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.

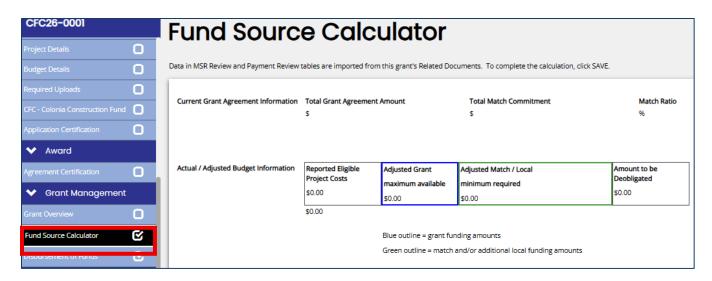## 1. Locate the Fund Source Calculator:
The Fund Source Calculator is located on the navigation menu on the left side of the screen under the Grant Management section of each executed Grant.

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. Review the Current and Adjusted Budget information

The Current Grant Agreement Information is populated automatically based on the executed grant agreement (less any funds previously deobligated).

The Actual / Adjusted Budget Information is calculated from the actual funding obligations reported (see Step 4). For grant projects that have not obligated all budgeted funds, the adjusted budget prorates costs between grant and match funding based on the grant agreement match ratio.

Note: Throughout the Fund Source Calculator, blue borders indicate grant funding and green borders indicate match and/or additional local funding. Once all costs have been reported, the amount in each of the color-coded fields should be equal to the amounts in similarly color-coded fields.

4. 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 must be assigned to a funding source.

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

MSR Review

Before beginning this document, ensure that all costs known to date have been reported.

Contractor/Service Provider (MSR)	Total Contract Amount	Grant Funds	Match Funds	Addl Local Funds	Ineligible Costs	
	$	$	$	$	$	
	$	$	$	$	$	
Other Eligible Cost Items (Grant Overview page)						
	$	$	$	$		
Total Reported Costs	$0.00	$0.00	$0.00	$0.00	$0.00	%

5. Compare current project costs to adjusted budget amounts
Once all project costs are reported, review the Actual / Adjusted Budget Information. This row displays the total eligible project costs reported in step 4 and calculates the maximum grant amount, minimum matching funds amount, and amount of grant funds to be deobligated based on these total costs.

Actual / Adjusted Budget Information	Reported Eligible Project Costs	Adjusted Grant maximum available	Adjusted Match / Local minimum required	Amount to be Deobligated
	$0.00	$0.00	$0.00	$0.00

Blue outline = grant funding amounts

Green outline = match and/or additional local funding amounts

If the *Adjusted Grant* amount is less than the *Total Reported Costs* grant column (both 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 reassigning some match or local costs on the MSR to claim the maximum amount of grant funding available.
Similarly, compare the *Adjusted Match / Local Amount* and the *Total Reported Costs* match column totals (outlined in green).

6. 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).

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

Amount Available for Future Payment Requests
$0.00

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 Minimum 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 Reported Costs	$474,232.84	$464,232.84	$10,000.00	$0.00

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.

Actual / Adjusted Budget Information	Reported Eligible Project Costs	Adjusted Grant maximum available	Adjusted Match / Local 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

Amount Available for Future Payment Requests
$701.32

Compare the Sections:

Grant funding (blue outline)
- Adjusted Grant, maximum available:　　$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 the maximum available.

Match funding (green outline)
- Adjusted Match/Local Amount, minimum: $9,298.68
- MSR Review, obligations:　　　　　　$10,000.00 (difference of $701.32)
- Payment Review, expenditures:　　　　$10,000.00 (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 by nearly $36,000, consider additional work (or additional existing costs not yet reported) 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.)