

OREGON ACCOUNTING MANUAL

SUBJECT: Accounting and Financial Reporting	Number: 15.42.00
DIVISION: Chief Financial Office	Effective date: April 1, 2013
Chapter: Accounting and Financial Reporting	
Part: Federal Grants	
APPROVED: George Naughton, Chief Financial Officer	Signature on file

PURPOSE: This policy provides guidance on accounting and financial reporting for federal awards received by the State. This policy requires agencies that directly use **R*STARS** to use specific grant profiles for accounting and reporting of federal grants as outlined in this policy.

AUTHORITY: **ORS 293.590**
ORS 291.015
ORS 291.040
 Single Audit Act of 1984 as amended in 1996
 Office of Management and Budget (OMB) Circular A-133

APPLICABILITY: This policy applies to all state agencies included in the State’s annual financial statements, except for those agencies specifically exempted by **OAM 01.05.00**.
 The policy applies to all agencies that receive and expend **federal awards**. Agencies that interface transactions to R*STARS are encouraged, but are not required, to use specific grant profiles, as outlined in this policy, for accounting and reporting of federal grants.

DEFINITIONS: **Federal awards** are federal financial assistance and federal cost-reimbursement contracts that non-federal entities (such as the State) receive directly from federal awarding agencies or indirectly from pass-through entities.

Click here for other **[definitions](#)**.

POLICY:

- 101. Agency management must ensure the proper accounting and reporting of federal grants received by their agency.

Required Grant Profiles

- 102. To comply with the provisions of the Single Audit Act, the State prepares a federal reporting package as required by **OMB Circular A-133**, *Audits of States, Local Governments, and Non-Profit Organizations*. As part of the federal reporting package, Statewide Accounting and Reporting Services (SARS) compiles a **Schedule of Expenditures of Federal Awards (SEFA)** annually based on data that agencies provide (see **OAM 30.10.00.PO**). In order to facilitate the

effective and efficient compilation of the SEFA, agencies that receive and expend federal awards must use the following grant profiles to account for their federal grants:

- D35 Grant Type
- D40 Grant Category
- D28 Grantor
- D47 Grant Number
- 029 Grant Control

Optional Profiles

103. Agencies may use the following lower level profiles for grant accounting, at their discretion: D48 Grant Object and 026 Program Cost Account.

Accounting for Grants

104. The SEFA reports expenditures on the same **basis of accounting** as the originating funds and must tie to expenditures recorded in the agency's accounting records. Generally, agencies account for federal grants in a **special revenue fund**; thus, the basis of accounting would be the **modified accrual basis of accounting**.
105. In order to ensure consistent accounting data, agencies must apply the standard accounting treatment for federal award transactions as outlined in the accompanying procedure.
106. Agencies must account for and report federal awards as federal revenues, regardless of how they are budgeted (i.e., federal funds budgeted as other funds) to ensure accurate reporting for the SEFA.
107. Agencies are encouraged to consider how the use of grant profiles will facilitate other types of reporting (in addition to SEFA reporting), such as periodic federal program reporting or managerial tracking and reporting of federal grants.

Reporting SEFA Data

108. Agencies will use a standard Hyperion query that is available through the Datamart Repository for annual SEFA reporting. Agencies are responsible for reviewing the data to ensure accuracy and completeness of the SEFA information for their agency.

PROCEDURE:

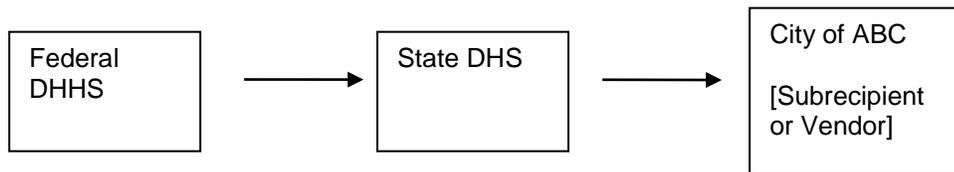
Using Required Grant Profiles

109. Agencies that receive and expend **federal awards** must use certain grant profiles to account for their federal grants in order to facilitate the efficient compilation of the annual SEFA. Two of these grant profiles are maintained at the statewide level, while the other three are established and maintained by each agency as noted below:
- D35 Grant Type Maintained at the statewide level
 - D40 Grant Category Maintained at the statewide level
 - D28 Grantor Maintained by each agency
 - D47 Grant Number Maintained by each agency
 - 029 Grant Control Maintained by each agency

110. The Grant Type profile (D35) is a key element to ensure proper reporting of federal grant related transactions for SEFA reporting purposes. Selecting the appropriate grant type involves determining: 1) whether the grant is reimbursable or advanced, 2) whether the grant is a direct award or an indirect award, and 3) whether the federal funds are budgeted as Federal Funds or budgeted as Other Funds.
111. If an agency first incurs expenditures and then subsequently requests reimbursement from the federal agency, the grant is a *reimbursable grant*. If an agency requests funds from the federal agency before incurring expenditures, the grant is an *advanced grant*.
112. In order to select the appropriate grant type, it is necessary to determine if the grant is a direct award or an indirect award. The State receives federal funds in one of two ways: either *directly* from a federal agency or *indirectly* from a non-federal entity. Below is an illustration of a direct award:

Direct Award

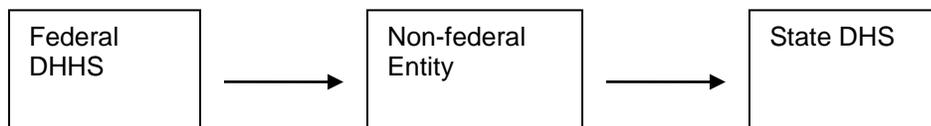
The State *receives* federal funds *directly from a federal agency* and sends the federal funds to a Subrecipient Organization or a Vendor.



Below is an illustration of an indirect award:

Indirect Award

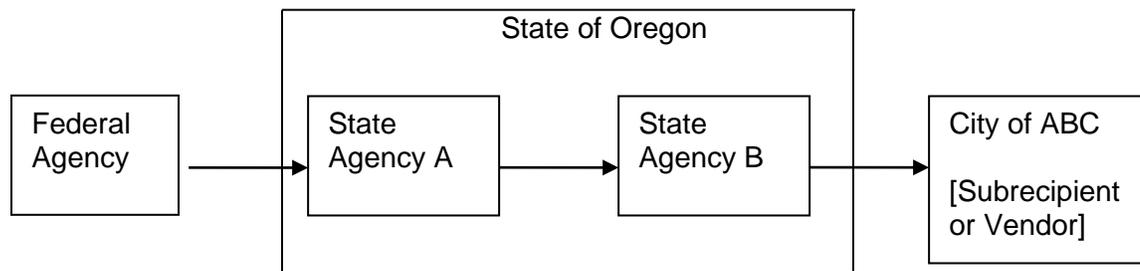
The State *receives* federal funds from a *non-federal entity* and expends the funds on a State program.



113. As used in this context, another state agency is not a *non-federal entity*. The State is *one entity* to the federal government; thus, movement of federal funds from one state agency to another is transparent for SEFA reporting purposes. Federal funds that Agency A receives from a federal agency, and then transfers to Agency B are a direct award to both Agency A and Agency B. Below is an illustration to show that this is a direct award.

Direct Award

The State *receives* federal funds *directly from a federal agency* and sends the federal funds to a Subrecipient Organization or a Vendor (even though the funds are first sent to Agency A and then transferred to Agency B). In this scenario, the grant is a direct award to the State; therefore, the Grant Type used by both Agency A and Agency B should reflect that the grant is a direct award.



Agency A: Reports *federal revenue* and a *transfer out* to Agency B.

Agency B: Reports a *transfer in* from Agency A and reports *federal expenditures* (which are reported as “direct expenditures” if monies are sent to a *vendor*, but are reported as “pass-through to subrecipient” if monies are sent to a *subrecipient*).

114. The following steps are essential when establishing the Grantor (D28), Grant Number (D47), and Grant Control (029) profiles and determining the appropriate Grant Type (D35) and Grant Category (D40) to code each federal grant:
- a. Step 1: Research your federal grants to determine the appropriate Grant Type (D35) from the list below. Do not use Grant Type 03 or Type 04 for federal grants. In order to determine which grant type to associate with a grant received from another state agency, it is first necessary to find out whether the grant is a direct award or an indirect award *to the sending agency*. If the grant is a direct award to the sending agency, your agency should also consider the grant a direct award. If the grant is an indirect award to the sending agency, your agency should also consider the grant an indirect award. Then, determine how your agency budget categorizes the grant from the other agency (budgeted as federal funds, or budgeted as other funds) and whether the grant is reimbursable or advanced. Based on these three pieces of information, determine which grant type to associate with the grant received from another state agency by selecting the applicable grant type from the list below.
 - Grant Type 01 = Federal grant – reimbursable (direct award)
 - Grant Type 02 = Federal grant – advanced (direct award)
 - Grant Type 05 = Indirect federal grant – reimbursable
 - Grant Type 06 = Indirect federal grant – advanced
 - Grant Type 07 = Federal as other funds – reimbursable (direct award)
 - Grant Type 08 = Federal as other funds – advanced (direct award)
 - Grant Type 09 = Indirect federal as other funds – reimbursable
 - Grant Type 10 = Indirect federal as other funds – advanced
 - b. Step 2: Research your federal grants to determine the appropriate Grant Category (D40). The grant category defines the CFDA (Catalog of Federal Domestic Assistance) number and title of federal programs. All federal grant transactions must have a CFDA number for SEFA reporting purposes, even if a CFDA number for the federal program is not yet available. If no CFDA number exists for a particular grant, use a grant category formatted with the first two digits as the federal agency, followed by xxx (e.g., 20.xxx for a grant from the U.S. Department of Transportation). In addition, there are non-federal grants such as Grant category 99.997 Private Donations, 99.998 Non-federal/State Grants, and 99.999 Non-federal Grants. Non-federal grants must contain grant type 03 State Grant or 04 Other Grant.

- c. Step 3: Establish the Grantor profile (D28). An agency must establish a separate grantor profile for every entity from which they receive federal funds (including another state agency). If an agency receives federal awards from multiple divisions or units within one federal agency, it is only necessary to establish a single grantor profile for the federal agency.
- d. Step 4: Establish the Grant Number profile (D47). The grant number profile defines a grant number and an associated title for the grant. Agencies must establish a grant number profile for every federal grant. If federal funds for a given grant are budgeted as Other Funds and the agency has an Other Fund matching component, it is necessary to establish two different grant number profiles to track the federal expenditures separately from the Other Fund matching expenditures. The separate grant number profile for the Other Fund match will be tied to Grant Type 03 or 04 (non-federal). If federal funds for a given grant are budgeted as Federal Funds and the agency has an Other Fund or General Fund matching component, the agency may use a single grant number profile to track both the federal expenditures and the expenditures paid for with Other Funds or General Fund. In addition, if federal funds for a given grant are budgeted as Other Funds and the agency has a General Fund (only) matching component, the agency may use a single grant number profile to track both the federal expenditures and the General Fund expenditures. Associate each grant number profile with a specific grantor ID number (D28), Grant Category (D40) and Grant Type (D35). If no CFDA number exists for a particular grant, agencies must use the *award contract number* field (20 characters) to track the federal program.
- e. Step 5: Establish the Grant Control profile (029). Agencies use the grant control profile to establish a phase for each grant, which is required to enter transactions related to federal grants. Associate each Grant Control Profile with a Grant Number (D47) profile.

115. Appendix A, an addendum to this procedure, describes each of the grant profiles listed above in 109. The purpose of the appendix is to assist agencies with understanding, establishing, and maintaining these profiles.

Standard Accounting Treatment

116. In order to ensure consistent accounting data for SEFA reporting, it is essential that all agencies that receive and expend federal awards handle similar accounting transactions in a consistent, standard manner. Agencies must record the following types of transactions in the manner described below:

- a. When recording federal revenue *received either directly or indirectly*, agencies must record the revenue using the appropriate comptroller object. Use comptroller object 0300, Federal Revenue, for federal revenue whether the federal funds are budgeted as Federal Funds or as Other Funds. Record the federal revenue in a D23 fund with an appropriated fund that begins either with '6' (federal source) or '3' (for federal funds budgeted as other funds). Additional comptroller objects available to record federal revenue are 0355, Federal Revenue as Other Funds; 0360, Federal Revenue Service Contracts; and 0365, Build America Bonds Federal Credit.
- b. When *sending* federal funds to another *state agency*, agencies must record the transaction as an interagency transfer using the applicable comptroller object, Transfer Out to Agency xxx (c/o 1430 and 1801 through 1915 or 6081 through 6197, excluding 6093). This does not apply when a state agency is a vendor of another state agency (see 117 through 121 below).

- c. When *receiving* federal funds from another *state agency*, agencies must record the transaction as an interagency transfer using the applicable comptroller object, Transfer In from Agency xxx (c/o 1279 through 1400, excluding 1301, 1303 and 1356). In some cases, the receiving agency will budget federal funds as other funds; however, the transaction is still a Transfer In from Agency xxx. This does not apply when a state agency is a vendor of another state agency (see 117 through 121 below).
- d. When *sending* federal funds to a **subrecipient**, agencies must record the distribution using one of the following comptroller objects, depending on the type of organization to which the federal funds are being sent:
- 1404 Transfer to Cities
 - 1405 Transfer to Counties
 - 1407 Transfer to Oregon Health and Science University (a component unit)
 - 1408 Transfer to Non-Governmental Units
 - 1435 Transfer Out to Semi Independent Agency
 - 6093 Distribution to Oregon Health and Science University (a component unit)
 - 6300 Distribution to Counties
 - 6400 Distribution to Cities
 - 6500 Distribution to Community College Districts
 - 6600 Distribution to Local School Districts
 - 6700 Distribution to Other Governments
 - 6725 Distribution to Non-Governments
 - 6726 Distribution to For-Profit Subrecipient
 - 6727 Loans Made – Subrecipient Distribution
 - 6730 Other Distributions to Subrecipients
 - 6735 Distribution to Non-Profit Organizations
 - 6740 Other Distribution to Taxable Subrecipient
- e. An agency incurs a *direct expenditure* when it carries out the federal program, not when it passes federal funds through to another organization (subrecipient) that carries out the federal program. Direct expenditures plus amounts provided to subrecipients equals total expenditures reported in the SEFA for any given agency. Agencies may charge direct expenditures of federal funds to Personal Services comptroller objects, Services & Supplies comptroller objects, comptroller object 1456 Transfer Out – Indirect Cost Center, or one of the following Special Payment Comptroller Objects (do not use any of the comptroller objects listed in 116d above):
- 6800 Distribution to Individuals
 - 6805 Client / Benefit Payments
 - 6808 Distributions to Non-Employees
 - 6810 Rental Assistance
 - 6820 Payments to Counties
 - 6821 Payments to Cities
 - 6822 Payments to Community College Districts
 - 6823 Payments to Local School Districts
 - 6824 Payments to Other Governments
 - 6826 Payments to Non-Governments
 - 6850 Loans Made to Individuals
 - 6875 Loans Made – Other
 - 6893 Payments to OHSU
 - 6900 Other Special Payments

- 6905 Loan Repayment on Behalf of Grant Subrecipients
- 6910 Distribution to Contract Service Provider
- 6950 Other Special Payments – Medical Services

- f. For *distributions to subrecipients*, agencies must record a separate year-end accrual for each subrecipient, broken out by **CFDA** number, subrecipient organization and tax ID number, and grant number for SEFA reporting. The following transaction code allows for this level of detail:

TC 941 - Accrue distribution to subrecipient

DR 3505 Expenditure Accrual (use only comptroller objects shown in 116d)
CR 1215 Accounts Payable or 1512 Due to Other Governments

Transaction code 941 will auto-reverse in the following month with transaction code 942.

- g. For *direct federal expenditures*, agencies may record year-end accruals in a lump sum for each **CFDA** number, which must include a grant number for SEFA reporting. The following transaction code allows for this level of detail:

TC 437 - Accrue direct expenditure

DR 3505 Expenditure Accrual (use only comptroller objects allowed per 116e)
CR 1215 Accounts Payable or 1512 Due to Other Governments

Transaction code 437 will auto-reverse in the following month with transaction code 983.

Distinguishing Between Subrecipient vs. Vendor

117. In order to apply the standard accounting described in 116 and to report properly on the SEFA, it is essential that agencies determine when they are distributing federal funds to a *subrecipient* versus when they are using federal funds to pay a *vendor* for goods or services rendered. This distinction is also important because federal awards expended as a subrecipient are subject to audit (in accordance with **OMB Circular A-133**, *Audits of States, Local Governments, and Non-Profit Organizations*); however, payments received for goods or services provided as a vendor are not considered federal awards. Thus, this distinction determines whether the organization that is receiving a payment from an agency (made using federal funds) is subject to audit.
118. A subrecipient is a non-federal entity that *expends* a federal award it *receives from a pass-through entity* to carry out a federal program. Characteristics indicative of a federal award received by a subrecipient are when *the organization* that received the payment:
- Determines who is eligible to receive what federal financial assistance;
 - Has its performance measured against whether the objectives of the federal program are met;
 - Has responsibility for programmatic decision making;
 - Has responsibility for adherence to applicable federal program compliance requirements; and
 - Uses the federal funds to carry out a program of the *organization* as compared to providing goods or services for a program of *the pass-through agency*.
119. *One state agency can never consider another state agency to be a subrecipient.* This is because the State is one entity to the federal government; thus, movement of federal funds from one state agency to another is transparent for SEFA reporting purposes and agencies must record this movement as a transfer from one state agency to the other (see 116b and 116c

above). However, it is possible that a state agency can be a vendor of another state agency, if it meets the definition of a vendor (see 120 below).

120. A vendor is a dealer, distributor, merchant, or other provider of goods or services needed to administer a federal program. The goods or services may be for an entity's own use or for the use of beneficiaries of the federal program. Characteristics indicative of a *payment for goods or services* received by a vendor are when *the organization* that received the payment:
 - a. Provides the goods or services within normal business operations;
 - b. Provides similar goods or services to many different purchasers;
 - c. Operates in a competitive environment;
 - d. Provides goods or services that are ancillary (not essential) to the operation of the federal program; and
 - e. Is not subject to compliance requirements of the federal program.
121. In making the determination of whether a subrecipient or vendor relationship exists, the *substance* of the relationship is more important than the *form* of the agreement. The key is to determine the nature or the intent of the relationship between the agency and the entity to which the agency is making a payment.

Using Repository Reports for SEFA Reporting

122. Agencies must use the SEFA Reports available through the Datamart Repository for fiscal year-end SEFA reporting. The basis of the queries that produce these reports is the standard accounting treatment outlined in this procedure. Each agency will run the query report for their agency, review the data in the report to ensure accuracy, and submit their SEFA reporting data following applicable year-end procedures as provided by Statewide Accounting and Reporting Services (SARS).

Appendix A

Federal Grant Profiles

Agencies must establish several of the R-Stars profiles in a specific order because of their interrelationships. The profile relationship chart below illustrates dependencies between the selected profiles. Some profiles must be in place before agencies may establish other profiles.

Profile Relationships	
<u>Required Profiles</u>	
▪ D35 Grant Type	I
▪ D40 Grant Category	I
▪ D28 Grantor	I
▪ D47 Grant Number	D (D28, D35, D40)
▪ 029 Grant Control	D (D47)
<u>Optional Profiles</u>	
▪ D48 Grant Object	D (D47)
▪ 026 Program Cost Account	D (D04)

I = Independent within the group
D = Dependent upon other profiles (shown in parentheses) being established

D35 Grant Type Profile

The grant type profile (D35) is a centrally maintained profile that defines the grant type and associated title. There are 10 different grant types on the D35 profile screen. Each D47 Grant Number profile must tie to a specific D35 Grant Type profile. Agencies must use the D35 profile for federal grant accounting and reporting. This includes federal funds budgeted as other funds. When your grant is from another state agency, refer to paragraph 114(a) in the procedure in order to determine the appropriate grant type.

SD35 VER 2.0	STATE OF OREGON	02/07/12 08:10 AM
LINK TO:	<u>GRANT TYPE PROFILE</u>	
PROD		
GRANT TYPE: <u>01</u>		
TITLE: <u>FEDERAL GRANT - REIMBURSABLE</u>		

Definitions of Grant Types

Grant Type 01: Federal Grant – Reimbursable. Classify a federal grant as type 01 when your agency receives federal funds *directly* from a federal agency *and* when your agency incurs expenditures first, and then requests reimbursement from the federal agency.

Grant Type 02: Federal Grant – Advanced. Classify a federal grant as type 02 when your agency receives federal funds *directly* from a federal agency *and* when your agency requests funds from the federal agency before (in advance of) incurring expenditures.

Grant Type 03: State Grant. Do not use this grant type for federal grant reporting.

Grant Type 04: Other Grants. Do not use this grant type for federal grant reporting.

Grant Type 05: Indirect Federal Grant – Reimbursable. Classify a federal grant as type 05 when your agency receives federal funds *indirectly* (meaning, from a *non-federal* entity) *and* when your agency incurs expenditures first, and then requests reimbursement from the non-federal entity.

Grant Type 06: Indirect Federal Grant – Advanced. Classify a federal grant as type 06 when your agency receives federal funds *indirectly* (meaning, from a *non-federal* entity) *and* when your agency requests funds from the non-federal entity before (in advance of) incurring expenditures.

Grant Type 07: Federal as Other Funds – Reimbursable. Classify a federal grant as type 07 when your federal funds are budgeted as other funds, when your agency receives federal funds *directly* from a federal agency *and* when your agency incurs expenditures first, and then requests reimbursement from the federal agency.

Grant Type 08: Federal as Other Funds – Advanced. Classify a federal grant as type 08 when your federal funds are budgeted as other funds, when your agency receives federal funds *directly* from a federal agency *and* when your agency requests funds from the federal agency before (in advance of) incurring expenditures.

Grant Type 09: Indirect Federal as Other Funds – Reimbursable. Classify a federal grant as type 09 when your federal funds are budgeted as other funds, when your agency receives federal funds *indirectly* (meaning, from a *non-federal* entity) *and* when your agency incurs expenditures first, and then requests reimbursement from the non-federal entity.

Grant Type 10: Indirect Federal as Other Funds – Advanced. Classify a federal grant as type 10 when your federal funds are budgeted as other funds, when your agency receives federal funds *indirectly* (meaning, from a *non-federal* entity) *and* when your agency requests funds from the non-federal entity before (in advance of) incurring expenditures.

D40 Grant Category Profile

The grant category profile (D40) is a centrally maintained profile that defines the CFDA number of a federal program (grant category) along with the associated title. Agencies must use the D40 profile for federal grant accounting and reporting.

SD40 VER 2.0	STATE OF OREGON	06/07/12 08:18 AM
LINK TO:	<u>GRANT CATEGORY PROFILE</u>	
PROD		
GRANT CAT: 16.745	TITLE: <u>CRIMINAL & JUVENILE JUSTICE & MENTAL HEALTH COLLAB</u>	
PREVIOUS GRANT CAT: 16.745		
EFF START DATE: 03012006	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE: 04142006

Data Fields

1. **Grant Category:** The grant category represents the CFDA number of a federal program. If a federal program does not have a CFDA number, SARS may need to add a new grant category to the D40 profile. The format would be the two-digit federal agency number, followed by .XXX. For example, a grant from the federal Department of Transportation would be 20.XXX. If your agency needs a new D40 profile, please contact SARS to ask that the new profile be established in R*STARS. Once SARS approves the CFDA number, SARS will contact SFMS to update the D40 screen. Please include the new CFDA number and the complete title. If a CFDA number does not exist, provide the federal agency number and the name of the federal agency.
2. **Title:** The title represents the name of the federal program (title associated with a CFDA number).

Note: When the list of changes or deleted CFDA numbers is posted to the CFDA.gov website (currently it is twice a year), SARS incorporates the changes into the grant category profile. For deleted CFDA numbers, SARS usually changes the effective end date to 12/31 of the current year to prompt archiving of these old profiles. If an agency needs to continue using an old CFDA number, please contact your SARS analyst.

D28 Grantor Profile

The D28 grantor profile is an agency maintained profile that defines the grantor identification number and the associated name and address for grant reporting. A grantor is an organization from which an agency receives a grant (including another state agency). Agencies must use the D28 profile for federal grant accounting and reporting.

SD28 VER 2.0 LINK TO:	STATE OF OREGON <u>GRANTOR PROFILE</u>	06/07/12 08:13 Note: N PROD
AGENCY: <u>213</u> (MUST BE IN D02 AGENCY PROFILE) ID: <u>930902048</u>		
NAME: <u>US DEPARTMENT OF JUSTICE</u>		
ADDRESS 1: <u>OFFICE OF COMPTROLLER, CONTROL DESK</u> ADDRESS 2: <u>810 7TH STREET NW</u> ADDRESS 3: <u>ROOM 5303</u>		
CITY: <u>WASHINGTON</u>		STATE: <u>DC</u> ZIP CODE: <u>20531</u>
EFF START DATE: 08051994	EFF END DATE:	STATUS CODE: A LAST PROC DATE: 10082009

Data Fields

1. **Note:** When establishing a D28 profile, if the user does not enter a note in the notepad, the system will automatically default to 'N' (for No) in the note field. To enter a note in the notepad, type 'Note' in the link to field and press F9-Interrupt. The 105 notepad screen will display. After creating the note, press F10-Save and then press F9-Interrupt to return to the D28 profile. The system will display a 'Y' (Yes) in the note field indicating a note is attached.
2. **Agency:** Enter the agency number of your agency as the grantee (recipient).
3. **ID:** Enter up to a 14-digit grantor identification number, as provided by the grantor organization. This number needs to be the same Grantor ID number as that entered on the D-47 screen.
4. **Name:** Enter the name of the organization from which your agency will receive the grant (grantor name).
5. **Address 1:** Enter the address of the grantor organization (Address 1).
6. **Address 2:** Enter Address 2 or leave blank.
7. **Address 3:** Enter Address 3 or leave blank.
8. **City:** Enter the city for the grantor address.
9. **State:** Enter the two-character state for the grantor address.
10. **Zip Code:** Enter up to a nine-digit zip code for the grantor address.

D47 Grant Number Profile

The D47 profile is an agency maintained profile that establishes the agency defined grant number and the associated title for grant reporting purposes. Agencies must use the D47 profile for federal grant accounting and reporting.

SD47 VER 2.0	STATE OF OREGON	06/07/12 08:13
AM		
LINK TO:	<u>GRANT NUMBER PROFILE</u>	
PROD		
AGENCY: <u>213</u> (MUST BE IN D02 AGENCY PROFILE)		
GRANT NUMBER: <u>555000</u>	TITLE: <u>JUSTICE AND MENTAL HEALTH COURT</u>	
FISCAL YEAR END: <u>0930</u>	DESC: <u>JOSEPHINE COUNTY MENTAL HEALTH</u>	
GRANT PH BUDGET LEVEL IND: <u>Y</u>	(Y OR N - CONTROL BUDGETS AT PHASE LEVEL)	
AGY BUD GRANT LEVEL IND: <u>1</u>	(0=NO GRANT, 1=GRANT, 2=GRANT/PHASE)	
GRANTOR ID: <u>930902048</u>	CATEGORY: <u>16.745</u>	GRANT TYPE: <u>01</u>
ADDRESS 1: <u>US DEPARTMENT OF JUSTICE</u>		
ADDRESS 2: <u>810 7TH STREET NW</u>		
ADDRESS 3: <u>ROOM 5303</u>		
CITY: <u>WASHINGTON</u>	STATE: <u>DC</u>	ZIP CODE: <u>20531</u>
AWARD DATE: <u>10012009</u>	AWARD CONTRACT NO: <u>2009MOBX0036</u>	
STATE APPL ID: <u>13.620.3424</u>	LOC REF NO:	
MANAGER: FISCAL ANALYST		
APPLICATION STATUS:	DUE DATE:	FINAL DECISION DATE:
GRANTORS GRANT NO: <u>2009-MO-BX-0036</u>		

Data Fields

1. **Agency**: Enter your agency number.
2. **Grant number**: Enter the grant number.
3. **Title**: Enter the title of the grant associated with the grant number.
4. **Grant ph budget level ind**: This indicator controls the posting of the phase to the grant, cash control, and cash balance financial tables. Enter a one character Y (Yes) or N (No) value. If an agency selects 'Y', the grant's budget and cash balances will be controlled and posted at the phase level. The grant and phase code are both posted to the control key of the grant, cash control and cash balance financial tables. If an agency selects 'N', grant budget and cash control is at the grant level, and the agency must establish a 29 grant control profile with a phase of '00'. If the value of this indicator is 'N', SFMA posts the grant code and a blank phase code to the control key of the grant financial table.
5. **Agy bud grant level ind**: Enter the one-digit agency budget grant level indicator that identifies the level at which the grant is budgeted. Valid values are as follows:
 - 0 – No grant
 - 1 – Grant
 - 2 – Grant/Phase
6. **Grantor ID**: Enter up to a 14-digit grantor identification number. The grantor ID number must match the grantor ID number on the D28 grantor profile.
7. **Category**: Enter the CFDA number associated with the grant number. The CFDA number must be on the D40 grant category profile.
8. **Grant Type**: Enter the two-digit grant type code based on the type of federal grant. The grant type code must be on the D35 grant type profile.

9. Address 1: Enter address 1 for the grantor, up to 40 characters.
10. Address 2: Enter address 2 up to 40 characters.
11. Address 3: Enter address 3 up to 40 characters.
12. City: Enter the city for the grantor address, up to 30 characters.
13. State: Enter the two-character state for the grantor address.
14. Zip code: Enter up to a nine-digit zip code for the grantor address.
15. Award date: Enter an eight-digit award date. The date must be in standard MMDDYYYY format.
16. Award Contract Number: Enter the contract number for all grants that do not have a valid CFDA number. If the CFDA number is valid, then the award contract number may remain blank.
17. Loc Ref No: Optional.
18. Manager: Up to 60 characters (optional).
19. Application Status: 1 character; must be in D53 Table ID: GAST (optional).
20. Due Date: Use standard MMDDYYYY format (optional).
21. Final Decision Date: Use standard MMDDYYYY format (optional).
22. Grantors Grant No: Up to 15 character alpha-numeric field (optional).

- 0 – No object
- 1 – Comptroller object (D10)
- 2 – Agency object (D11)
- 3 – Grant object
- A – Fund, no object
- B – Fund and comptroller object
- C – Fund and agency object
- D – Fund and grant object

10. Rev post level ind (Revenue object posting level): This indicator determines the revenue object and/or fund level at which SFMA posts transactions to the grant financial table. For example, if the value is '1' SFMA posts the comptroller object on the transaction to the control key grant financial table. Enter the applicable one-character code from the list below:
- 0 – No object
 - 1 – Comptroller object (D10)
 - 2 – Agency object (D11)
 - 3 – Grant object
 - A – Fund, no object
 - B – Fund and comptroller object
 - C – Fund and agency object
 - D – Fund and grant object
11. Grant ctl type ind: Enter the desired one-digit grant control type indicator as follows:
- 0 – None: expenditures exceeding the expendable budget will not cause an error message.
 - 1 – Absolute/Fatal: SFMA will not post expenditures greater than the expendable budget and will issue a fatal message.
 - 2 – Advisory/Warning: SFMA will post expenditures that exceed the expendable budget and will issue a warning message.
12. Cash ctl post ind: This indicator determines whether SFMA will use the grant structure to post to the cash control and cash balance financial tables. For example, a value of 'N' indicates that the grant on the cash control and cash balance financial tables will be blank (control is without regard to grant); whereas a value of 'Y' indicates that the grant will be posted to the cash control and cash balance financial tables. The D47 grant number profile grant phase budget level indicator determines whether SFMA posts the phase code. Enter the applicable one-digit cash control posting indicator as follows:
- Y – Yes, exercise cash control for the grant phase.
 - N – No, do not have cash control for the grant phase.
13. Cash ctl type ind: Enter the desired one-digit cash control type indicator as follows:
- 0 – None: expenditures exceeding the expendable budget will not cause an error message.
 - 1 – Absolute/Fatal: SFMA will not post expenditures greater than the expendable budget and will issue a fatal message.
 - 2 – Advisory/Warning: SFMA posts expenditures and encumbrances that exceed the expendable budget and will issue a warning message.
14. Proj/ph: Enter the project number or leave blank. The project number and phase associate a project/phase with the grant/phase. All budgetary, expenditure and revenue transactions recorded against this grant/phase will also post to the project table (and other tables) for the project/phase. This project number must also exist in the 27 project control profile if entered. Enter the two-digit project phase or leave blank. This is a required field if there is a project number entered.
15. Agy cd 2: Enter an agency code 2 indicator. This code must exist in the D27 agency code 2 profile.
16. Serv date ctl ind: Enter a one-character service date control indicator as follows:
- Y – Yes, service dates of transactions must occur prior to the final post date defined in this profile.
 - N – No, SMFA does not control service dates based on the final post date.
17. Grant obj ind: The grant object indicator determines which range of objects on the grant object profile (D48) SFMA will use to post transactions to the grant financial table. This indicator is only required if agency object has been selected on the exp or rev post level indicators (options '3' or 'D'). Valid values include:

- A – Agency object range only
- B – Comptroller and agency object range
- C – Comptroller object only
- Blank – Field must be blank exp or rev post level indicators not set to '3' or 'D'.

18. Contractor/SFX: Enter the optional 10-character vendor id number and three-digit mail code of the primary contractor associated with this grant. If entered, the 51 statewide vendor profile or the 34 agency vendor profile must define the vendor number.