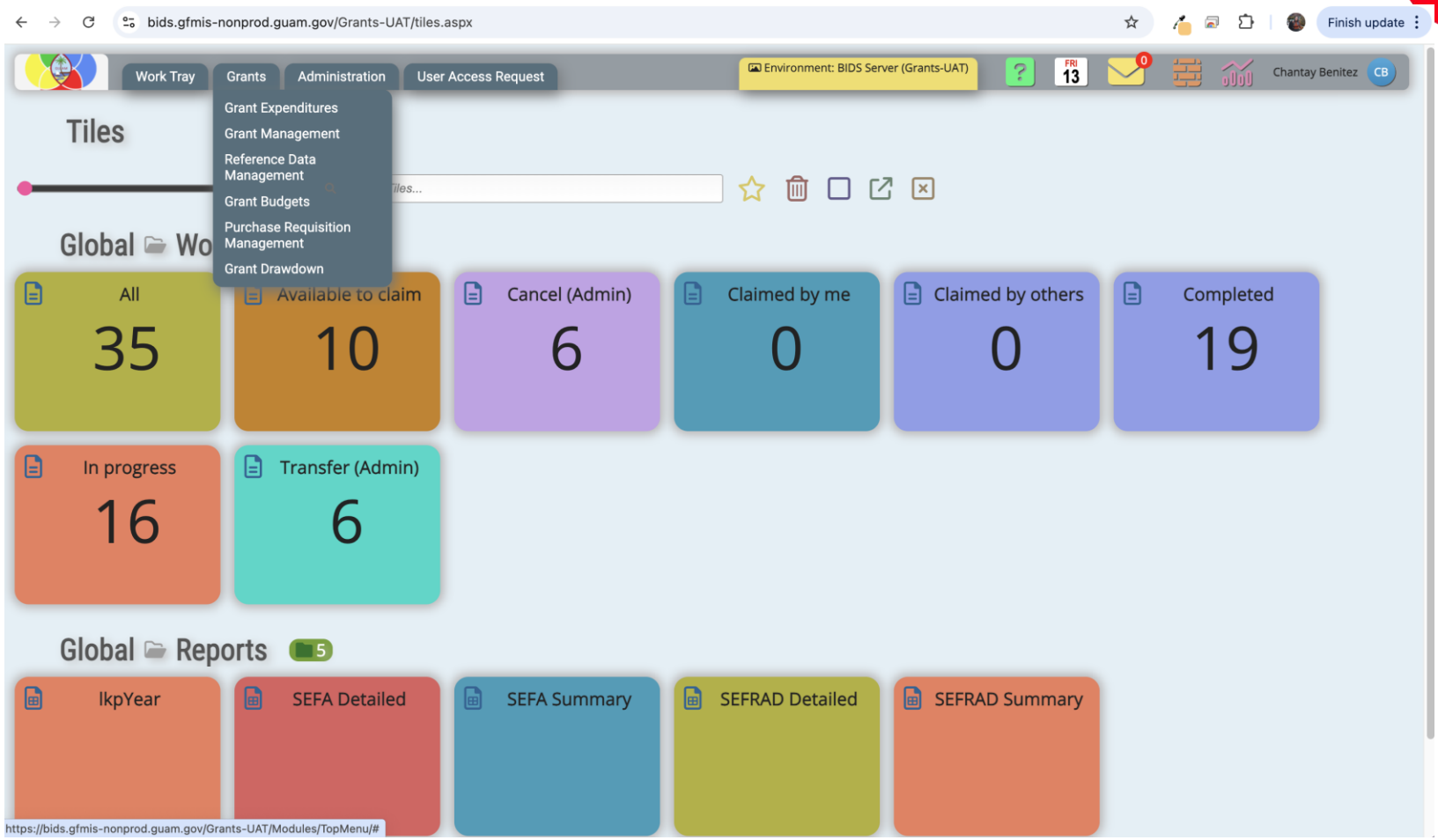
# UAT Environment

- We'll be accessing the UAT environment to log in using **Active Directory**
- [https://bids.gfmis-nonprod.guam.gov/Grants-UAT](https://bids.gfmis-nonprod.guam.gov/Grants-UAT)



# Work Tiles

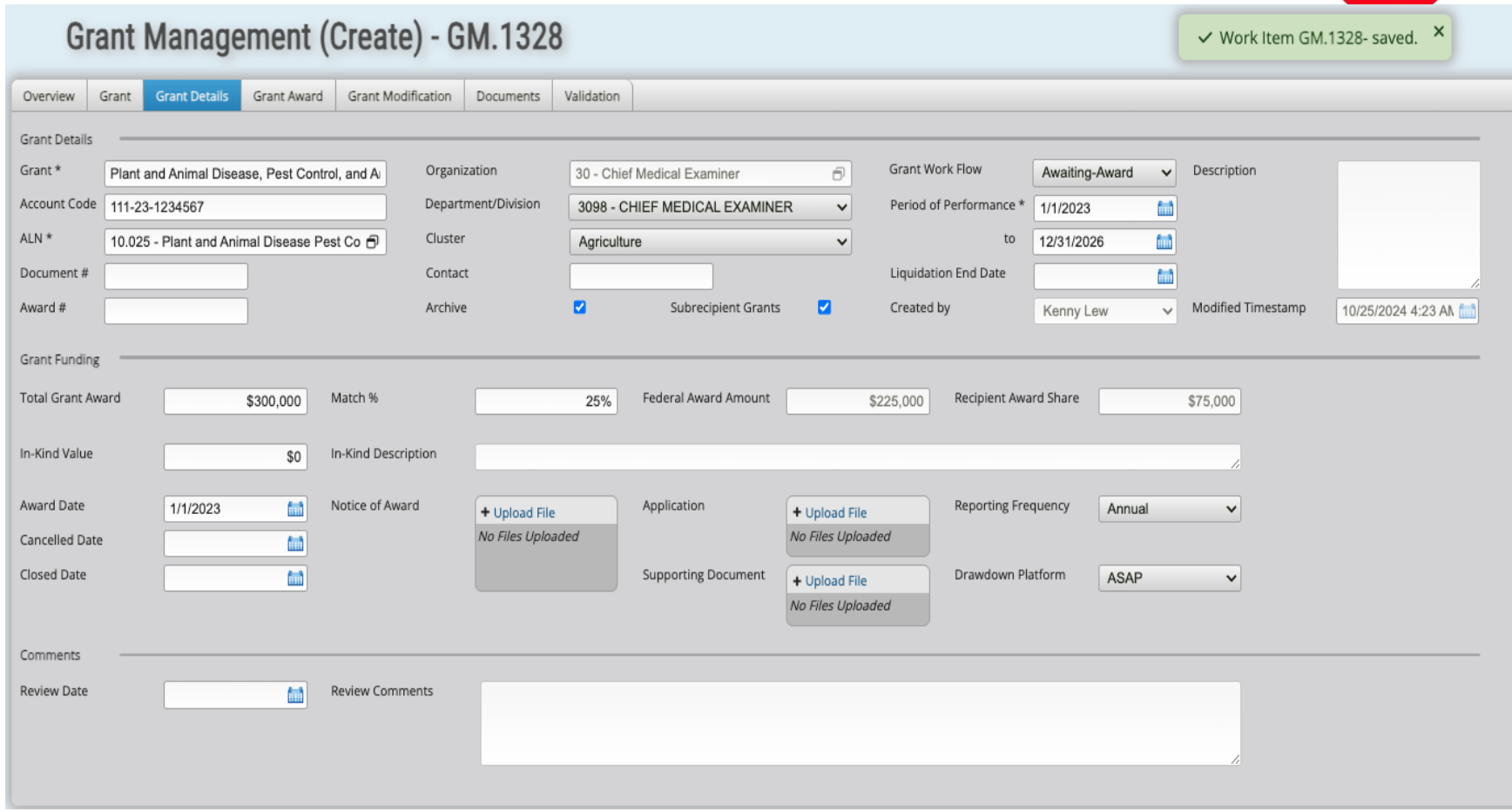
- Once you log in, you should see a Dashboard of Work Tiles and the Grants Dropdown Menu for all Modules
  - Grant Expenditures
  - Grant Management
  - Reference Data Management
  - Grant Budget
  - Purchase Requisition Management
  - Grant Drawdown



# Managing Grants and Awards

# Grant Management

- Grants component is the focal point of the module, where the other activities and functions are related to a grant
- Access to own grants or the grants to which you have been granted access
- Manage grant details
- Manage grant awards including multi-year awards
- Grant information is captured and manage including
  - Period of performance
  - Liquidation end dates
  - Multiyear grants awards
  - In-kind value
  - Etc.
- Match % must require a 0 to 100 value, where 0 indicates no matching.

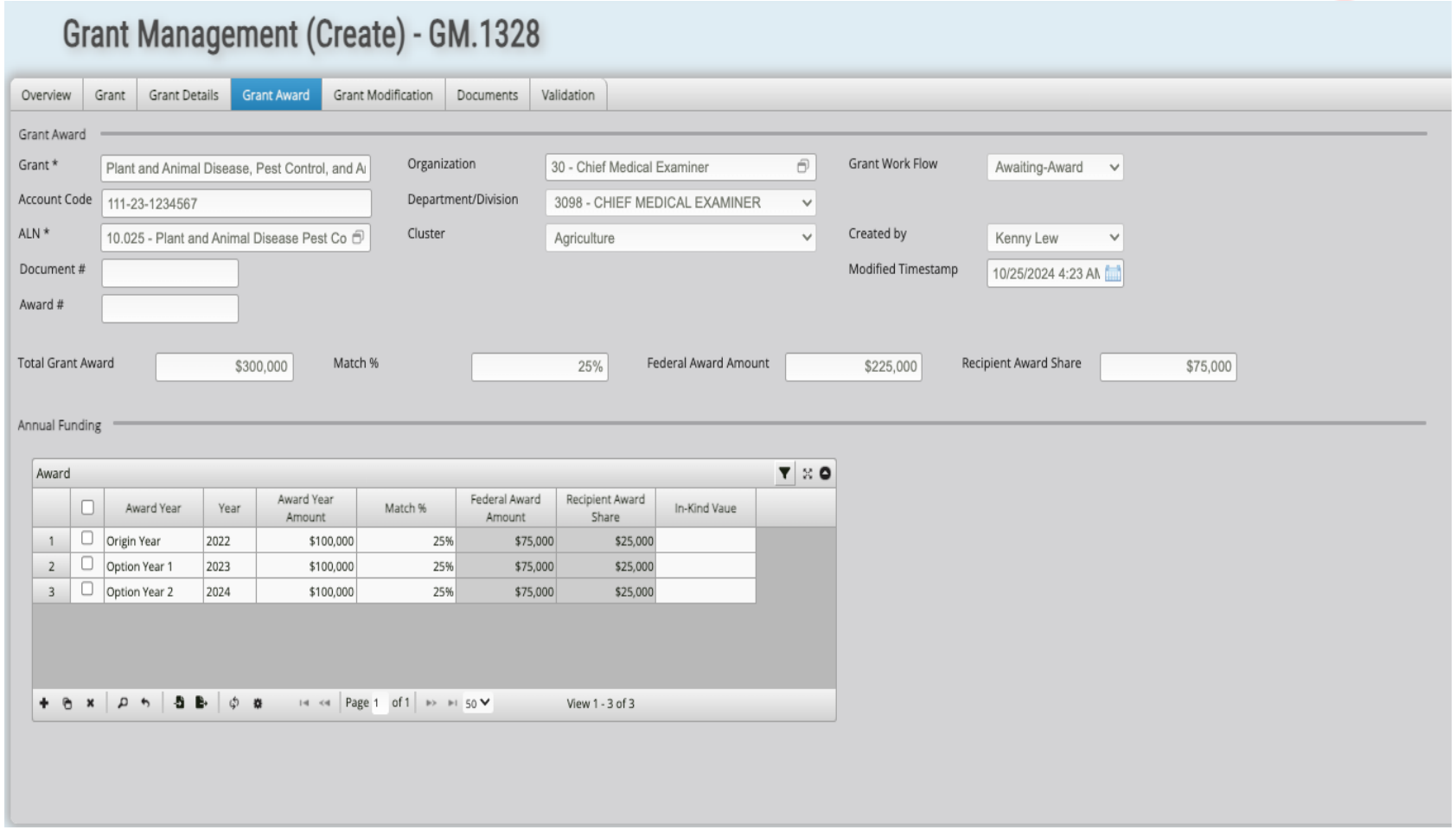


# Grant Management Workflow

| Grant Status | Description |
|---|---|
| Awaiting Award | Grant records can be established pre-award or prior ot application submission |
| Awarded | When the Notice of Award is received the grant should have a status of "Awarded". EOA will still require delivery to DOA and DOA will update GL Account number |
| Active | Accounting object codes have been assigned and appropriate data is captured including the Notice of Award. BBMR has approved the grant and DOA will set the status field to "Active". |
| Loss | Grant application was denied by the federal agency |
| On Hold | Federal agency has informed us that the grant is on hold |
| Suspended | The grant has been suspended by grantor or grantee and will be re-evaluated at a future date |
| Cancelled | Grant has been cancelled and is no longer active |
| Closed | Grant closeout process is in process or completed |

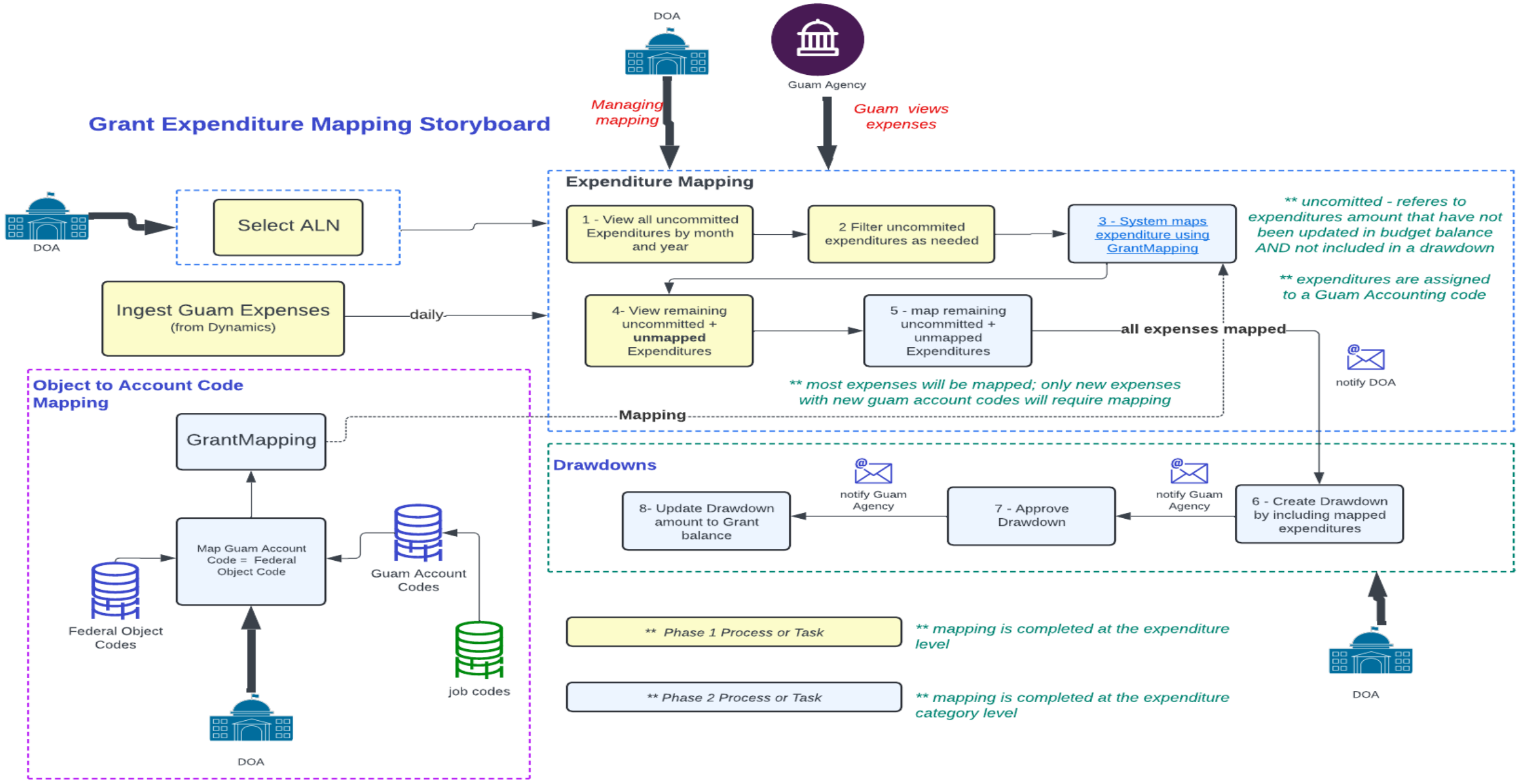
# Grant Awards

- Single year and multi-year grants are supported as well as matching grants
- Awards drive Grant budgets that are used for compliance reporting
- Awards are used to establish drawdown ceilings
- Matching amounts (federal funds and local funds)
- Notice that grant awards cannot be saved until the grant details have been saved and submitted.



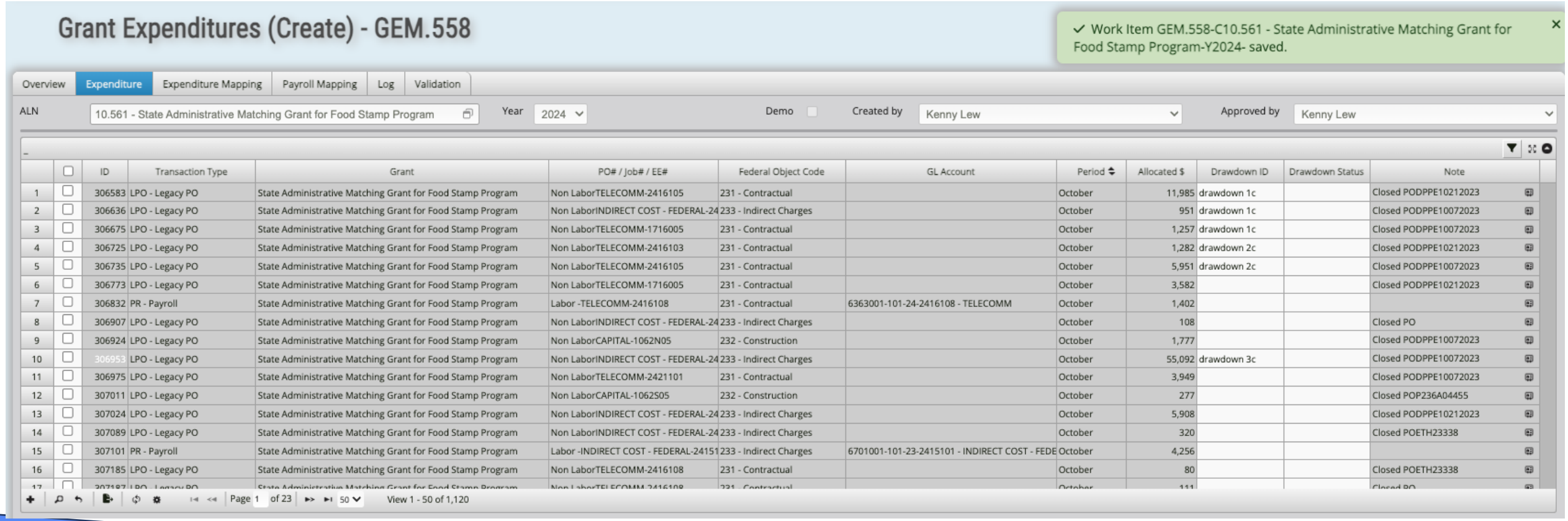
# Grant Expenditures

# Grant Expenditures and Mapping Storyboard



# Grant Expenditures

- Expenditures are populated near real-time from the procurement system (D365) and associated with the appropriate grant
- The data grid can be filtered and sorted as needed to facilitate viewing and management of expenses.
- All expenditures are committed and then tagged with a drawdown ID for reimbursement from the federal grantor



## Grant Expenditures (Create) - GEM.558

✓ Work Item GEM.558-C10.561 - State Administrative Matching Grant for Food Stamp Program-Y2024- saved.

Overview | Expenditure | Expenditure Mapping | Payroll Mapping | Log | Validation

ALN: 10.561 - State Administrative Matching Grant for Food Stamp Program | Year: 2024 | Demo: ☐ | Created by: Kenny Lew | Approved by: Kenny Lew

| | ID | Transaction Type | Grant | PO# / Job# / EE# | Federal Object Code | GL Account | Period | Allocated $ | Drawdown ID | Drawdown Status | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 306583 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2416105 | 231 - Contractual | | October | 11,985 | drawdown 1c | | Closed PODPPE10212023 |
| 2 | 306636 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborINDIRECT COST - FEDERAL-24 | 233 - Indirect Charges | | October | 951 | drawdown 1c | | Closed PODPPE10072023 |
| 3 | 306675 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-1716005 | 231 - Contractual | | October | 1,257 | drawdown 1c | | Closed PODPPE10072023 |
| 4 | 306725 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2416103 | 231 - Contractual | | October | 1,282 | drawdown 2c | | Closed PODPPE10212023 |
| 5 | 306735 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2416105 | 231 - Contractual | | October | 5,951 | drawdown 2c | | Closed PODPPE10072023 |
| 6 | 306773 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-1716005 | 231 - Contractual | | October | 3,582 | | | Closed PODPPE10212023 |
| 7 | 306832 | PR - Payroll | State Administrative Matching Grant for Food Stamp Program | Labor -TELECOMM-2416108 | 231 - Contractual | 6363001-101-24-2416108 - TELECOMM | October | 1,402 | | | |
| 8 | 306907 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborINDIRECT COST - FEDERAL-24 | 233 - Indirect Charges | | October | 108 | | | Closed PO |
| 9 | 306924 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborCAPITAL-1062N05 | 232 - Construction | | October | 1,777 | | | Closed PODPPE10072023 |
| 10 | 306953 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborINDIRECT COST - FEDERAL-24 | 233 - Indirect Charges | | October | 55,092 | drawdown 3c | | Closed PODPPE10072023 |
| 11 | 306975 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2421101 | 231 - Contractual | | October | 3,949 | | | Closed PODPPE10072023 |
| 12 | 307011 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborCAPITAL-1062S05 | 232 - Construction | | October | 277 | | | Closed POP236A04455 |
| 13 | 307024 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborINDIRECT COST - FEDERAL-24 | 233 - Indirect Charges | | October | 5,908 | | | Closed PODPPE10212023 |
| 14 | 307089 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborINDIRECT COST - FEDERAL-24 | 233 - Indirect Charges | | October | 320 | | | Closed POETH23338 |
| 15 | 307101 | PR - Payroll | State Administrative Matching Grant for Food Stamp Program | Labor -INDIRECT COST - FEDERAL-24151 | 233 - Indirect Charges | 6701001-101-23-2415101 - INDIRECT COST - FEDE | October | 4,256 | | | |
| 16 | 307185 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2416108 | 231 - Contractual | | October | 80 | | | Closed POETH23338 |
| 17 | 307187 | LPO - Legacy PO | State Administrative Matching Grant for Food Stamp Program | Non LaborTELECOMM-2416108 | 231 - Contractual | | October | 111 | | | Closed PO |

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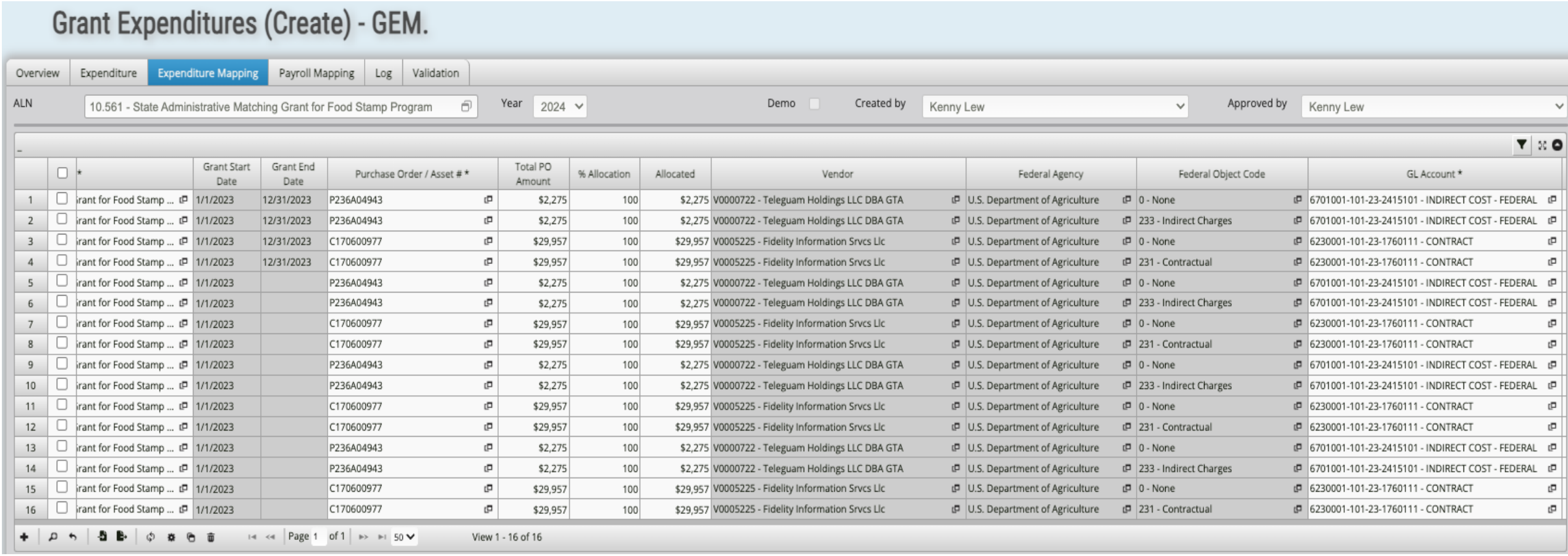
# Grant Expenditures – Non Labor Mapping

- Expenditures are mapped from local GL account codes to federal object codes where future expenses are automatically mapped
- New mappings are created in this table
- Flat amount and percentages of the cost can be allocated to a grant.



Grant Expenditures (Create) - GEM.

Overview | Expenditure | Expenditure Mapping | Payroll Mapping | Log | Validation

ALN: 10.561 - State Administrative Matching Grant for Food Stamp Program | Year: 2024 | Demo: ☐ | Created by: Kenny Lew | Approved by: Kenny Lew

| | | * | Grant Start Date | Grant End Date | Purchase Order / Asset # * | Total PO Amount | % Allocation | Allocated | Vendor | Federal Agency | Federal Object Code | GL Account * |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | rant for Food Stamp ... | 1/1/2023 | 12/31/2023 | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 0 - None | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 2 | ☐ | rant for Food Stamp ... | 1/1/2023 | 12/31/2023 | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 233 - Indirect Charges | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 3 | ☐ | rant for Food Stamp ... | 1/1/2023 | 12/31/2023 | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 0 - None | 6230001-101-23-1760111 - CONTRACT |
| 4 | ☐ | rant for Food Stamp ... | 1/1/2023 | 12/31/2023 | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 231 - Contractual | 6230001-101-23-1760111 - CONTRACT |
| 5 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 0 - None | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 6 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 233 - Indirect Charges | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 7 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 0 - None | 6230001-101-23-1760111 - CONTRACT |
| 8 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 231 - Contractual | 6230001-101-23-1760111 - CONTRACT |
| 9 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 0 - None | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 10 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 233 - Indirect Charges | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 11 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 0 - None | 6230001-101-23-1760111 - CONTRACT |
| 12 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 231 - Contractual | 6230001-101-23-1760111 - CONTRACT |
| 13 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 0 - None | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 14 | ☐ | rant for Food Stamp ... | 1/1/2023 | | P236A04943 | $2,275 | 100 | $2,275 | V0000722 - Teleguam Holdings LLC DBA GTA | U.S. Department of Agriculture | 233 - Indirect Charges | 6701001-101-23-2415101 - INDIRECT COST - FEDERAL |
| 15 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 0 - None | 6230001-101-23-1760111 - CONTRACT |
| 16 | ☐ | rant for Food Stamp ... | 1/1/2023 | | C170600977 | $29,957 | 100 | $29,957 | V0005225 - Fidelity Information Srvcs Llc | U.S. Department of Agriculture | 231 - Contractual | 6230001-101-23-1760111 - CONTRACT |

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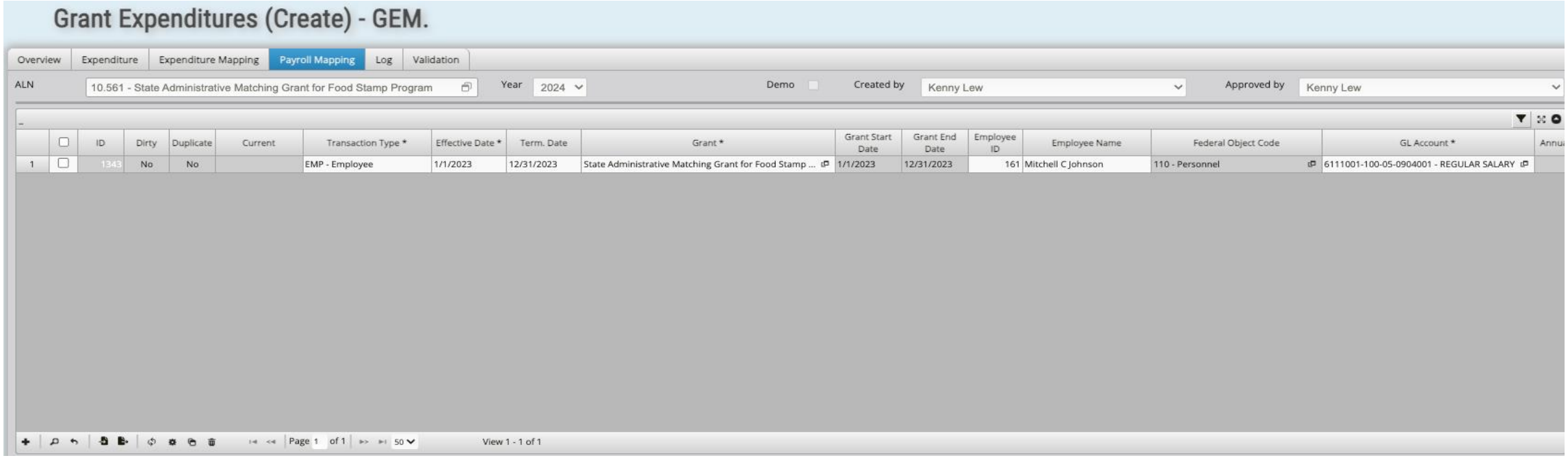
- A valid mapping is a PO number and a valid GL Account code. This information will ensure that any future costs with PO/GL account combination is accumulated in the budget module

# Grant Expenditures – Labor Mapping

- Labor expense are mapped in a similar way as non-labor except, we specify either the job code or the employee number to map.
- Payroll is processed and will generate a labor cost to which we can map to a grant.  Similar to non-labor, you can specify a percentage of the labor cost or a flat amount.



# Grant Modifications

# Types of Modifications

- Modifications to grants are documented in the grants modification module. Once documented different areas of the grant module are changed to reflect the changed information such as data, award amount, match %, etc.
- The Budget module is also updated to ensure information is synchronized between the two modules.

| Change Type | Change Description | Proposed Use Case – GRANT Module | Proposed action – BUDGET Module |
|---|---|---|---|
| Extension | Extension to the period of performance | - Grant change record is established to document change<br>- Grants detail record is updated with updated period of performance, along with a creating a grant change record documenting and capturing supporting document. | Option 1:<br>- The BBMR Team are notified – Email (either automatically from BIDS or manually)<br>- Manually BBMR modify the Approved Appropriation records using the LAA document to modifying the records Lapse Date, Obligation End Date and Expenditure end date.<br>Option 2:<br>- Generate the LAA document with changes and submit it to BBMR via BIDS workflow for approval. |
| Transfer | Transfer — transfer funds to a new year | - Grant change record is established to document change<br>- In the Budgets module record the modification in the budget details by allocating the transferred amount to the future year across the Federal object codes and subsequently reduce the amount in the previous year. Total budget award is NOT changed in the Grant Detail record. | Note: ERP Budget Control works on a Fiscal Year and so the BIDS Budget module distributes all funding, accordingly, split by Organization, Fund, Local Object Codes, Origin year and Period (month) for remainder of the Fiscal. If the fund has continuing applicability, then the remainder will be put in carry forward bucket in ERP. This is done based on the dates below. Modifying the Obligation End, Lapse End and Expenditure End is done in the LAA and the options are same as in "Extensions" above |
| Budget Modification (transfer among object codes) | Budget modification (transfer among object code) — | - Grant change record is established to document change<br>- In the Budgets module record the modification in the budget details by allocating the transferred amount across Federal object codes. Total budget award is NOT changed in the Grant Detail record. | Modification transfers among object codes is done using the AAM (Appropriation/Allotment Modification) document. Again this could be done in a 1 - manual way by notifying BBMR of the changes or 2 – automated where using the BIDS Api Grants creates the AAM documents. |
| Budget Modification (supplemental award) | Budget modification (supplemental award) | - Grant change record is established to document change<br>- An increase to the total fund for the grant is received and the supplemental amount is allocated across one or more award years across federal object codes in the Budget record. | This is similar to above using AAM document, either Manual with notification or Automated through API |
| Special Award | Special award | - Grant change record is established to document change<br>- An award is provided to the agency that is realized once the agency reaches a target or goal.<br>- Once award is realized, the Budget module is changed to reflect the additional funding. | Again AAM document is used to change (already supports this type of change) |

# Types of Modifications

| | | | |
|---|---|---|---|
| Key Personnel Change | Key personnel change. | - Grant change record is established to document change<br>- Staff members using grant funding are established in the grant payroll mapping table. A change is recorded in this form. | Does not need to be updated in Budget |
| Match % Change | Match % change | - Grant change record is established to document change<br>- Match % is changed at the grant award table level. Match % recorded at the Grant level is left unchanged. | This is recorded in the Budget Module using the LAA document above,<br>With the change in split will modify the funding levels for the associated job number for the Federal and Local match sides.<br>These changes can be applied using the AAM document. |
| NEW Grant | New grants is awarded to an agency | - Grant is added to the system and the status is set to "Active" and grant award schedule is completed. Note that grant can reside in the Grants module in draft, awaiting award, and awarded. Grants become active when the status is set to "Active" | A new grant, when approved, needs to be entered into the Budget System, this would use the LAA document and the BAS (Budget Allocation Module) to do the local allotment of the funds.<br>This could be done in a Manual/Notification Approach or Automatically by generating these documents using the API<br><br>Depending on the volume and changes, we should determine whether we do manual or automated.<br>- See attached there are 222 Federal grants in the Budget System currently that had an origin year of 2024 (which means they were added this Fiscal) |

# Managing Drawdowns

# Grant Drawdown – Tagging Expenditures

- Grant Expenditure items are tagged with a drawdown ID that has already been established
- Tags are used to group expenditures to a drawdown, which will later be submitted to the Federal Grantor for reimbursement
- When expenditures are "Submitted" through the workflow the drawdown tags are accumulated and updated to the appropriate drawdown record.

## Grant Expenditures (Create) - GEM.

Overview | Expenditure | Expenditure Mapping | Payroll Mapping | Validation

ALN: 10.025 - Plant and Animal Disease Pest Control and Animal Care | Job Number: | Year: 2023 | Created by: Kenny Lew | Approved by: Kenny Lew

| | | | Document Number | PO# / Job# / EE# | Federal Object Code | Vendor | GL Account | Job Number | Period | Allocated $ | Drawdown ID | Note |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | and Animal Care | | Non Labor P236A02775-COST U LESS | 0 - None | V0000434 - COST U LESS | 6240001-101-22-3232101 - SUPPLIES | 3232101 | July | 629 | plant-animal-orgin-01 (Approved) | Invoice #37449808 |
| 2 | | and Animal Care | | Non Labor P236A02775-COST U LESS | 0 - None | V0000434 - COST U LESS | 6240001-101-22-3232101 - SUPPLIES | 3232101 | July | 370 | plant-animal-orgin-01 (Approved) | Invoice #805071218 |
| 3 | | and Animal Care | | Non Labor P236A02350-COST U LESS | 0 - None | V0000434 - COST U LESS | 6240001-101-22-3232101 - SUPPLIES | 3232101 | February | 999 | plant-animal-orgin-01 (Approved) | Invoice #44709937 |
| 4 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 99 | | Invoice #334261 |
| 5 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 83 | | Invoice #334259 |
| 6 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 92 | | Invoice #334260 |
| 7 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 92 | | Invoice #334262 |
| 8 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 25 | | Invoice #335172 |
| 9 | | and Animal Care | | Non Labor P236A03504-ERC Maintenan | 0 - None | V0000557 - ERC Maintenance-Tamuning | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 55 | | Invoice #334075 |
| 10 | | and Animal Care | | Non Labor P236A03136-Jack Peters & C | 0 - None | V0000888 - Jack Peters & Company | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 100 | | Invoice #49467 |
| 11 | | and Animal Care | | Non Labor P236A03136-Jack Peters & C | 0 - None | V0000888 - Jack Peters & Company | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 59 | | Invoice #49465 |
| 12 | | and Animal Care | | Non Labor P236A03136-Jack Peters & C | 0 - None | V0000888 - Jack Peters & Company | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 160 | | Invoice #49475 |
| 13 | | and Animal Care | | Non Labor P236A03136-Jack Peters & C | 0 - None | V0000888 - Jack Peters & Company | 6230001-101-22-3232101 - CONTRACT | 3232101 | June | 250 | | Invoice #49461 |
| 14 | | and Animal Care | | Non Labor P236A03260-National Office | 0 - None | V0001244 - National Office Supply - Division of Goodl... | 6240001-101-22-3232101 - SUPPLIES | 3232101 | June | 451 | | Invoice #S-221486 |
| 15 | | and Animal Care | | Non Labor P236A02351-Super Happy M | 110 - Personnel | V0001272 - Super Happy Mart | 6240001-101-22-3232101 - SUPPLIES | 3232101 | February | 1,000 | plant-animal-orgin-01 (Approved) | Invoice #1016005 |
| 16 | | and Animal Care | | Non Labor P236A02349-PAYLESS SUPER | 110 - Personnel | V0001444 - PAYLESS SUPERMARKETS INC | 6240001-101-22-3232101 - SUPPLIES | 3232101 | February | 998 | | Invoice #157857 |
| 17 | | and Animal Care | | Non Labor P236A02776-Opus One | 110 - Personnel | V0001301 - Opus One | 6240001-101-22-3232101 - SUPPLIES | 3232101 | March | 333 | | Invoice #7326 |

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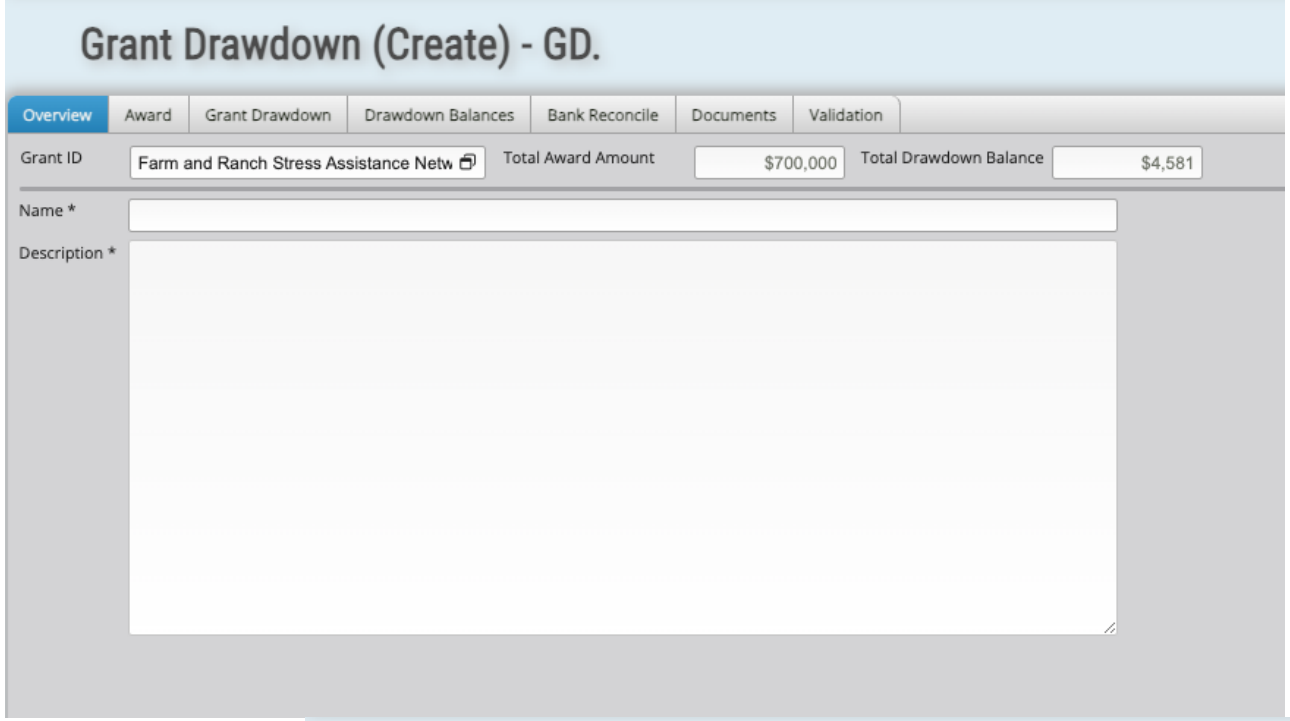
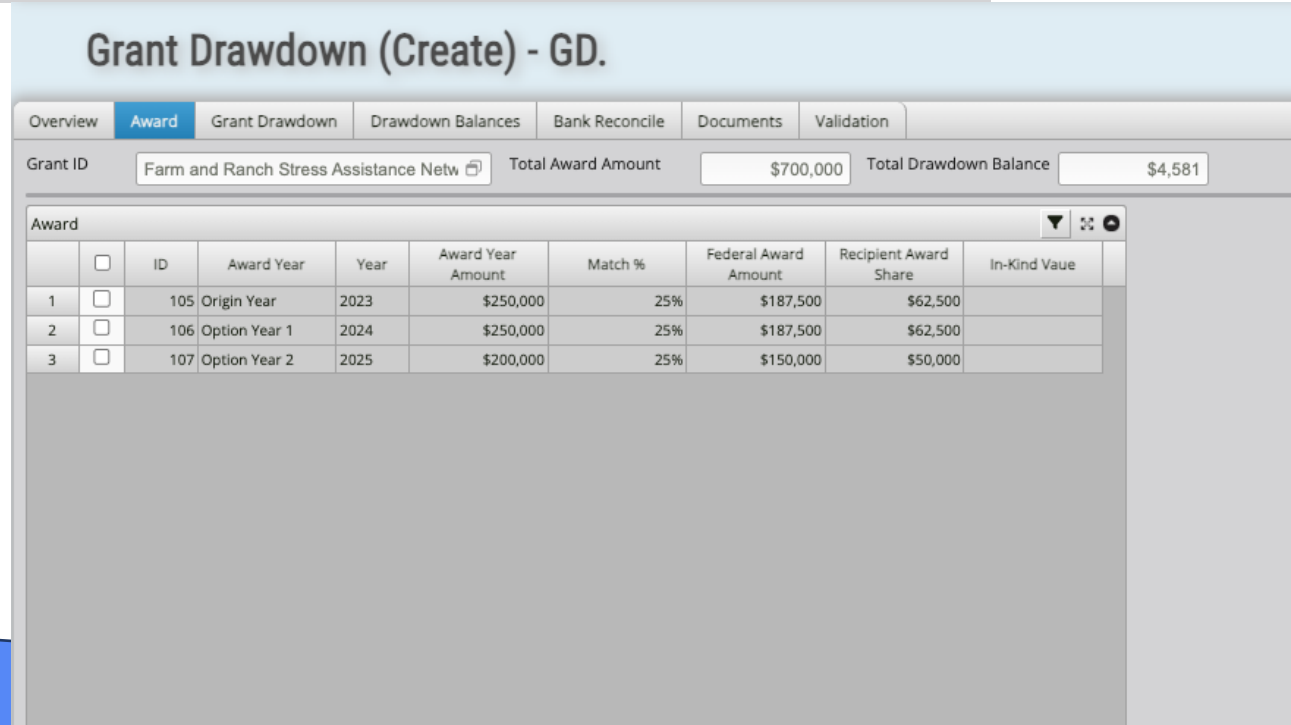
# Grant Drawdown




- Drawdowns are established by grant award
  - First locate grant
  - Locate the award year
  - Create a drawdown
- Manages drawdowns or reimbursement requests to federal funders
- Monitor balances for committed funds, reconciled funds, & funds awaiting payment
- Grant Drawdown management can be adjusted to allow different roles to submit versus approve drawdowns

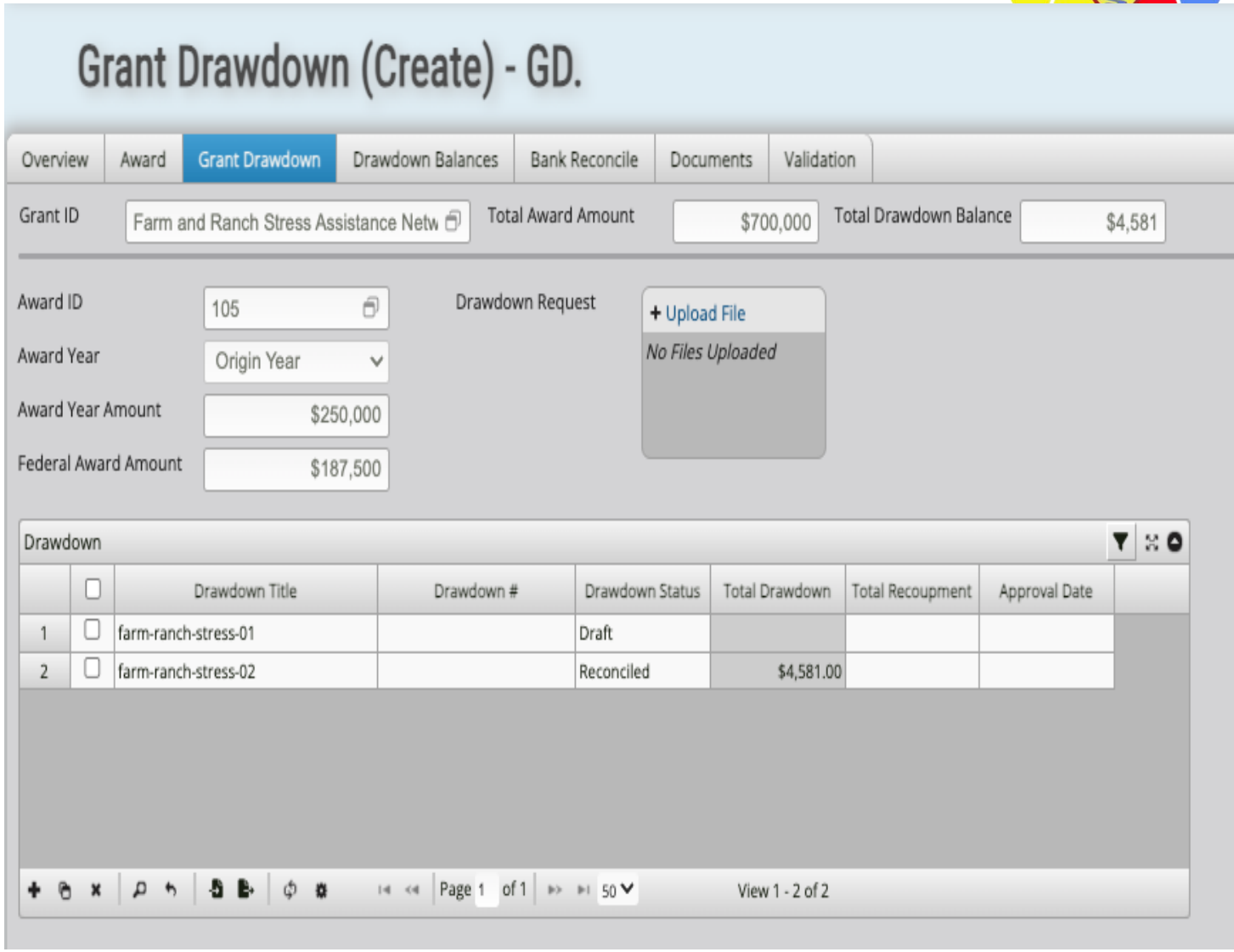


# Grant Drawdown (continued)

- Provides a facility for DOA to submit reimbursement requests to federal grantors.
  - Tag expenditures as they are incurred
  - Untagged expenditures are highlighted
- Monitor balances to ensure we drawdown all funds available.

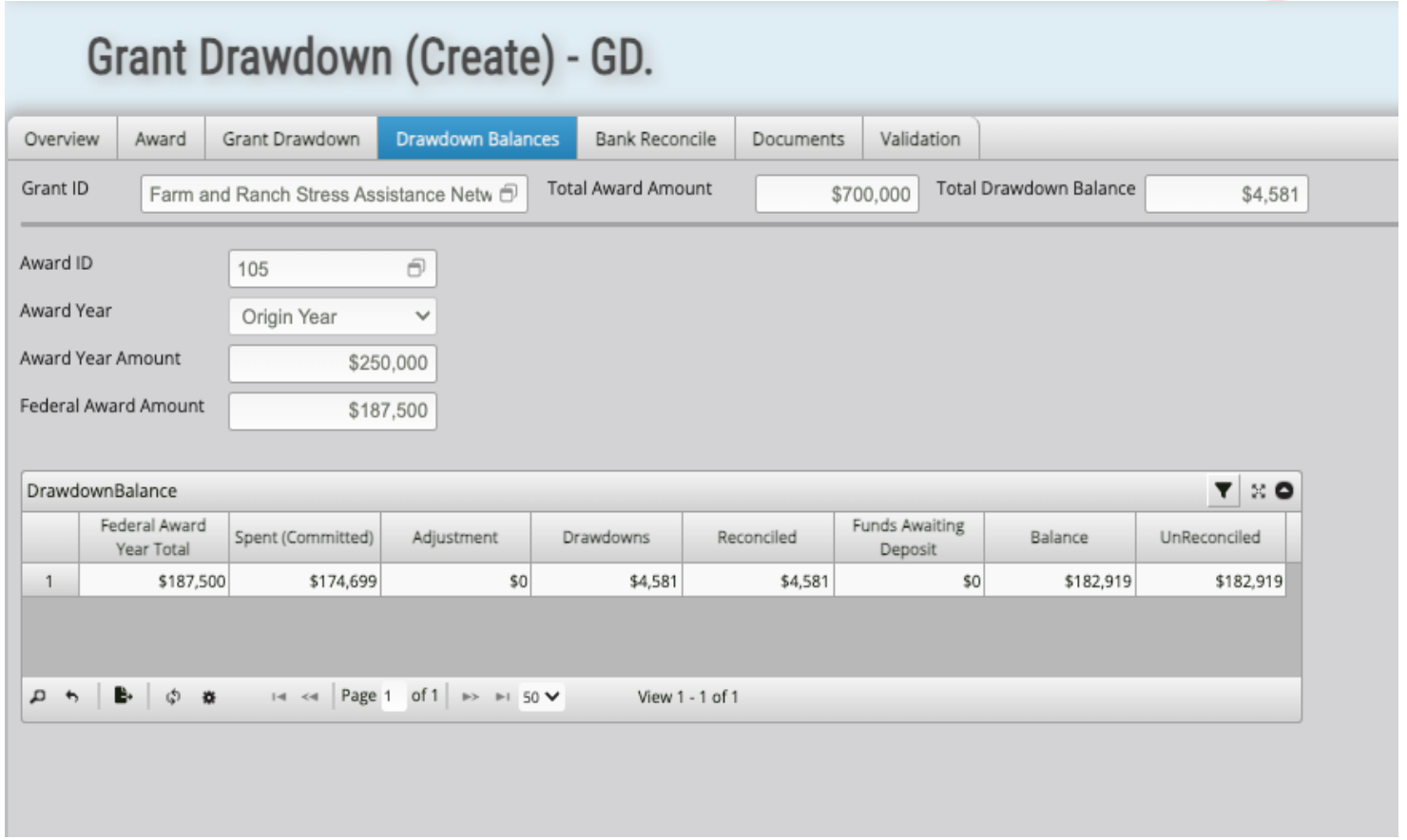
**Drawdown Status**

| | |
|---|---|
| 1-Draft | • DOA or Guam agency is assigning expenditures to the drawdown, but is not complete |
| 2-Submitted | • DOA or Guam Agency submits drawdown requests and identifed expenditures for drawdown. Calculate total drawdown in this state. |
| 3-Under Review | • DOA assigned to review drawdown |
| 4-Approved | • Completed the request for funds and awaiting funds |
| 5-(Pre)Reconciled | • Funds received in bank account and reconciled in the drawdown table |
| 6-Reconciled | • User reconciles pre-reconciled items or manually reconciles when necessary |
| 7-Rejected | • Drawdowns can be rejected by Federal Grantor and potentially restructured or re-completed. |

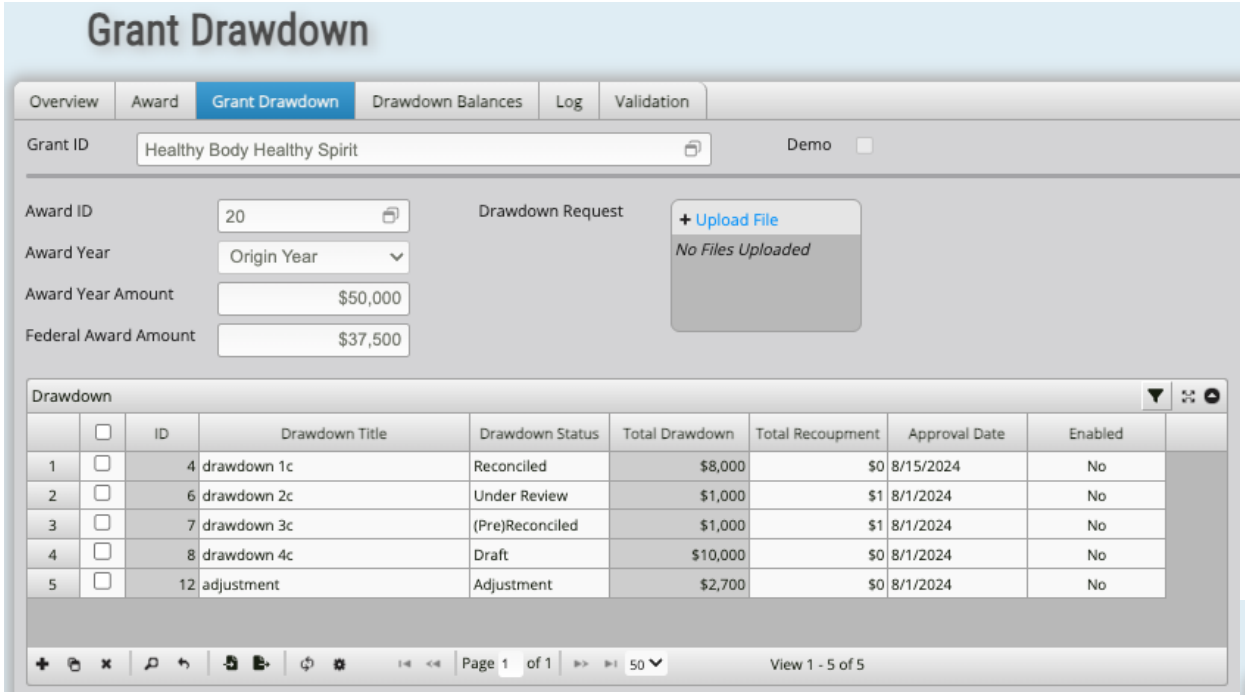


# Grant Drawdown - Balances

- Balanced are automatically calculated based on
  - drawdowns and their statuses
  - Expenditures that have been associated with drawdowns
  - Drawdowns that have been reconciled
  - Balances can be adjusted upward or downward using a drawdown balance "Adjustment" field.
    - Manual adjustments can be made to carry over from previous years.
- Balances are managed at the grant and award level
- Balances are update when tagged Grant Expenditures are submitted via workflow



# Grant Drawdown - Examples




## Drawdown Status

| | |
|---|---|
| 1-Draft | • DOA or Guam agency is assigning expenditures to the drawdown, but is not complete |
| 2-Submitted | • DOA or Guam Agency submits drawdown requests and identifed expenditures for drawdown. Calculate total drawdown in this state. |
| 3-Under Review | • DOA assigned to review drawdown |
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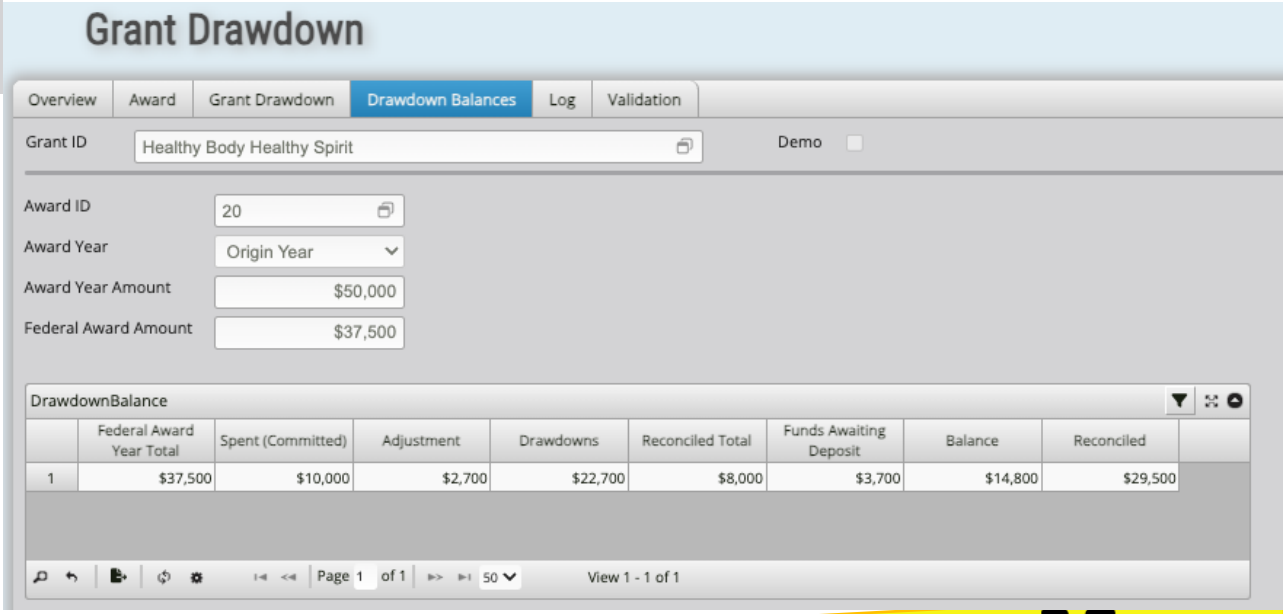
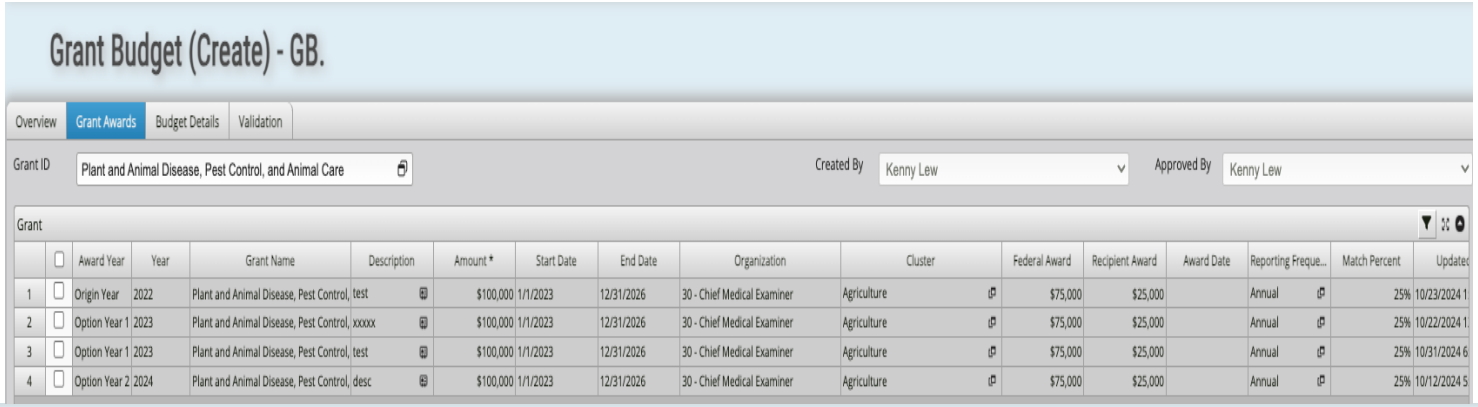



- Federal Award Year total – total federal award
- Spent (Committed) - all expenses committed except for "Draft"
- Adjustment – used to manually adjust balances. Can be used between fiscal years with carryover
- Drawdowns – total of all drawdowns including adjustment
- Reconciled Total – total of all drawdowns in "Reconciled" status
- Funds Awaiting Deposit – total drawdowns that are in submitted, under review, and approved state
- Balance – Total Federal award less the total drawdowns
- Reconciled – Total Federal award less the total reconciled drawdowns

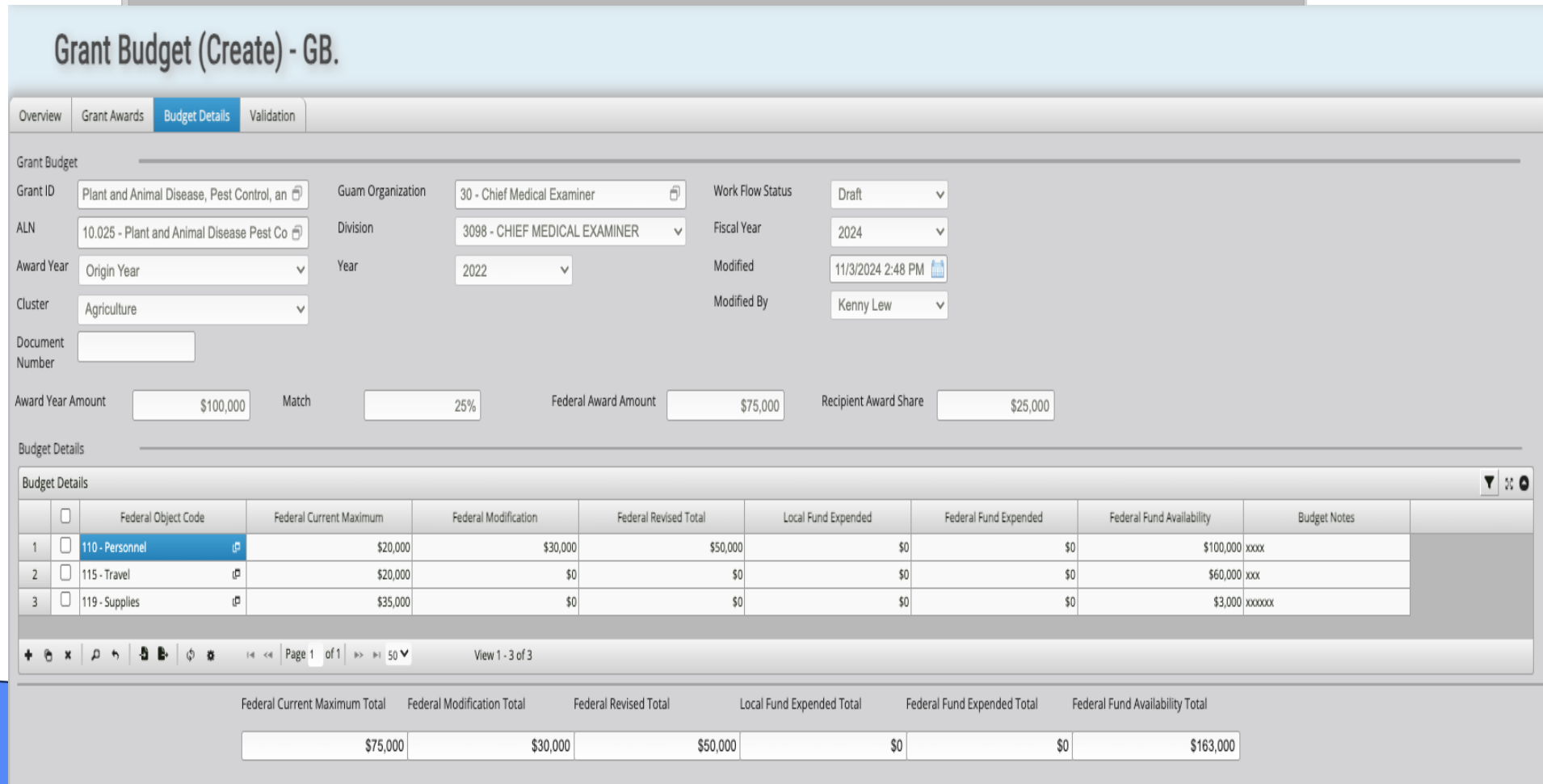
# Establishing and Managing Budgets

# Budget Management




Overview And Budget Selection

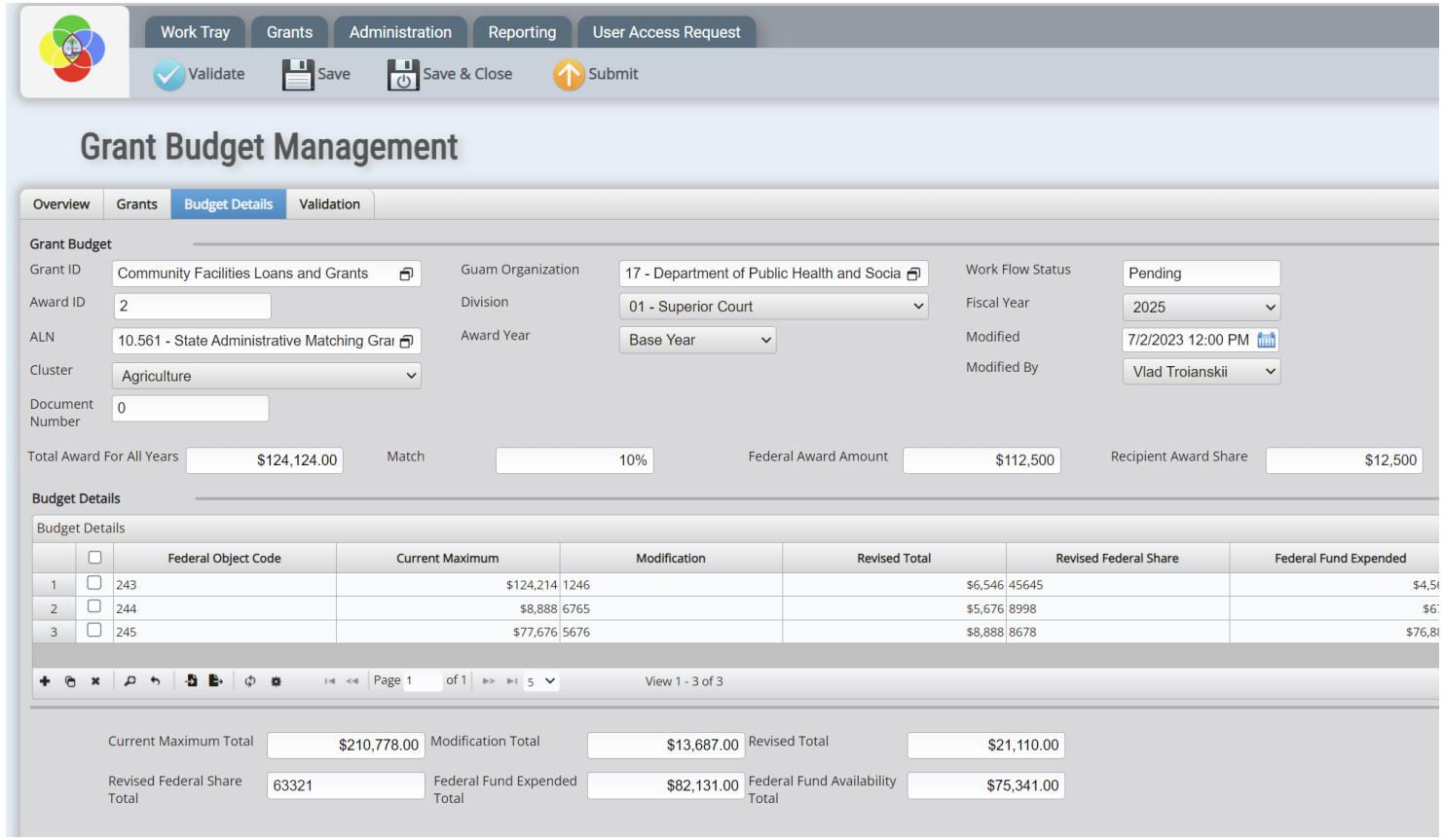
- Establish budgets based on Federal Object codes mapped to local accounting codes for compliance.
- Draft, approve, and monitor budgets
- Automated balance updates to ensure expenditures do not exceed budget as well as ensure that all budgets are exhausted
- Budgets outside of the federal object codes can be supported in a future release.



# Budget Management (Continued)

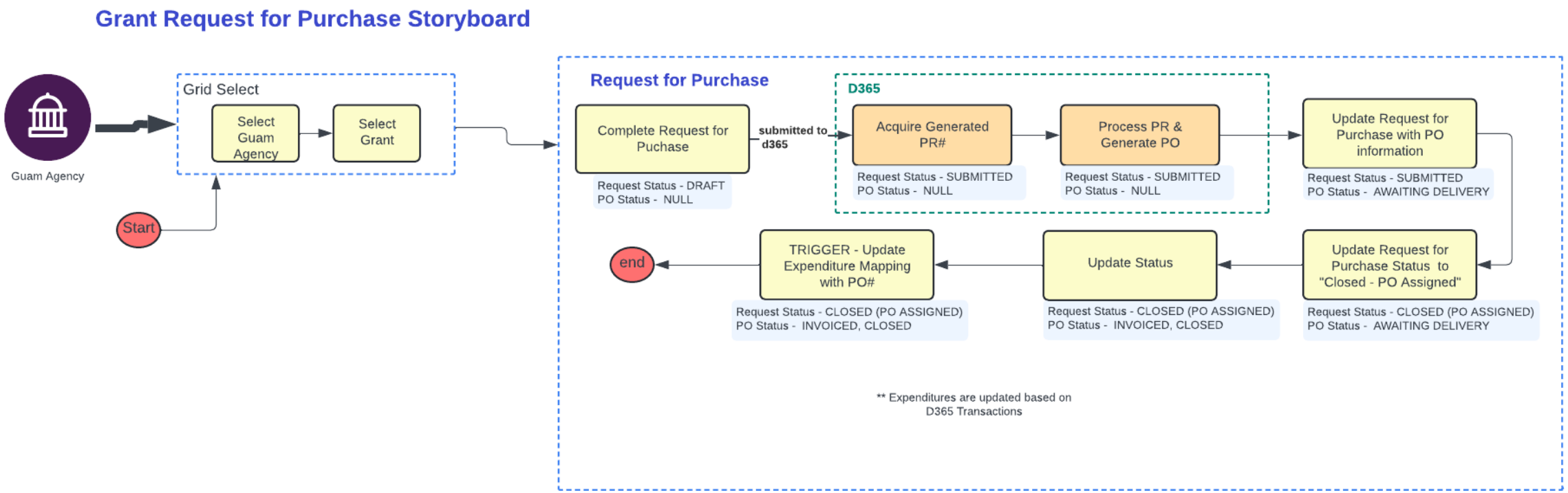
Budget Details Tab

- Data fields to define budget
- Automated calculations to monitor budgets against total award amounts.



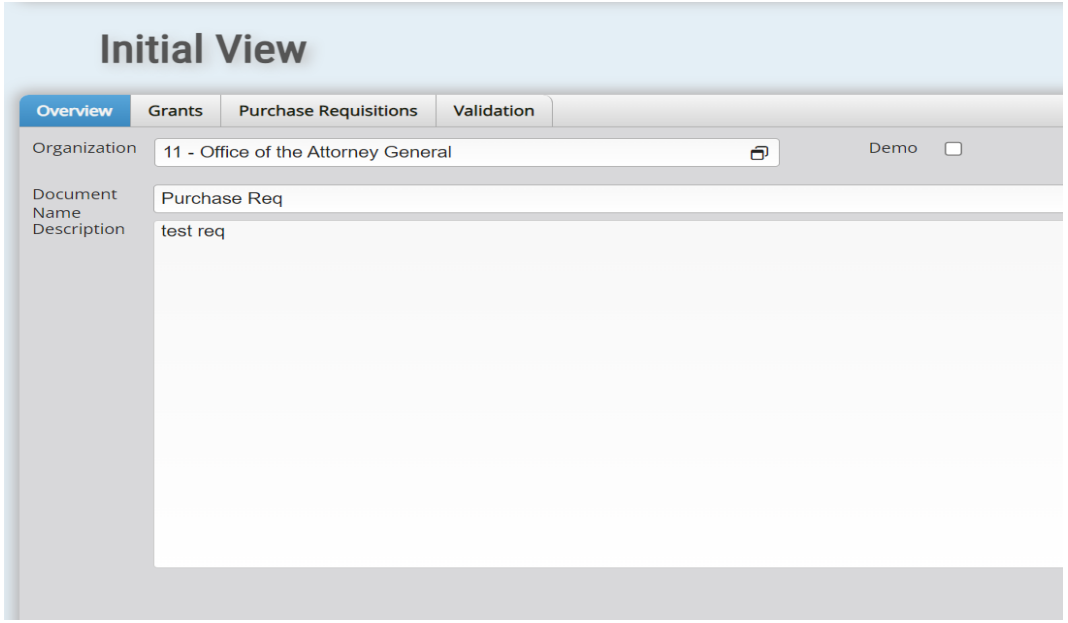
# Initiating a Purchase using Grants Funds

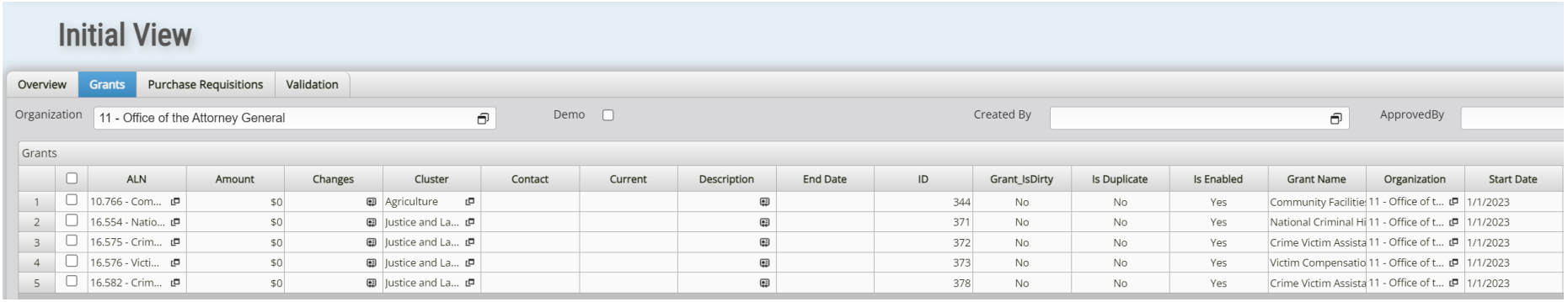
# Request for Purchase to Purchase Requistion to Purchase Order



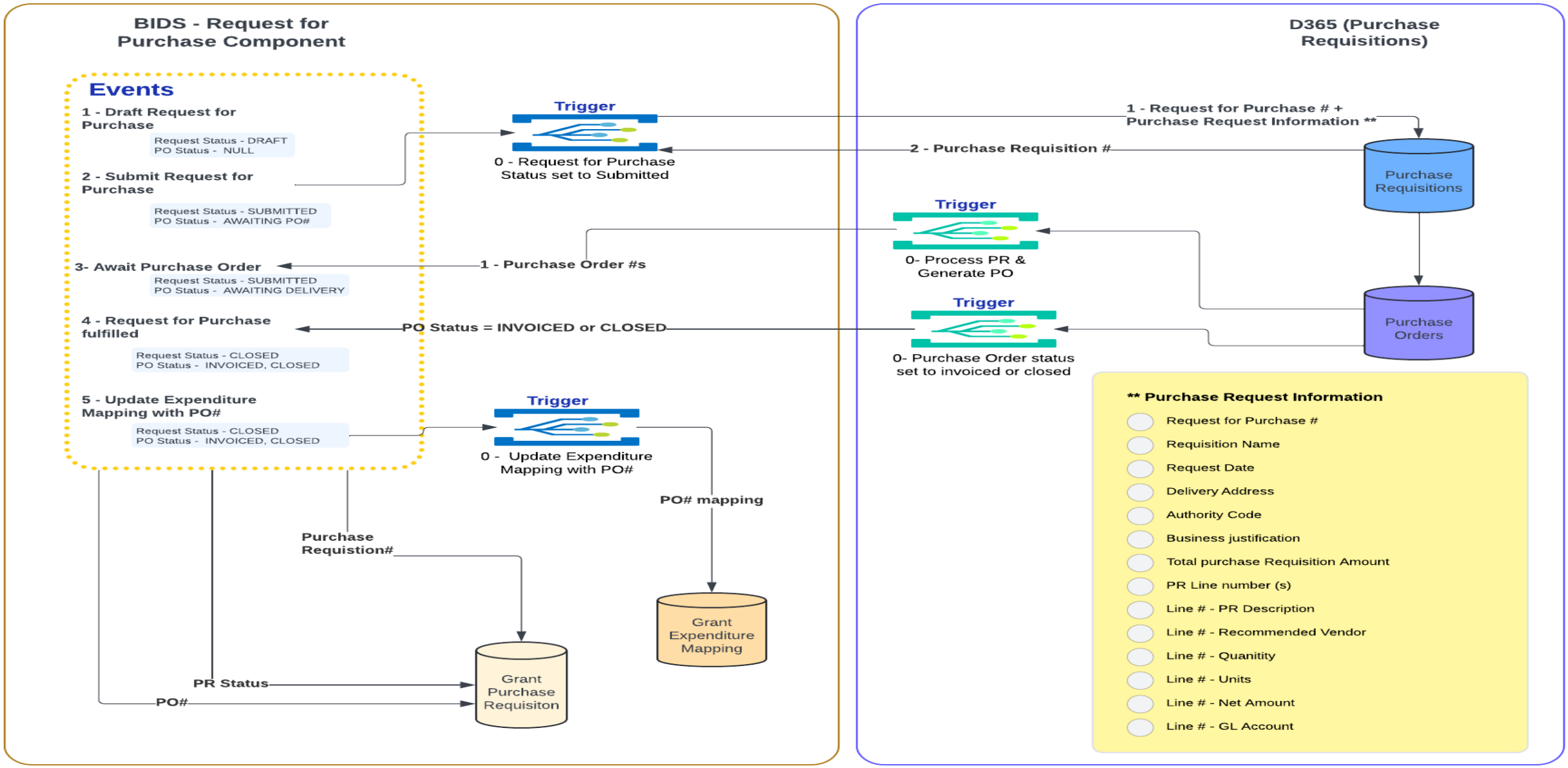
# Purchase Requisition Management

- Initiate request to purchase using grant funds
- Integrates to Dynamics 365 (purchasing system) to process purchase request and purchase orders.
- Allows Guam agency to initiate purchase requisitions without direct access to financial system



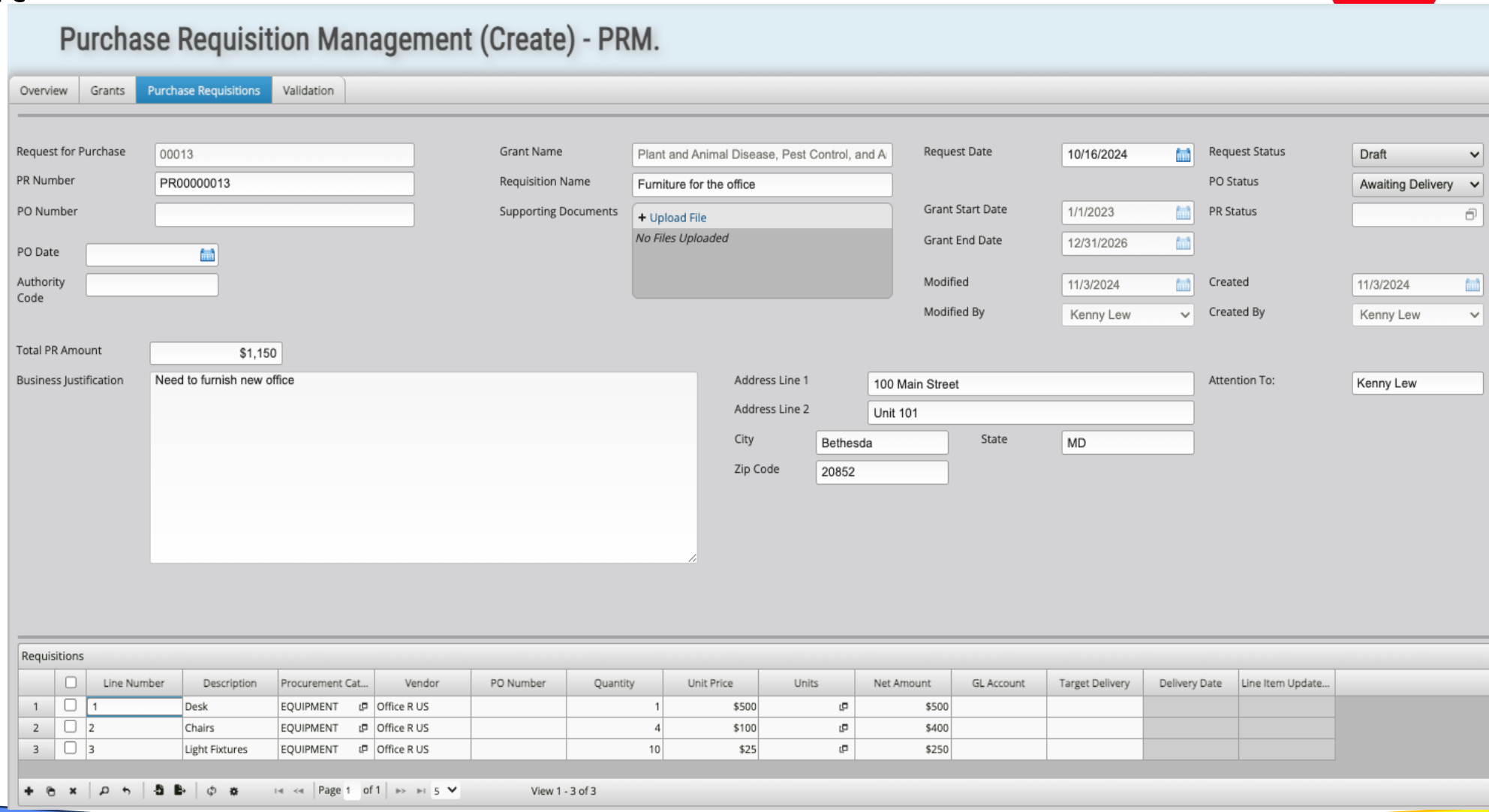
# Grants Module and Dynamics 365



# Purchase Requisition Management (continued)

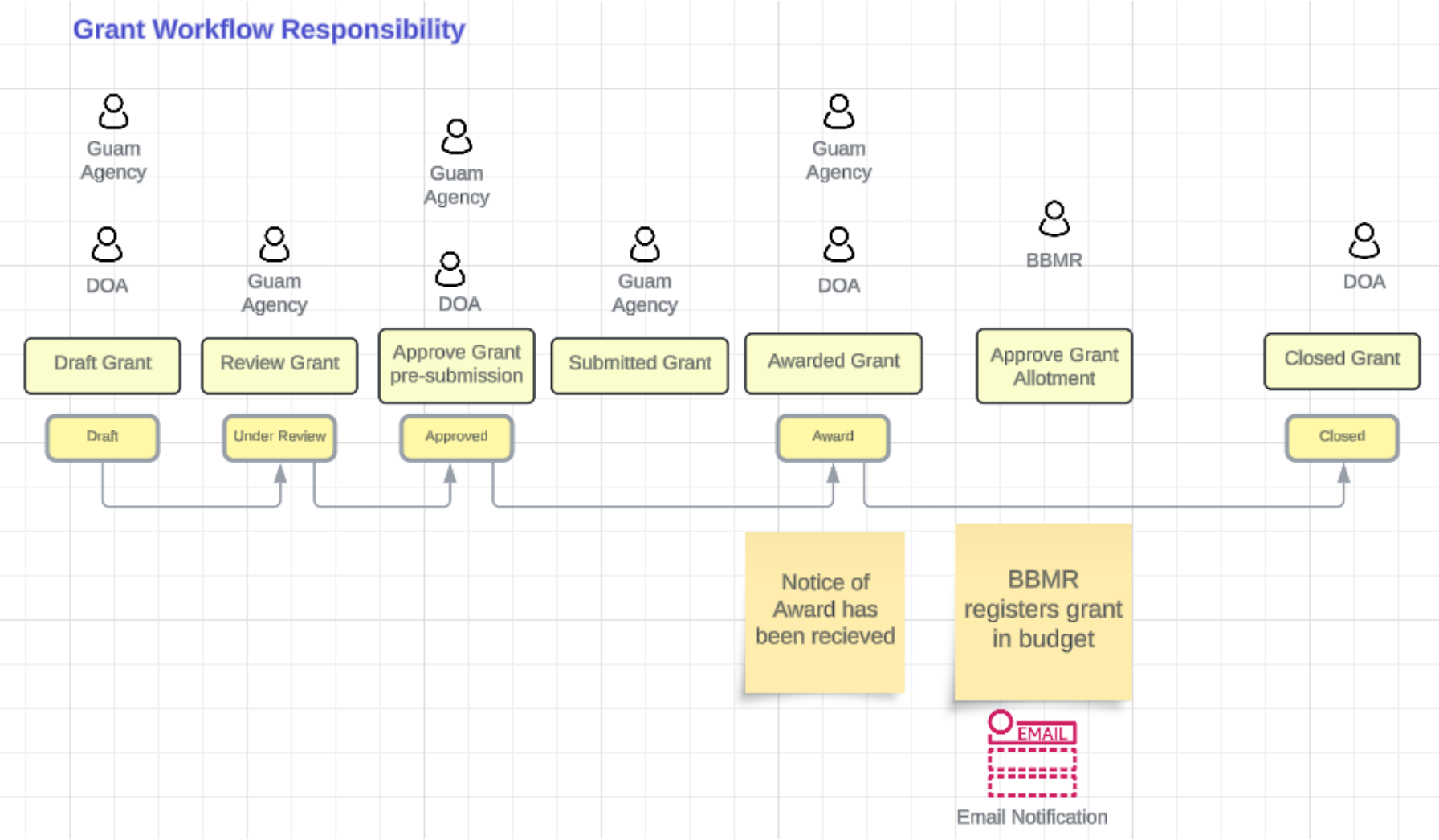
Purchase Requisition Details

- Agency can specify purchase needs including line items, quantity, and suggested vendors
- Monitor the status of purchase requisition and purchase orders as well as invoice status



# Roles and Permissions

# Grant Process Flow Responsibility




Purchase Requisition Details

- Guam Agencies have access to their own grants
- DOA has access to all grants
- Each organization has different responsibilities throughout the lifecycle

# Data Editing Responsibilities

| ROW LEVEL ACCESS | DOA | Agency |
|---|---|---|
| Grant Detail / Award | CRU | CRU |
| Grant Expenditure / Mapping | RU | RU |
| Grant Change | CRU | CRU |
| Grant Budget | CRU | CRU |
| Request for Purchase | CRU | CRU |
| Drawdown | CRU | No Access |

# Reference Tables

# Reference Data Management

Reference Data Management are used to facilitate the various forms that are used throughout the system. These reference tables are used to lookup information from a form.

- Federal Agency – List of the federal grantor that are providing grant funds. Table only needs to be updated when a new federal agency is granting funds to the state of Guam.
- ALN – the available list of application listing number (ALN) that are assigned to a grant when awarded. ALN is provided by the federal agency and highlighted in the Notice of Award. Table is updated only when the ALN number does not exists in the table.
- Federal Object Code – List of the federal object code (3 digits) mapped to one or more local Guam object codes. This table is used to map the local object codes to federal object codes for budget monitoring and compliance reporting. New entries are added to this table when there are new local object codes that need to be mapped to federal object codes or there are new Federal object codes that the federal agency have provided.