

How to identify what funding supports your organization's grant(s)

It is important to know what funding supports each of your organization's DVS grants. The funding varies by grantee and grant.

Why is it important?

- **Federal requirements** – Requirements are attached to each federal funding source. In accepting a grant, your organization is responsible for complying with these requirements.
- **SEFA** - The Schedule of Expenditures of Federal Awards (SEFA) is a requirement when undergoing a single audit. Your auditor may request that you pull this report for them.

Where do we find the information?

The funding information can be pulled directly from Egrams. Grantees can access the data by using the following drop-down menus: Grantee > Grant Application > Sched of Fin Assistance and click the Go button. Then do the following (see screenshot below):

1. Click the Generate button,
2. Enter the grant fiscal year that you want,
3. Select the Grant Program. If you are using the "Lookup" icon to search for a grant program, be sure to include the percentage sign on each end (e.g., %DV%, %CACV%, %TRBVS%),
4. Agency – EGrAMS displays your organization's information,
5. Click the OK button and a message will show successful generation,
6. Click the Review button
7. Click the Find button.

Schedule of Financial Assistance

To create and update the Schedule of Financial Assistance:

- Navigate to: **Grantee > Grant Application > Sched of Fin Assistance**, from the drop-down menu. Click the 'Go' button.

• Select "Generate"

Search by:

- **Fiscal Year:** Enter grant fiscal year
- **Grant Program:** Select a Grant Program using the 'Lookup' icon.
- **Agency:** System displays pre-populated information.
- Click the "OK" button
- Message indicates successful generation

The screenshot shows the EGrAMS Application interface. The breadcrumb navigation is Grantee > Grant Application > Sched of Fin Assistance. The 'Generate' button is highlighted with a red arrow labeled '1'. The 'Review' button is highlighted with a red arrow labeled '6'. The 'Go' button is highlighted with a red arrow labeled '2'. The 'Generate' button is highlighted with a red arrow labeled '3'. The 'Review' button is highlighted with a red arrow labeled '4'. The 'Go' button is highlighted with a red arrow labeled '5'. A message box at the bottom says 'Schedule of Financial Assistance generated successfully.' with an 'OK' button.