

UC11 – Allocate Funds and Maintain Grant Agreement Status Use Case
Specification

State of MN - eHEAT Phase III



Revision History

Date	Version	Description	Author
02/15/2004	DRAFT	Initial Version	Sivakumar Ramanathan
02/16/2004	1.0	Peer review complete with Narayan Srinivasan. Submitted for sign-off.	Sivakumar Ramanathan
04/06/2004	1.1	<p>Maintain Allocation - Business Rules</p> <p>The following line was removed</p> <ol style="list-style-type: none"> The following line was removed “The start date for the fund will be captured in the system and the end date will be the Grant end date” Business rules with regards to Grant Agreement Status added <p>Upload Excel File - Business Rules</p> <ol style="list-style-type: none"> The following line was removed “The start date for the fund will be captured in the system and the end date will be the Grant end date” Business rules with regards to Grant Agreement Status added 	Sivakumar Ramanathan
04/09/2004		<p>Maintain Grant Agreement Status - Business Rules</p> <ol style="list-style-type: none"> Edit rules related to Previous year data added <p>Flow 4.2.7</p> <ol style="list-style-type: none"> User enters only additional amount and does not enter Start date 	Sivakumar Ramanathan
04/16/2004		<p>Maintain Grant Agreement Status - Business Rules</p> <ol style="list-style-type: none"> Rules related to Status order, status change and the dates were added 	Sivakumar Ramanathan
04/27/2004		<p>4.2.2.9 – The row containing “Displays the allocation in the “Amount” column” was deleted as it was not relevant for grant agreement</p> <p>4.2.1.9 – The line “displays the allocation in the ‘Amount’ column” changed to</p>	Sivakumar Ramanathan



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04/29/2004	“displays the allocation in the ‘Total Amount’ column” Allocation Business Rule: Negative amount rules and Program Year Rules included	Narayan Srinivasan/ Sivakumar Ramanathan
04/30/2004	Allocation Business Rule: Rule for next program year	Narayan Srinivasan/ Sivakumar Ramanathan



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Allocate Funds and Maintain Grant Agreement Status

1. Brief Description

This use case describes the fund allocation and maintenance of Grant agreement status for EAP and WAP

2. Actors

DOC User, Authorized DOC User, State Fiscal User

3. Activity Diagram

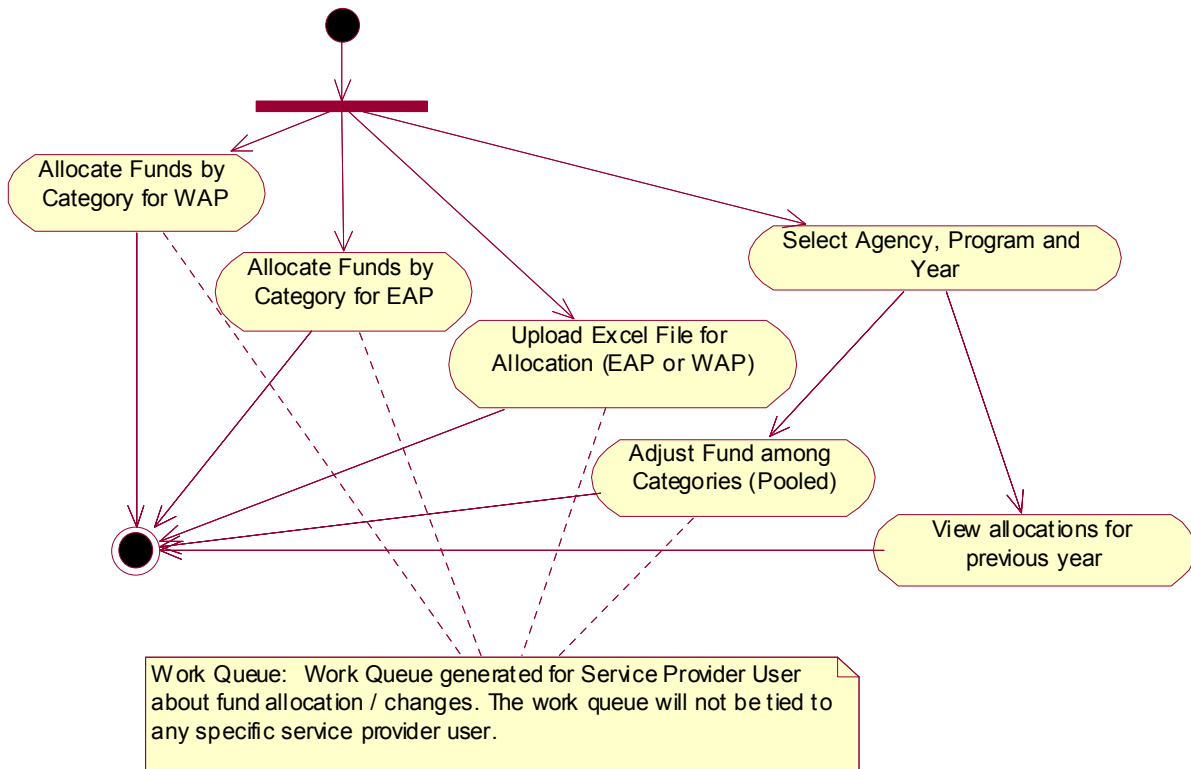


Figure 1 Allocate Funds Activity Diagram

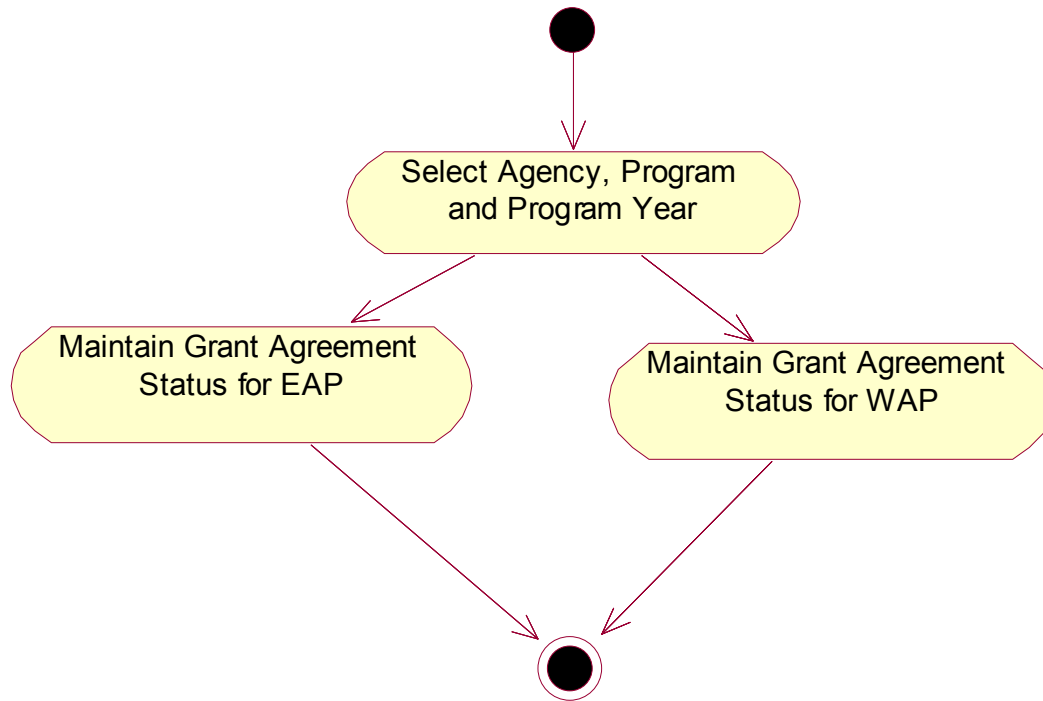


Figure 2 Maintain Grant Agreement Status Activity Diagram

4 Flow of Events

4.1 Basic Flow

4.1.1 Start of the Use Case

This use case starts when the user clicks on “Fiscal Services” Menu

4.1.2 Upload Excel File

1. System displays a screen and displays the Service Provider, program and year as a drop-down list. The system also displays an input field with a “Browse” button.
2. The user can enter an excel file with full path in the input field or can click on the “Browse” button to select an excel file from the user’s computer.
3. The user clicks on the “Upload” button to upload the excel file to the server.
4. The system will validate for the correct file extension. If successful the system will display a success message, or will display an error message.

4.1.3 Use Case Ends

This use case ends with the message.

4.2 Alternate Flow

4.2.1 Maintain Allocation

1. This use case starts when the user clicks on “Fiscal Services” Menu
2. The System displays Service Provider, program and year as a drop-down list.
3. The drop-down list for Year will display the current program year and three previous program years
4. The user selects a Service Provider, year and program and clicks on the “Maintain Allocation” button.
5. The system displays the allocation screen for EAP or WAP depending on the program selection.
6. If the selected year is not the current program year, then all the data will be read-only.
7. The user enters additional amount for the fund categories and clicks on the “Submit” button.
8. The system validates the information entered for proper data type and displays any error messages
9. If successful, the system saves the information, displays the allocation in the “Total Amount” column and clears the form. If unsuccessful, the system displays an error message.
10. This alternative flow ends here.

4.2.2 Maintain Grant Agreement Status

1. This use case starts when the user clicks on “Fiscal Services” Menu
2. The System displays Service Provider, program and year as a drop-down list
3. The drop-down list for Year will display the current program year and three previous program years
4. The user selects a Service Provider, year and program and clicks on the “Maintain Grant Agreement Status” button.
5. The system displays the agreement screen for EAP or WAP depending on the program selection.
6. If the selected year is not the current program year, then all the data will be read-only.
7. The user enters the Grant Agreement status information including the contract number in the screen and clicks on the “Submit” button. The Grant Agreement will not be created, maintained, signed and mailed using the eHEAT system – these activities will be performed outside the eHEAT system.
8. The system validates the information entered for proper data type and displays any error messages
9. This alternative flow ends here.

5 Special Requirements

Security:

Actor	Function	Description
DOC User	View	View ONLY
Authorized DOC User	Edit	Edit, View
State Fiscal User	Edit	Edit, View

6 Preconditions

None



7 Post conditions

None

8 Business Rules

Maintain Allocation:

- The allocation will be done only for the current and next program year.
- Both positive and negative values will be allowed.
- The allocation amount will not contain any decimals and will be rounded to the nearest dollar.
- There must be no cash request pending (status - submitted) against a negatively adjusted fund for a Service Provider. If so, the cash request must be "Denied" before adjustment.
- The adjustments cannot be done for already obligated funds.
- If the additional amount is negative the system will respond as below:
 - If the Total amount and the Allocated amount is equal the system will reduce the absolute value of the additional amount from the total amount and the allocated amount respectively
 - If the Total amount and the Allocated amount is not equal
 - If the absolute value of the additional amount is less than or equal to the difference between the Total amount and Allocated amount, the system will reduce the absolute value of the additional amount from the Total amount alone
 - If the absolute value of the additional amount is greater than the difference between the Total amount and Allocated amount, the system will reduce the absolute value of the additional amount from the Total amount first and then will make the allocated amount same as the reduced total amount.
- The allocation will be available for a Service Provider only if the "Grant Agreement Contract" is approved by DOC. The system will not allow allocation for a Service Provider if the "Grant Agreement Contract" is not equal to "Approved"
- Whenever fund allocation or fund changes take place for a service provider, a Work queue will be generated for all service provider users. The work queue will not be tied to any specific service provider user.
- The drop down for the "Year" will display the next program year based on the values for "Program Year" and "Allocation Start date". If the system date is greater than or equal to the "Allocation Start date", then the drop down will display the next program year. This will be maintained in a database table and can be changed by DOC through database change request.
- The allocations will be processed through a batch job and will be available next day. The batch job will obligate pending "out of funds" applications while doing the allocations.

Upload Excel File

- The excel file will be uploaded by the system to a specific location.
- The allocation will be done only for the program year.
- Both positive and negative values will be allowed.
- The allocation amount will not contain any decimals and will be rounded to the nearest dollar.
- There must be no cash request pending (status - submitted) against a negatively adjusted fund for a Service Provider. If so, the cash request must be "Denied" before adjustment. The adjustments cannot be done for already obligated funds.
- The allocation will be available for a Service Provider only if the "Grant Agreement Contract" is approved by DOC. The system will not allow allocation for a Service Provider if the "Grant Agreement Contract" is not equal to "Approved"
- The start date for the fund will be captured in the system and the end date will be the Grant end date. Whenever fund allocation or fund changes take place for a service provider, a Work queue

will be generated for all service provider users. The work queue will not be tied to any specific service provider user.

- The uploaded excel file will be processed by a batch job and will allocate funds based on the category for a Service Provider.
- When no funds are available, the system keeps completed applications as pending for Primary Heat Benefit. This is controlled by a parameter "Send_No_Funds_Denial_Letter. The batch job will first process such applications and will obligate funds for Primary Heat. This fund obligation will be prioritized based on the application-logged date. The system will distribute the Primary heat benefit payment as below
 1. If the application indicates 30% to be paid to electric vendor, the payment will be distributed as 30% to Electric vendor and 70% to Heat vendor.
 2. If the application does not indicate 30% to be paid to electric vendor, the payment will be distributed as 100% to primary heat vendor.
 3. The primary heat benefit amount is paid directly to the household under the following conditions:
 - vendor (Vendor who would not sign vendor agreement). In the application, this vendor will have to be selected.
 - Self - cut wood and Primary fuel is wood
 - Self - cut wood and Primary fuel is wood and Secondary Heating vendor is entered in the application
 - Primary fuel is wood but the applicant does not cut their wood and does not have a wood vendor in the application.
 - For all above reasons, 100% of previous year electric consumption is paid to the electric vendor. The balance is paid to the household.
- The batch job will also process applications that were entered before the start of the program year and were marked as no funds. The batch job will process these applications on Oct1st which is the start date of EAP. It will obligate and distribute payment as said above.

Maintain Grant Agreement:

- The different statuses identified are Mailed, Received, Approved, Terminated and Closed.
- The above status is derived by the values input in the screen i.e. when there is a value in the field "Contract Date Mailed" then the status will be set to "Mailed". If there is a value in the field "Date Back from commissioner" then the status will be set to "Approved".
- DOC will close the contract at the end of the program year when all transactions are complete with the service provider. The status will be set to "Closed" when a date is entered for "Closed Date". The status will be set to "Closed" immediately irrespective of the date value entered for the "Closed date"
- DOC can terminate the contract for a service provider by entering the Termination date and the status will be set to "Terminated". All remaining funds available for the Service provider must be de-allocated by the DOC User i.e. removed through the allocation screen before terminating the contract. The system will not stop the service provider from using the system when the contract is "Terminated".
- The dates associated with any Status cannot be removed and can only be changed.
- The previous year data can only be viewed and cannot be modified.
- The system will not allow entry of future dates
- The status will be derived in the following order Mailed, Received, Approved and Closed. The status cannot become directly to Approved without attaining the statuses Mailed and Received.
- The status "Terminated" has no preceding status and can be set directly.



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- All statuses are irrevocable.

Reach Out For Warmth:

- System will allow allocations for ROFW similar to Admin i.e. ROFW fund will not be used as program fund category (EAP, WAP, ERR, Crisis). FSR and Cash Requests will be submitted for ROFW.