



**Office of the Comptroller
Commonwealth of Massachusetts
Federal Grant (Non-ISA) Set-Up Form
Notice of Federal Grant Award**

DATE:
BUDGET FISCAL YEAR:

**SUBMIT
FORM
TO:**

Federal Grants and Cost Allocation
Office of the Comptroller
Email address: fedgrantaward@state.ma.us

SECTION I.

Is this a: New Grant or Continuing Grant

If continuing, is this a: grant award increase or grant award extension

If this is a New Grant, does your department have an established Indirect Cost Rate?

Yes No

DEPARTMENT NAME:

Revenue Source

CTR will assign (NEW GRANTS)

Central Budget Structure (BGCN - BQ89)

COMPLETED BY DEPARTMENT

Appropriation Number:

Payroll Indicator Yes No

Budgetary Estimated Receipts \$

BGCN Document Identification No.

Cost Accounting Structure (BGRG- BQ88)

COMPLETED BY DEPARTMENT

Federal Grant Award Amount \$

BGRG Document Identification No.

Major Program Table Set-Up

COMPLETED BY DEPARTMENT

Major Program (6 chars. or less):

Major Program Name:

Major Program Short Name (same as Appropriation number):

Program Table Set-Up

COMPLETED BY DEPARTMENT

Program Code (10 char or less, 1st character F if Federal):

Program Name:

Program Short Name:

Program Effective From Date:

Program Effective To Date:

Sub Account:

DUNS Number:

Funding Profile - Funding Line

COMPLETED BY DEPARTMENT

Draw Name

Customer ID

Payment System Code – **Check one box**

EDCAPS

VC7000000001

D

ECHO

VC7000000002

E

OJP & Homeland Security

VC7000000003

L

SMARTLINK

VC7000000004

S

ASAP

VC7000000006

Z

GRANT- NON DRAW

VC7000000007

No Code

Funding Identification

COMPLETED BY DEPARTMENT

CFDA# (5 digit code):

Letter of Credit No.:

Mandatory Requirements - Attachments

Federal Grant Award Letter (New & Continuing Grant)

Yes

Federal Grant Award Form (New Grant)

Yes

COMMENTS:

SECTION II.

Additional Award Information (For Use by the Executive Office for Administration and Finance)	COMPLETED BY DEPARTMENT
Federal Award Identification Number (FAIN):	
State Appropriation Name:	
Award Start Date:	Award End Date:
# of FTEs that are <u>required</u> under this grant:	
What is the receiving agency's plan to ensure that affected FTEs or contractors (if any) will not be shifted to operating budgets once the grant ends?	
Projected fringe and indirect cost:	Are cost included in grant budget?: Yes <input type="checkbox"/> No <input type="checkbox"/>
If fringe and indirect costs are not included in grant budget, please outline the plan to pay for the fringe and indirect costs:	

Department Head/ Authorized Signatory: _____

Grant Liaison _____ **Telephone** _____ **Email** _____

Instruction for Completion of Federal Grant Setup Form (Non-ISA)

DATE:	Enter the Date the form submitted to the Office of the Comptroller
Budget Fiscal Year	Enter the Budget Fiscal Year
SUBMIT FORM TO:	All Grant Forms must be forwarded to the Office of the Comptroller Federal Grants and Cost Allocation Bureau for processing, at the email address provided fedgrantaward@state.ma.us Forms addressed to other Bureaus could affect processing time.
Department Name	Enter the name of the department submitting the form
Central Budget Structure	Enter the Appropriation Number assigned by ANF, a Payroll indicator of Yes or No, the amount of the Estimated Budgetary Receipts,(the amount of estimated cash flow from the grant during this state fiscal year including accounts payable) and the MMARS Document Identification Number for the Central Expense Document (BGCN)
Cost Accounting Structure	Enter the dollar amount of the entire Federal Grant Award. Note: If the entire award is modified (increased or decreased) enter the amount, the MMARS Document Identification Number for the Reimbursable Grant Budget Document (BGRG)
Major Program Table Set-Up	This sets up the cost accounting hierarchy with groups of activities (programs) all part of one structure. For example – a major program could be wastewater management – WASTE. All documents (contracts, encumbrances, payments will reference this code.) Enter the 6 (or fewer) character Major Program Code assigned by the department, the full Major Program Name, the Major Program Short Name must be the Appropriation number.
Program Table Set-Up	Enter 10 (or fewer) characters. All Federal Program codes must begin with the letter F. This is the second level of the cost accounting hierarchy. For new grants, create one program code per “award year”. Please note that an award year is the length of the grant. For example, if the award letter has an effective date of 10/1/14-9/30/17 only one program code is created. If a department receives additional funds under this grant for the same time period, the same program code is used. If the department receives an additional award notice extending the life of the grant beyond the original “Award Years”, with or without an increase in funds, a new program code is needed. If a subaccount changes, this code must change. The subaccount must be the subaccount in the award letter or the draw on the federal grant will fail. Enter your department’s DUNS number.
Program Effective to & From Date	Enter the Program Start & Program End Dates. Please note that end dates are “hard edited” by the system, thus please take into account the accounts payable period for grants when establishing this date. Multiple periods allow for easy periodic reporting aligned to federal reporting dates.
Funding Profile - Funding Line	This must be filled out properly – indicating the federal payment system to be used. If the wrong payment system is indicated, the draw on the federal grant will fail. Enter a check in or opposite the box appropriate for the Payment System Code
Funding Identification	Enter the 2 digit Federal Catalog Agency code and the 3 digit Federal Catalog Suffix code from your award letter or contact the appropriate agency. This must align to the grant award. The proper grant identification information is a federal reporting requirement.
Mandatory Requirements - Attachments	The Office of the Comptroller requires that the documents listed as Mandatory Requirements –Attachments be provided for approval to occur.
Federal Award Identification Number (FAIN)	This identification number is provided by the federal funding agency that provided the grant. This information may be found on the grant award notice the federal funding agency provides your agency. In the past, has also been called the Federal Award Number.
Award Start Date	This is the beginning date for the grant award and is found on the grant award notice sent from the federal funding agency.
Award End Date	This is the end date for the grant award and is found on the grant award notice sent from the federal funding agency.
State Appropriation Name	The appropriation account name that appears in the MMARS.
FTEs required under this grant	If applicable, list the number of full-time employee that the federal funding agency requires for this grant as outlined in the either the grant opportunity notice itself or in the actual award contract. This should not be the number of FTEs the agency determines they need to hire. A number should only be entered if outlined in official documentation from the federal funding agency as a stipulation/requirement for receiving this grant funding.
Protected Fringe or Indirect Costs	This amount should be calculated based on the most current rates set by the comptroller.