

# **How to use the Fund Source Calculator**

or How I learned to embrace math and not leave grant funds on the table

The Fund Source Calculator is a tool developed by TDA to assist communities and their grant administrators visualize their available funds. Tracking project costs reported in TDA-GO provides information to maximize grant fund reimbursements, ensure matching commitments are satisfied, and all costs are accounted for.

Grant Recipients and administrators should **at a minimum** review the information in the Fund Source Calculator:

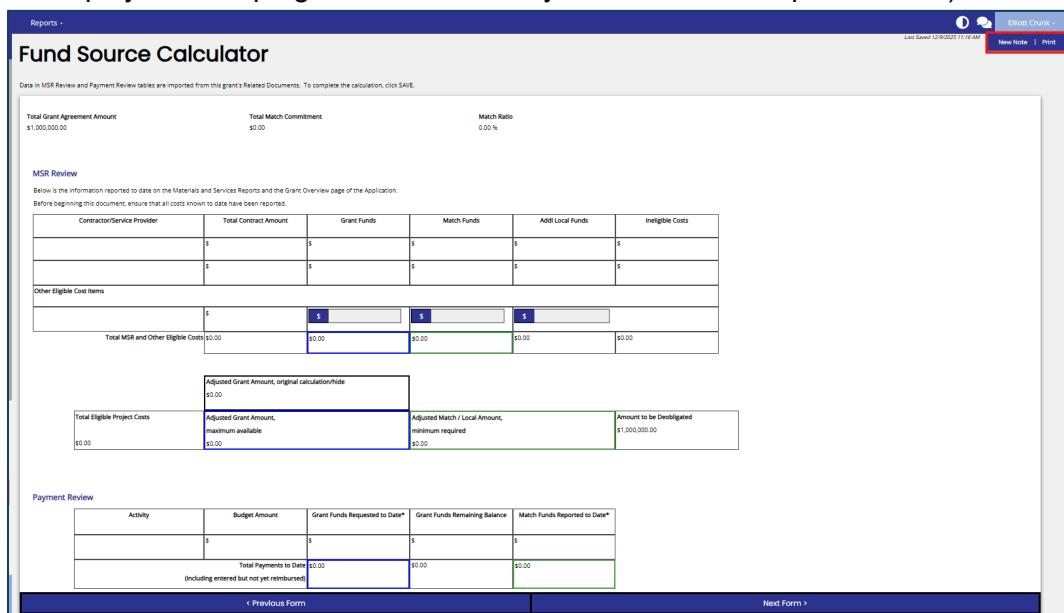
- a) after the information for the construction contract has been entered into TDA-GO,
- b) approx. 90 days before the grant agreement end date, and
- c) prior to submitting the Project Completion Report and final Payment Request.

## **1. Locate the Fund Source Calculator:**

The Fund Source Calculator is located on the navigation menu on the left side of the screen under the Grant Management section of each executed Grant.

## **2. Refresh (or Save) the page:**

Refreshing the page triggers the calculations to refresh ensuring the numbers displayed by the calculator are accurate. Click either your browser's page refresh icon or the "Save" button (located on the ribbon display at the top right of the screen if your role has save permissions).



All tables are blank when the grant begins, as the Grant Recipient has not entered a Materials and Services Report (MSR) or Payment Request (PMT).

## **3. Check the MSR Review Section:**

Each MSR entered to date should appear as a separate row, including the contract amounts as reported on the MSR. If the contract amount is not accurate, update the MSR:

- MSRs not yet submitted for TDA review – edit the MSR Main form
- MSRs previously accepted by TDA – initiate an MSR Change Order.

Costs entered on the Grant Overview page as *Eligible Costs not Reported on MSR* will also be displayed and can be assigned to a funding source.

The *Total MSR and Eligible Costs* row provides the cumulative project costs reported in TDA-GO.

MSR Review					
Below is the information reported to date on the Materials and Services Reports and the Grant Overview page of the Application.					
Before beginning this document, ensure that all costs known to date have been reported.					
Contractor/Service Provider	Total Contract Amount	Grant Funds	Match Funds	Addl Local Funds	Ineligible Costs
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Other Eligible Cost Items					
	\$	\$	\$	\$	\$
Total MSR and Other Eligible Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

#### 4. Compare current project costs to adjusted budget amounts

Once all project costs are reported, review the *Total Eligible Project Costs* row (below the MSR Review table). This row displays the total eligible project costs reported above and calculates the maximum grant amount, minimum matching funds amount, and amount of grant funds to be deobligated based on these total costs.

Total Eligible Project Costs	Adjusted Grant Amount, maximum available	Adjusted Match / Local Amount, minimum required	Amount to be Deobligated
\$0.00	\$0.00	\$0.00	\$0.00

If the *Adjusted Grant Amount* (outlined in blue) is less than the *Total MSR and Other Eligible Costs* grant column (also outlined in blue), update or change order the appropriate MSR to ensure the grant costs do not exceed the re-calculated maximum grant amount. If the Adjusted Grant Amount is greater than the reported grant costs, consider reallocating some match or local costs to claim the maximum amount of grant funding available.

Review the *Adjusted Match / Local Amount* and the *Total MSR and Other Eligible Costs* reported grant column totals (outlined in green) in a similar manner.

#### 5. Check the Payment Review Section

The Payment Review table displays all payment requests that have been entered in TDA-GO to date (including requests entered but not yet submitted to TDA).

Payment Review				
Activity	Budget Amount	Grant Funds Requested to Date*	Grant Funds Remaining Balance	Match Funds Reported to Date*
	\$	\$	\$	\$
Total Payments to Date (including entered but not yet reimbursed)		\$0.00	\$0.00	\$0.00
<div style="border: 1px dashed blue; padding: 5px; margin-bottom: 10px;">           Amount Available for Future Payment Requests            \$0.00         </div>				

Similar to the analysis above, compare the total requests for each funding source (outlined in blue and green) to the *Adjusted Grant Amount* (outlined in blue) and *Adjusted Match / Local Amount* (outlined in green). Once all Payment Requests have been entered, the corresponding color-coded fields should reflect the same amounts.

### Example:

The original budget anticipated total project costs of \$510,000.

Total Grant Agreement Amount	Total Match Commitment	Match Ratio
\$500,000.00	\$10,000.00	2.00 %

The MSR Review Section indicates total project cost obligations of \$474,232.84

Total MSR and Other Eligible Costs	\$474,232.84	\$464,232.84	\$10,000.00	\$0.00
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The maximum grant and minimum match are recalculated to pro-rate any cost savings, maintaining a 2% match ratio as required by the grant agreement. The remaining \$35,065.84 will be deobligated.

Total Eligible Project Costs	Adjusted Grant Amount, maximum available	Adjusted Match / Local Amount, minimum required	Amount to be Deobligated
\$474,232.84	\$464,934.16	\$9,298.68	\$35,065.84

The Payment Review Section indicates that all costs reported in the MSRs have been entered in a Payment Request.

Total Payments to Date (including entered but not yet reimbursed)	\$464,232.84	\$35,767.16	\$10,000.00
<div style="border: 1px dashed blue; padding: 5px; margin-top: 10px;">           Amount Available for Future Payment Requests            \$701.32         </div>			

Compare the Sections:

Grant funding (blue outline)

- Adjusted Grant Amount, maximum: \$464,934.16
- MSR Review, obligations: \$464,232.84 (difference of \$701.32)
- Payment Review, expenditures: \$464,232.84 (difference of \$701.32)
- Result: the Grant Recipient is requesting *less* grant funds than are eligible.

Match funding (green outline)

- Adjusted Match/Local Amount, minimum: \$9,298.68
- MSR Review, obligations: \$10,000 (difference of \$701.32)
- Payment Review, expenditures: \$10,000 (difference of \$701.32)
- Result: the Grant Recipient is contributing *more* in local funds than the minimum requirement.

**Options:**

- 1) Because the project is under-budget, consider additional work to fully expend all grant and matching funds.
- 2) Adjust existing costs to meet the match ratio and maximize reimbursement:
  - a. Revise the MSR to reallocate \$701.32 from match funds to grant funds; and
  - b. Revise current Payment Request to reassign \$701.32 in costs for the same vendor from matching funds to grant funds. (If all matching funds were entered on a prior payment, attach the original invoice with a markup of the revised funding sources and enter corresponding negative and positive values in the Itemized Invoice List.)