



*Florida Department of Financial Services*

*Florida Accountability Contract Tracking System  
(FACTS)*

*Grant Award Agreement  
Excel Upload  
User Guide*

July 2014

# Department of Financial Services Grant Award Excel Upload User Guide

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# Department of Financial Services Grant Award Excel Upload User Guide

## Introduction:

An agency can use the DFS Excel workbook to upload Grant Award information data into the Florida Accountability Contract Tracking System (FACTS). However, the workbook worksheet/tab “GrantAward” allows only one occurrence of Grantor, letter of Credit, Additional Cost Sharing, CSFA, CFDA and Associated Agreement information record per Grant Award ID. In addition, the workbook worksheet/tab “Amendment” allows only one Amendment information record per Grant Award ID. Adding additional occurrences of Grantor, Letter of Credit, Additional Cost Sharing, CSFA, CFDA, Associated Agreement and Amendment information records for Grant Award IDs must be done on-line in FACTS.

## Grant Award Excel Workbook Instruction

### Worksheet – “GrantAward”

Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Action	Text	4	“ADD” – When Adding a new Grant Award  “UPD” – When Updating an existing Grant Award	Yes	
FLAIR Agency Identifier (OLO)	Text	6		Yes	
Grant Award Identifier (Grant Number)	Text	5		Yes	
Grant Award’s Short Title	Text	10		Yes	
Grant Award’s Long Title	Text	60		Yes	
Grant Reference Number	Text	5		No	
Grant Award’s Description	Text	2000		Yes	
Original Grant Award Amount	Numeric	13.2		Yes	Can be zero, if grant funds not known at the date of award
Date of Award	Date (MM/DD/YY)			Yes	

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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
	YY)				
Original Funding Start Date	Date (MM/DD/YY YY)			Yes	
Original Funding End Date	Date (MM/DD/YY YY)			No	
Grant Type	Text	1	"F" – Block/Formula Grant "P" – Project Grant "E" – Entitlement Grant "D" – Discretionary Grant "C" – Cooperative Agreement	Yes	
Grant Document Number	Text	50		Yes	
Grant Status	Text	2	"A1" – Anticipated Award "A2" – Approved Award "IP" – Inactive Pending Property Action "IR" – Inactive for Ongoing Reporting "CL" – Closed	Yes	
Agency Grant Manager Name	Text	31		Yes	
Agency Grant Manager Phone Number	Text (850413223 0)	10		No	
Agency Grant Manager's e-mail address	Text	50		No	
Agency Grant Fiscal Contact Name	Text	31		No	
Agency Grant Fiscal Contact Phone Number	Text (850413223 0)	10		No	
Agency Grant Fiscal Contact e-	Text	50		No	

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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
mail address					
Grant Federal Contact Name	Text	31		No	
Grant Federal Contact Phone Number	Text (85034132230)	10		No	
Grant Federal Contact e-mail address	Text	50		No	
Eligible for Indirect Cost	Text	1	"Y" – Yes "N" – No	No	Defaults to "N"
Indirect Cost Sources - Salary, Wages & Fringe	Text	2	"Y" – Yes "N" – No "NA" – Not Applicable	Conditionally required	Defaults to "NA", however if the 'Eligible for Indirect Cost' field = "Y" at least one "Y" must be provided for the three Indirect Cost Sources fields
Indirect Cost Sources - Payment to Sub-Recipient	Text	2	"Y" – Yes "N" – No "NA" – Not Applicable	Conditionally required	Defaults to "NA", however if the 'Eligible for Indirect Cost' field = "Y" at least one "Y" must be provided for the three Indirect Cost Sources fields
Indirect Cost Sources - Direct Cost	Text	2	"Y" – Yes "N" – No "NA" – Not Applicable	Conditionally required	Defaults to "NA", however if the 'Eligible for Indirect Cost' field = "Y" at least one "Y" must be provided for the three Indirect Cost Sources fields
Indirect Cost - Comment	Text	2000		No	
Grant Award's Grantor Id	Text	21		No	<i>This should be a valid FLAIR code on FLAIR's file. This will be validated.</i>

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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Grant Award's CFDA Code	Text	6	Please see the validation tables for FACTS for code details.	No	<i>This should be a valid FLAIR CFDA code. This will be validated.</i>
Grant Award's CSFA Code	Text	6	Please see the validation tables for FACTS for code details.	No	<i>This should be a valid FLAIR CSDA code. This will be validated.</i>
Letter of Credit Number	Text	15		No	If action = "UPD" and Letter of Credit Number is not provided, existing letter of credit and its sub account number will be preserved.
Sub Account Number 1	Text	15		No	
Sub Account Number 2	Text	15		No	
Sub Account Number 3	Text	15		No	
Sub Account Number 4	Text	15		No	
Sub Account Number 5	Text	15		No	
Sub Account Number 6	Text	15		No	
Sub Account Number 7	Text	15		No	
Sub Account Number 8	Text	15		No	
Sub Account Number 9	Text	15		No	

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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Sub Account Number 10	Text	15		No	
Sub Account Number 11	Text	15		No	
Sub Account Number 12	Text	15		No	
Sub Account Number 13	Text	15		No	
Sub Account Number 14	Text	15		No	
Sub Account Number 15	Text	15		No	
Cost Sharing Source	Text	1	"F" - Federal Government "L" - Local Governments "S" - State of Florida "P" - Private (profit and non-profit) "O" - Other State Government(s)	No	If action = "UPD" and Cost Sharing Source is not provided, existing Cost Sharing records will be preserved.
Maintenance of Effort	Text	1	"Y" – Yes "N" – No	No	
Matching	Text	1	"Y" – Yes "N" – No	No	
In-Kind	Text	1	"Y" – Yes "N" – No	No	
Additional Cost Sharing Comments	Text	2000		No	

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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Associated Agreement Type	Text	2	“CN” – Contract/Grant Disbursement  “GA” - Grant Award	No	If action = “UPD” and Associated Agreement is not provided, existing Associated Agreement records will be preserved.
Associated Agreement's Agency ID/OLO	Text	6		No	
Associated Agreement's ID (either FLAIR Contract ID or Grant Award ID)	Text	5		No	
Revised Funding Ending Date	Date (MM/DD/YY YY)			No	

### Worksheet – “Amendment”

Provide only the records that need to be added or updated. For example if a Grant Award has three Amendments, and there is an update in the second Grant Award Amendment then the record for that Amendment only needs to be provided.

For any updates, the Agency Amendment Reference must exist for the Grant Award. Agency Amendment Reference must be unique for amendments of a Grant Award.

Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Action	Text	3	“ADD” – Adding a new Grant Award Amendment  “UPD” – Updating an existing Grant Award Amendment	Yes	
FLAIR Agency Identifier (OLO)	Text	6		Yes	
Grant Award	Text	5		Yes	



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Excel Column Name	Type	Size	Allowed values (in case of code values)	Required	Comments
Identifier (Grant Number)					
Agency Amendment Reference	Text	8		Yes	
Amendment Effective Date	Date (MM/DD/YYYY)			Yes	
Amendment Amount	Numeric	13.2		No	Can be a zero, positive or negative amount  Defaults to zero
Revised Funding Start Date	Date (MM/DD/YYYY)			No	
Revised Funding End Date	Date (MM/DD/YYYY)			No	
Change Description	Text	60		No	
Amendment Order	Numeric	8		No	

### Loading:

- A. Access the FACTS web application dashboard, select the Upload Grant Award Information option to upload the agency grant award data and follow the on screen instructions.
- B. The Agency will receive a confirmation that the file was transmitted successfully or a notification of errors. If an error is encountered in saving the Agency Batch data load, investigate and resubmit the file prior to 5 PM.
- C. All uploaded files will be processed between the hours of 5:00 PM and 6:45 PM. The information will be validated and loaded into the FACTS website database. If an error is encountered it will be written in an output log file and placed on the error screen of the web application. The log file will also contain a summary of number of records found, processed and failed. Records that did not contain an error will not be placed into the log file. Records that resulted in an error will be indicated with Excel Worksheet Name, Excel Row Number and Grant Award Id along with a descriptive error message.
- D. Essential information is passed through as second batch loading processes to FLAIR. If errors are encountered these errors will be captured in the same output log file described in the earlier paragraph.
- E. Valid data loaded under the upload process will be in FLAIR within 24 hours from the time the web system process the file. Loading processes are scheduled to run on regular working days.

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- F. All errors encountered during the upload process will be posted by 5 AM the next business day and be accessed using the FACTS web application dashboard option View Upload History.

### Error File Information:

Error logs will use the following naming convention:

FilenameReceived\_YYYYMMDD\_HHMMSS\_GrantAwards\_Log.txt

The resulting error record will be formatted as:

Error: Worksheet (<Name of Excel Worksheet>) Row (<Excel Row Number>) Grant Award Id: <Grant Award ID> Error Description

### Revision Control

Name	Action	Date
Vivek Natani	Initial Draft	1/3/2014
Bill DuBose	Reviewed and Revised	1/17/14
Bill DuBose	Include Revised Funding Ending Date on the Main Record	6/12/14