

Introduction

The Sponsored Program is the structure used to control and monitor transactions based on the sponsor's external programs. Sponsored Programs are grant specific. Before you begin assigning a number to the sponsored program, identify the earmarking requirements for the grant. For instance, a grant may have a requirement for the State to expend no more than a certain percentage for Administration, a set amount or percentage for State Level Activities and a certain amount or percentage for flow thru or flow out to eligible sub-recipients. These earmarking requirements or any activity that has to be budgeted and accounted for separately is referred to in SAP as the Sponsored Program. Sponsored Programs are programs set or agreed upon by the sponsor at the time of the grant award/agreement.

Spreadsheet Definition & Instructions

Below are requirements that must be followed when completing the Sponsored Program Mapping Spreadsheet:

1. Enter a line number. Assign each program an individual line number.
2. Enter the corresponding grant number from the Grant Master spreadsheet.
3. Enter the sponsored program number. The Sponsored Program number consists of the first eight (8) characters of the grant master number followed by a (2) two-digit sequential number for each Sponsored Program. If one of these external programs or major requirements has further breakouts or sub-programs such as the example below for State Level Activities, a separate Program number is assigned to each sub-program which can be rolled together in a grouping. If Sponsored Programs need to be grouped, specify that in the Group column.

A typical numbering sequence may be:

- U107000101 - (Program 01) - Administration
- U107000102 - (Program 02) - State Level Activities - Assessment
- U107000103 - (Program 03) - State Level Activities - Technical Assistance
- U107000104 - (Program 04) - State Level Activities - Professional Development
- U107000105 - (Program 05) - Flow Thru Funds to Sub-Recipients

For grant funded projects, each Sponsored Program is equivalent to each project phase in SAP. Examples of phases are:

- CR.000001.1 – Planning/Feasibility
- CR.000001.2 – Design
- CR.000001.3 – Row/Land Rights

4. Enter the description of the program. Enter the name of the Sponsored Program.
5. Enter the fund center. The Fund Center will account for revenue and costs for the Sponsored Program. It has a 1:1 relationship with the Cost Center which is the organizational unit within a controlling area that represents a revenue and cost collector for more permanent activities or areas of responsibility.
6. Enter the functional area. The Functional Area is reserved to account for Executive Directives or to capture costs by parishes (see tab in spreadsheet for parish functional area

NOTE: Double click in the Word document to the left to scroll down the instruction document.

Functional Area by Parish

Proposed FA Number (7)	Functional Area Name (25)	Valid From (10)	Valid To (10)	Expiration Date (10)
9990100	ACADIA	01/01/2000	12/31/9999	12/31/9999
9990200	ALLEN	01/01/2000	12/31/9999	12/31/9999
9990300	ASCENSION	01/01/2000	12/31/9999	12/31/9999
9990400	ASSUMPTION	01/01/2000	12/31/9999	12/31/9999
9990500	AVOYELLES	01/01/2000	12/31/9999	12/31/9999
9990600	BEAUREGARD	01/01/2000	12/31/9999	12/31/9999
9990700	BIENVILLE	01/01/2000	12/31/9999	12/31/9999
9990800	BOSSIER	01/01/2000	12/31/9999	12/31/9999
9990900	CADDO	01/01/2000	12/31/9999	12/31/9999
9991000	CALCASIEU	01/01/2000	12/31/9999	12/31/9999
9991100	CALDWELL	01/01/2000	12/31/9999	12/31/9999
9991200	CAMERON	01/01/2000	12/31/9999	12/31/9999
9991300	CATAHOULA	01/01/2000	12/31/9999	12/31/9999
9991400	CLAIBORNE	01/01/2000	12/31/9999	12/31/9999
9991500	CONCORDIA	01/01/2000	12/31/9999	12/31/9999
9991600	DESOTO	01/01/2000	12/31/9999	12/31/9999
9991700	EAST BATON ROUGE	01/01/2000	12/31/9999	12/31/9999
9991800	EAST CARROLL	01/01/2000	12/31/9999	12/31/9999
9991900	EAST FELICIANA	01/01/2000	12/31/9999	12/31/9999
9992000	EVANGELINE	01/01/2000	12/31/9999	12/31/9999
9992100	FRANKLIN	01/01/2000	12/31/9999	12/31/9999
9992200	GRANT	01/01/2000	12/31/9999	12/31/9999
9992300	IBERIA	01/01/2000	12/31/9999	12/31/9999
9992400	IBERVILLE	01/01/2000	12/31/9999	12/31/9999
9992500	JACKSON	01/01/2000	12/31/9999	12/31/9999
9992600	JEFFERSON	01/01/2000	12/31/9999	12/31/9999
9992700	JEFFERSON DAVIS	01/01/2000	12/31/9999	12/31/9999
9992800	LAFAYETTE	01/01/2000	12/31/9999	12/31/9999
9992900	LAFOURCHE	01/01/2000	12/31/9999	12/31/9999
9993000	LASALLE	01/01/2000	12/31/9999	12/31/9999
9993100	LINCOLN	01/01/2000	12/31/9999	12/31/9999
9993200	LIVINGSTON	01/01/2000	12/31/9999	12/31/9999
9993300	MADISON	01/01/2000	12/31/9999	12/31/9999
9993400	MOREHOUSE	01/01/2000	12/31/9999	12/31/9999
9993500	NATCHITOCHE	01/01/2000	12/31/9999	12/31/9999
9993600	ORLEANS	01/01/2000	12/31/9999	12/31/9999
9993700	OUACHITA	01/01/2000	12/31/9999	12/31/9999
9993800	PLAQUEMINES	01/01/2000	12/31/9999	12/31/9999
9993900	POINTE COUPEE	01/01/2000	12/31/9999	12/31/9999
9994000	RAPIDES	01/01/2000	12/31/9999	12/31/9999
9994100	RED RIVER	01/01/2000	12/31/9999	12/31/9999
9994200	RICHLAND	01/01/2000	12/31/9999	12/31/9999
9994300	SABINE	01/01/2000	12/31/9999	12/31/9999
9994400	ST BERNARD	01/01/2000	12/31/9999	12/31/9999
9994500	ST CHARLES	01/01/2000	12/31/9999	12/31/9999

Functional Area by Parish

9994600	ST HELENA	01/01/2000	12/31/9999	12/31/9999
9994700	ST JAMES	01/01/2000	12/31/9999	12/31/9999
9994800	ST JOHN THE BAPTIST	01/01/2000	12/31/9999	12/31/9999
9994900	ST LANDRY	01/01/2000	12/31/9999	12/31/9999
9995000	ST MARTIN	01/01/2000	12/31/9999	12/31/9999
9995100	ST MARY	01/01/2000	12/31/9999	12/31/9999
9995200	ST TAMMANY	01/01/2000	12/31/9999	12/31/9999
9995300	TANGIPAHOA	01/01/2000	12/31/9999	12/31/9999
9995400	TENSAS	01/01/2000	12/31/9999	12/31/9999
9995500	TERREBONNE	01/01/2000	12/31/9999	12/31/9999
9995600	UNION	01/01/2000	12/31/9999	12/31/9999
9995700	VERMILLION	01/01/2000	12/31/9999	12/31/9999
9995800	VERNON	01/01/2000	12/31/9999	12/31/9999
9995900	WASHINGTON	01/01/2000	12/31/9999	12/31/9999
9996000	WEBSTER	01/01/2000	12/31/9999	12/31/9999
9996100	WEST BATON ROUGE	01/01/2000	12/31/9999	12/31/9999
9996200	WEST CARROLL	01/01/2000	12/31/9999	12/31/9999
9996300	WEST FELICIANA	01/01/2000	12/31/9999	12/31/9999
9996400	WINN	01/01/2000	12/31/9999	12/31/9999
9999800	OUT OF STATE	01/01/2000	12/31/9999	12/31/9999
9999900	STATEWIDE	01/01/2000	12/31/9999	12/31/9999