GRANT CLASSIFICATION STRUCTURE

SUMMARY

This procedure explains Miami-Dade County's Grant Classification Structure and provides instructions on accessing the Grant Table Lookup in the FAMIS system.

PROCEDURES

1. The Grant structure is one of three independent (balanced) structures used by the County to maintain accounting information. It is used exclusively to meet accounting and reporting requirements set by Office of Management and Budget (OMB) Circular A-133, Section 215.97 of the Florida Statutes, and Chapter 10.550 of the Rules of the Auditor General of the State of Florida.

2. A Grant Code is established for each grant reported in the County's Schedule of Expenditures of Federal Awards and State Financial Assistance. Grant Codes consist of six alphanumeric characters. Generally, the first two characters of the Grant Code will be the prefix of the department responsible for the Grant's oversight. For example, all grant codes used for the Homeless Trust will start with the prefix HT.

3. Optionally, two lower levels of Grant Detail can be established. The Grant Detail code is also a six digit alphanumeric character code, but is segmented into a two-character length (1st level) and a four-character (2nd level) section, signifying the lower levels of detail.

4. Grant related data elements are built at the lowest level of detail for the grant it is associated with:
    GRANT TYPE: Describes the source of grant funding, as shown below:
    1 = Capital Projects
    2 = Federal Grants
    3 = State Grants
    4 = Federal Pass Through
    5 = State Pass Through
    6 = Non-Profit
    7 = Local

    CONTROL TYPE: Indicates the level of control used in processing financial transactions against the grant and grant detail file. It is set at either:
    GRF01
    GRF02
    GRF03
    GRF04
    GRF05
    GRF06

    LOCATION: Describes information on geographical locations of sites required for certain grants.

PERSON RESPONSIBLE: Identifies the County department and/or person responsible for the oversight.

AGENCY: Identifies the Federal or State Grantor Funding Agency

REIMBURSEMENT TYPE: Identifies the reimbursement of interest income.

CFDA NUMBER: Identifies the Catalog of Federal Domestic Assistance number/or Catalog of State Financial Assistance number for State Grants.

PASSTHRU AGENCY: Identifies the Federal or State Grantor Pass Through Agency

PLAN DATES: These are the starting and ending dates that the grant is assumed to be in effect.

ACTUAL DATES: These are the starting and ending dates that the grant is actually in effect.

INTEREST DISTRIBUTION BY GRANT: Identifies if the grant earns interest.

5. To access the Grant Structure Table in FAMIS, use the following procedures:
   a. Log on to the FAMIS system (See Procedure Number 311)
   b. At FAML Screen 0000, Main Menu, Press the F2 key to access the Table Maintenance Menu.
   c. Press the F1 key to access the Classification Structure menu.
   d. Press the F8 key to access Screen 5070, Grants.
   e. Ensure the cursor is in the Grant Field.
   f. Press F2 to access Screen 5999, Grant Table Look Up.
   g. You may use the F5 (Next Page) and F4 (Prior Page) keys to view the list of existing Grant Codes.
   h. Once the cursor is placed in the S column to the left of the desired Grant Code, press F2 to bring the desired Grant and its associated data back to populate Screen 5070, Grants.
   i. At screen 5070, press F8 to access screen 5071 to view the grant agreement/contract number (donor address), grant commitment, amendments, total commitment, grantor ID No., outside funding source, last report date, last invoice amount, associated index codes, grace period indicator, report frequency, next report due date, last invoice date.

CONTACT(S):
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