

## Grants Management

### Overview

BHA is funded via various Grants from both the state and federal government, as well as other organizations. The BHA is required to track and spend these Grants over finite time periods and for specific uses. BHA currently tracks all Grant budget, expenditure, and associated timeframes in an Access database that is manually updated. A major challenge of the current system are ensuring funds are drawn down before grant expiration. A single, integrated Grants Management module is required that provides real-time budget and expense capture and enables the ability to integrate with Project Budgeting and Management to understand and project future costs and expected expenditures. In addition, the BHA needs a system that can accommodate Grants that span multiple years and have various start and end dates that may or may not correspond to the BHA fiscal year. Complete and robust reporting and analysis tools should be available that can track budgets and expenditures against total funds available and provide notification as expiration dates approach if expenditures are not within pre-specified targets.

No.	Process	Requirement Description	P*	Comments
1.	Grants Management – General	The overall design of this system should conform, in all aspects, to the monitoring and reporting requirements of all HUD capital and social services grants.	2	
2.	Grants Management – General	System should allow for the attachment of electronic documents.	2	
3.	Grants Management – General	System must allow for descriptive captions to be associated with individual grants, user-defined subdivisions, and budget line items.	1	
4.	Grants Management – General	Access to the system shall be set so that: <ul style="list-style-type: none"> <li>▪ Only authorized staff may utilize input fields within this system.</li> <li>▪ System can be made available to other staff in read-only format.</li> <li>▪ Data from interfacing modules cannot be changed from this module.</li> </ul>	1	
5.	Grant Application	System must track all outstanding grant applications. Minimum information to include: <ul style="list-style-type: none"> <li>▪ Grantor</li> <li>▪ Grant description</li> <li>▪ Grant type</li> <li>▪ Estimated grant amount</li> <li>▪ Proposed budget</li> </ul>	1	
6.	Grant Award	System must be able to convert status of grant application from outstanding to active upon award.	1	
7.	On-Going Grant	This module must seamlessly interface with applicable modules:	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
		<ol style="list-style-type: none"> <li>1. Budget</li> <li>2. General Ledger</li> <li>3. Purchasing</li> <li>4. Contract Management</li> <li>5. Contract Management (Capital)</li> </ol>		
8.	On-Going Grant	Through these interfaces the module must be able to track budget, encumbrance, obligation, revenue, and expense data for each grant.	1	
9.	On-Going Grant	System must be able to track budget revisions in sequence and effective date.	1	
10.	On-Going Grant	System must be able to track program income, donations, and in-kind contributions for each grant.	1	
11.	On-Going Grant	System must be able to monitor key dates, particularly mandatory total obligation and total expenditure deadlines. System must also allow for user-defined benchmark dates.	1	
12.	On-Going Grant	System must have the capability for user-set warning flags for key milestone dates.	2	
13.	On-Going Grant	System must allow subdivision and tracking of a grant by user-defined activities, projects, developments, or phases.	1	
14.	On-Going Grant – Requisitioning	System must track funds requisitions by: <ul style="list-style-type: none"> <li>▪ Number (sequential)</li> <li>▪ Number (assigned by funding source)</li> <li>▪ Amount per line item</li> <li>▪ Total requisition</li> <li>▪ Date requisitioned</li> </ul>	1	

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No.	Process	Requirement Description	P*	Comments
		<ul style="list-style-type: none"> <li>▪ Date funds received</li> <li>▪ Amount received by line item</li> </ul>		
15.	On-Going Grant – Requisitioning	System should link funds requisitioned and received to specific invoices or expense items.	3	
16.	On-Going Grant – Requisitioning	System should have the capability to generate user formatted requisition forms.	3	
17.	On-Going Grant – Reporting	System must provide reporting by individual grant, roll-up of grants by type, roll-up of all grants, reporting of user-defined phases or groups of budget line items.	1	
18.	On-Going Grant – Reporting	System must feature a robust Report Writer. Features should include: <ul style="list-style-type: none"> <li>▪ The ability to impose rules to get at specific data.</li> <li>▪ The ability to format the report in an appealing, easy to read format (i.e. indents, spaces between data lines, titles, highlighting totals, etc.)</li> <li>▪ The ability to download reports in a useable form to spreadsheet software (particularly Microsoft Excel) or embed reports in a document (particularly Microsoft Word).</li> <li>▪ The ability to share report formats but protect them from unauthorized alteration.</li> <li>▪ The ability to copy report formats to allow for alteration.</li> </ul>	1	
19.	On-Going Grant – Reporting	System should have the capability to produce reports in prescribed HUD formats.	2	
20.	On-Going Grant –	System must allow for alphanumeric on-screen queries by grant and/or subdivisions (i.e. phase,	1	

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No.	Process	Requirement Description	P*	Comments
	Reporting	budget line item, work item, etc.)		
21.	On-Going Grant – Reporting	System must possess the capability to drill down into balances to arrive at the base transaction(s) and source(s).	1	
22.	Grant Close Out	System must have the capability to flag a grant as closed.	1	
23.	Grant Close Out	When the grant is flagged as closed the system must have the capability to capture and store detailed data from interfacing modules for future reference.	1	
24.	Grant Close Out	Through the interfaces the system should issue a warning when general ledger accounts, purchase orders, and contracts associated with a closed grant are accessed. Over-ride by authorized user must be allowed.	2	
25.	Archiving	Historical data retained within this system shall be limited only by the needs of the users or the capacity of the system.	1	
26.	Archiving	System must support the electronic archiving of data either to CD-ROM or a successor format. The archiving format must allow for easy access to the data and the ability to transfer the data in a usable form to spreadsheet	1	
27.	Archiving	System must support the uploading/restoration of previously archived data for report purposes.	1	

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