

## Grants Workgroup Contact Information

Finance and Administration –  
Division of Accounts

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### Website link:

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

<http://www.tn.gov/finance/article/fa-accfin-swa>

### Grants Related Article/Links:

Single audit season is upon us, here are some useful tips by AICPA for departmental staff whom may be visited by the State Audit single audit team. Click [here](#) to access the PowerPoint and click [here](#) to watch web event.

Community Blog at Grants.gov is an excellent resource to find interesting topics and other helpful grant related information by categories. If you are

## Grants.Gov Workspace



The Legacy PDF Application Package for Federal grants will be retired as of December 31, 2017, and all future grant applications will be submitted through Grants.Gov Workspace. The Grants Workgroup sent a survey to assess each State Agencies' readiness for implementing Grants.Gov Workspace. Below are the survey results:

#	Questions	Yes	No	Not sure	No answer
1	Have you viewed the Workspace training through Grants.gov?	53%	47%	0%	0%
2	Have you registered as an applicant associated with an organization at Grants.gov?	47%	53%	0%	0%
3	Are you familiar with the Grants.Gov online User Guide?	53%	42%	5%	0%
4	Are you aware that the legacy PDF application package will be retired on 12/31/2017?	74%	26%	0%	0%
5	Are you aware that Workspace is the standard way to apply for federal grants on Grants.gov after 12/31/2017?	68%	32%	0%	0%
6	Are you familiar with the Workspace Process?	53%	47%	0%	0%
7	Do you know how to create a Workspace on Grants.gov?	42%	53%	5%	0%
8	Has your agency created a Workspace to apply for a grant through Grants.gov?	21%	32%	47%	0%
9	Has your agency added participants to Workspace after it was created?	5%	26%	21%	47%
10	Are you familiar with User Roles and Access Levels in Workspace?	42%	58%	0%	0%
11	Has your agency decide how it will assign user roles in Workspace to personnel?	26%	42%	32%	0%
12	Do you know how to complete application forms in Workspace?	47%	53%	0%	0%
13	Do you know how to reassign ownership of a Workspace in the event of turnover?	32%	58%	11%	0%
14	Do you know how to submit an application in Workspace?	37%	21%	0%	42%
15	Do you know how to reopen a Workspace?	42%	53%	5%	0%
16	Do you know how to tell if you can use Workspace to apply for a certain Federal grant?	42%	53%	5%	0%
17	Has your agency assigned any employees to attend Workspace trainings through Grants.gov YouTube channel?	21%	21%	58%	0%

F&A is part of the State Grants Lead Group which is a collaboration of grants professionals from various states. This Group will be hosting a webinar on December 14th where they will cover any questions or concerns on the new application process and will also be hosting a demo of the new Grants.gov Workspace. We reserved a site for the Grants.Gov Workspace Open Q&A Webinar.

Registration for the class is available through Edison by the following: *Navigator*>>*ELM*>>*Self Service*>>*Learning*>>*Find*

interested in learning more about this resource, click [here](#).

What are key competencies for grants management pros? Here is an article that discusses the Five Key Competencies for aspiring Federal Grants management pros. Click [here](#) to read full article.

How do you monitor a “subrecipient”? AGA’s Intergovernmental Partnership members developed a guide to help pass-through entities monitor a grant subrecipient’s compliance with Federal administrative requirements. Click [here](#) to assess full article.

AGA’s Intergovernmental Partnership published an article for States about assessing subrecipient risk. Click [here](#) to assess full article.

### Important Dates:

**December 31, 2017** – Comprehensive Annual Financial Report

**March 31, 2017** – Single Audit Report and Corrective Action Plan

### Next issue:

The next issue of our Newsletter will provide an update on the [Grant Entry Information Template and Checklist](#).

Learning>>type in “**WPQA2017**”.

- **Thursday, December 14, 2017 1:30 to 2:30 PM.**
- **Multi-Media Room – TN Tower**

As of December 31, 2017, Grants.gov Workspace will be the standard way to apply for grants for both organizations and individuals.

Workspace enhances the Grants.gov Apply functionality by providing applicants with a shared, online environment to collaboratively complete and submit grant applications. Some of the features that can be utilized:

- Multiple users can concurrently complete the application forms.
- Existing Workspace forms can be reused or copied.
- Upfront validation allows applicants to correct application errors prior to submission, which will minimize the rejection rate.
- Seamless integration between online webforms and offline PDF forms will be available.
- Changes to the Opportunity Package are immediately reflected in Workspace.
- Workspace Instructions, Workspace Training, and Tutorial Videos are available. Visit [Grants.gov YouTube channel](#) to learn more.



### System for Award Management (SAM)



The Integrated Award Environment (IAE) is a Presidential E-Government initiative managed by US General Services Administration (GSA). The GSA uses innovative processes and technologies to improve systems and operations for those who award, administer, or receive federal financial assistance, contracts, and intergovernmental transactions. The IAE is in the process of combining all 10 current operational systems into a single website, [beta.SAM.gov](#), (replacing the current [SAM.gov](#)) which will have a homepage with a single sign on, a powerful search tool, a robust reporting tool, and a workspace where users can access the information and tools they need to make, receive, and manage federal awards. Beta.SAM.gov went live in the fourth quarter of 2017. The key feature in the initial release is a modern search tool, which allows users to search for available options within all federal award domains. Visit [GSA website](#) to see more information.

### Public Chapter 79 and Public Chapter 20

As we briefly mentioned in the June newsletter, Public Chapter No. 20 (TCA section 8-4-109) and Public Chapter No. 79 (TCA section 4-4-113) were passed into law in March 2017.

### Public Chapter 79 Guidelines and Forms



Tennessee Code Annotated, Section 4-4-113 requires all State Departments receiving federal financial assistance to report any official notice related to noncompliance received from the Federal Awarding Agency or designated Cognizant Agency.

The Department of Finance and Administration, in collaboration with the Comptroller of the Treasury, developed a form to assist with compliance of the notification requirements of TCA Section 4-4-113. The Federal Financial Assistance Notification of Non-Compliance Reporting form is designed to collect all required information. A submit button is embedded within the form and will automatically generate an email for submission of the completed form to the required email addresses. There is also a Public Chapter 79 guideline document to expand on the fields included in the form. Additional information to be noted:

- Effective immediately, the Notification Template should be used for all submissions.
- The Federal Financial Assistance Notification of Non-Compliance Reporting form and Guidelines have been provided to the fiscal officers and internal auditors and are also attached to this e-mail.
- Additional information should not be submitted unless requested.

Public Chapter 79 ([TCA 4-4-113](#)):

<http://publications.tnsosfiles.com/acts/110/pub/pc0079.pdf>

## Public Chapter 20



Tennessee Code Annotated, Section 8-4-109 (Public Chapter No. 20) was amended to address Uniform Guidance Subpart F [200.511\(c\)](#) and the specific timeline for Corrective Action Plan submission. Agencies are now required to submit a Corrective Action Plan to the Comptroller of the Treasury no later than 30 days after the issuance of the audit report. The Corrective Action Plan must include the person(s) responsible for the corrective action, action taken or planned, and the anticipated completion date. The six-month follow-up is still required but will now be due six months after the issuance of the audit report.

Public Chapter 20 ([TCA 8-4-109](#)):

<http://publications.tnsosfiles.com/acts/110/pub/pc0020.pdf>

## Risk Assessment Template



Uniform Guidance Section 200.205 requires Federal Awarding agencies to review the risk posed by applicants prior to making a Federal award. The State or a pass-through entity should complete a pre-award risk assessment to evaluate risk proposed by applicants prior to making an award or a subaward.

The Grants Workgroup developed a Risk Assessment Template that can be used to assess the risk posed by applicants prior to making a subaward as well as assessing risk to determine monitoring procedures.

The template contains four tabs:

- The first tab is the Subrecipient Checklist which is designed to capture all the information necessary to complete the risk assessment tool. This would be completed by the subrecipient during the application process and would be used to complete a pre-award risk assessment.
- The second tab is the Risk Assessment Tool for the pass-through agency to use to evaluate risk of an applicant prior to making a subaward.
- The third tab is the Checklist for Monitoring, and the fourth tab contains Procedures for Monitoring. These represent resources that can translate the assessed level of risk into suggested monitoring procedures based on Uniform Guidance Section 200.331 and 200.207.

## Training Opportunities



### **Grants Workshop – Public Chapter 79 (TCA 4-4-113) and Risk Assessment Template**

This Workshop will cover the Notification Template to assist with compliance with the requirements of TCA Section 4-4-113 as well as the Risk Assessment Template to evaluate risk of an applicant or subrecipient. The course can be found through ELM in Edison by the following: Navigator>>ELM>>Self-Service>>Learning>>Find Learning >>type in “**GWRA2018**”. Please contact a member of the workgroup if you have difficulty registering.

The Workshop is scheduled for the following times:

- **Wednesday, January 10, 2018, 8:30 to 9:30 A.M.**
- **Wednesday, January 10, 2018, 10:00 to 11:00 A.M.**



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

1. Customer Contract Amendment & Adjusting Grant Budget:

- **Monday, December 18, 2017, 8:00 to 9:30 A.M.**
- **Monday, December 18, 2017, 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 "CCAG2017"*.

2. Unbilled AR Reconciliation:

- **Monday, January 8, 2018, 8:00 to 9:30 A.M.**
- **Monday, January 8, 2018, 10:00 to 11:30 A.M.**
- **Monday, January 8, 2018, 12:30 to 2:00 P.M.**

Registration for the classes is available through Edison by the following: *Navigator*>>*ELM*>>*Self Service*>>*Learning*>>*Find Learning*>>*type in "GWAR2018"*.

3. AR Reconciliation:

- **Monday, January 22, 2018, 8:00 to 9:30 A.M.**
- **Monday, January 22, 2018, 10:00 to 11:30 A.M.**
- **Monday, January 22, 2018, 12:30 to 2:00 P.M.**

Registration for the classes is available through Edison by the following: *Navigator*>>*ELM*>>*Self Service*>>*Learning*>>*Find Learning*>>*type in "GARR2018"*.

4. Rate Sets and Accounting Rules:

- **Thursday, February 15, 2018, 8:00 to 9:30 A.M.**
- **Thursday, February 15, 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 "GRSA2018"*.