

FIN220: Grants Management



GRANTOR LIFECYCLE STEPS

1. **Grantor program management** requires that when new or amended policies or regulations have been developed or adopted to provide financial assistance to groups of individuals or organizations (known as sub-Grantees or sub-recipients), a unique data object identifier be used to identify the specific program. “Grantor program” will be the data object created. Grants Management for Grantor allows the Agency to flexibly define Grantor programs and the related characteristics based on the unique attributes needed to deliver a variety of types of programs to its constituency. Integration is provided between CRM and ECC. Each Grantor program will be replicated as a funded program in the Funds Management Budget Control component of MAGIC, providing integration between program definition and grant budgeting. Additionally, each funded program will have a unique internal order created. Specific requirements for security authorizations, organizational assignment, form, survey, questionnaires and performance measures will be developed for each Grantor program identified.
2. **Grantor Budgeting** enables the control of budgetary and encumbrance accounting for each specific Grantor program. Each State Agency will create and input a budget for the specific Grantor program to control overall spending in MAGIC’s Budget Control component. Budgetary control will be configured in the Grantor module to control program budget for each sub-recipient agreement based on the specific budgetary control required by each Grantor program.
3. **Grantor Application:**
 - Sub-Recipient Registration for Grantor programs will be done via the shared ‘Vendor’ portal for the State of Mississippi. Information will be passed from this portal to the CRM-Grantor system for use in the Sub-recipient registration process.
 - Application: Processing of Sub-recipient applications forms for Grantor programs will be supported via a number of channels; manual creation, on-line input, faxes, email and postal mail. Application forms are specific to Grantor programs. Multiple Grantor programs can be assigned to the same form, if applicable. Workflow will route the approval of Sub-recipient applications among the Grantor agency’s staff based on a standard two-level approach: Grantor Analyst

and Grantor Administrator. All application process documentation will be posted into the CRM-Grantor case management module for the applicable sub-recipient/sub-Grantee case. Acceptance of applications will automatically create a “case” in the case management/records management component. Additionally, the acceptance of an application by Grantor agency staff will automatically create a ‘pre-commitment’ document in MAGIC’s Funds Management Budget Control component.

4. **Sub-recipient application assessment** processing will be used to evaluate each application against a set of business rules for that particular Grantor Program. Agencies use multiple tools to assess sub-recipient applications for Grantor programs: surveys, checklists, and ranking criteria, for example. All assessment process documentation can be posted into the Grantor case management for the applicable sub-recipient case.
5. **Grantor Agreement and 6) Change Request** processing will be form-based. Specific agreement and change request forms will be configured and developed based on the individual requirements of each Grantor program. Workflow approval will route the agreement forms between sub-recipients and State Agency staff. A standard two-level workflow will be configured for State Agency workflow approval routing. All agreement and change request process documentation will be posted into the Grantor case management for the applicable sub-recipient case.
7. **Claim processing** will be form-based in the Grantor application. Claims will be processed via multiple channels: email, fax, postal mail (manual) and electronic form input. Specific claim forms can be configured and developed based on the individual requirements of each Grantor program. Workflow approval will route the claim forms between sub-recipients and State Agency staff. A standard two-level workflow will be configured for State Agency workflow approval routing.

Case management and Grantor reporting will be used throughout the Grantor life-cycle. A Grantor case will be created for each application submitted. A report will be developed to monitor statuses of each process step of the Grantor lifecycle.

The Grantor lifecycle steps below are not covered in this course:

8. **Payments** made to sub-recipients will be made via MAGIC’s Accounts Payable process. A billing step will be triggered by agency staff. The standard Accounts Payable process will be followed. Monitoring of payments is possible in the Grantor module with postings made to the related sub-recipient case.

9. **Audit** requirements will be form-based and configured based upon the specific requirements of each Grantor program. CRM activities will be configured and assigned to the Grantor program. Reporting requirements will be incorporated into each Grantor program.

10. **Repayment**

11. Fiscal and Grant **year-end closing processing** will be configured on an individual Grantor program basis to meet specific requirements. Forms, checklist, surveys, questionnaires, reports and performance measures will be used as required for each Grantor program.