

Department of Finance and Administration

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TO: Agency Accounting & Finance Directors

FROM: Leila Malatesta, Office of Fiscal Management Director *Leila Malatesta*

DATE: April 24, 2009

SUBJECT: SAAS Grants Module Requirement – Stimulus Memorandum No. 10

Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, mandates federal standard data elements for reporting Stimulus grant information. Since the Department of Finance and Administration (DFA) is charged with the responsibility of collecting the information outlined under Section 1512 and submitting it to the federal government beginning July 10, 2009, DFA must establish procedures that provide a mechanism to collect the data using existing processes.

DFA has determined that the SAAS Grants Module is the best solution for capturing basic grant information and providing controls for the processing of Stimulus documents for the State. Therefore, all prime recipient agencies receiving Stimulus funds from the American Recovery and Reinvestment Act of 2009 (ARRA) are required to set up Stimulus grants through the Grants Module in SAAS in conjunction with using Reporting Categories as required in *Reporting Instructions Related to ARRA - Memorandum No. 1*.

Although the current requirement applies only to Stimulus grants, DFA encourages agencies to begin using the Grants Module for all grants. Modifications to the Grants Module and other processes for Stimulus (ARRA) reporting will provide for the capture of a large number of financial elements in SAAS. Therefore, there are plans to require agencies to use the Grants Module for all grants.

DFA is aware that some agencies have already received Stimulus funds, and we are working through a process to capture that data. If your agency has already entered Stimulus transactions in SAAS, please contact Lee Womack at 601-359-2069 or womackl@dfa.state.ms.us.

MMRS has scheduled training on the Grants Module for May 5 and May 7. Employees may register at the following link through MELMS using their ACE ID: <https://www.ms.gov/dfa/ace/w2EFDDispatcher>. Additional classes will be scheduled as needed.

Should you have any questions concerning this memorandum, please contact Margaret Jordan at 601-359-3010 or jordanm@dfa.state.ms.us.