

**Cash Management Improvement Act Agreement  
between  
The State of Delaware  
and  
The Secretary of the Treasury,  
United States Department of the Treasury**

The Secretary of the Treasury, United States Department of the Treasury (hereafter 'Secretary'), and the State of Delaware (hereafter 'State'), in order to implement Section 5 of the Cash Management Improvement Act of 1990, as amended (hereafter 'Act'), agree as follows:

**1.0 AGENTS OF THE AGREEMENT**

1.1 The Authorized Official(s) for the State of Delaware shall be the Secretary of the Department of Finance in all matters concerning this Agreement.

1.2 The Assistant Commissioner, Federal Finance, Financial Management Service (FMS), U.S. Department of the Treasury, shall act as the Secretary's representative in all matters concerning this Agreement.

**2.0 AUTHORITY**

2.1 The authority for this Agreement is the Cash Management Improvement Act of 1990 (Public Law 101-453), as amended by the Cash Management Improvement Act of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503.

2.2 The regulations codified at 31 CFR Part 205 shall apply to all matters pertaining to this Agreement, and are incorporated herein by reference herein. In the event of any inconsistency between this Agreement and 31 CFR Part 205, the regulations shall govern.

**3.0 DURATION, AMENDING, TERMINATING, AND MISCELLANEOUS PROVISIONS**

3.1 This Agreement shall take effect on 7/1/2009 and shall remain in effect until 6/30/2010.

3.2 This Agreement may be amended at any time by written, mutual consent of the State and FMS. This Agreement shall be amended annually to incorporate new programs that qualify as major Federal assistance programs and remove programs that no longer qualify as major Federal assistance programs. A State must notify FMS in writing within 30 days of the time the State becomes aware of a change that involves additions or deletions of programs subject to Subpart A, changes in funding techniques, and/or changes in clearance patterns. The notification must include a proposed amendment for review by FMS.

3.3 Notwithstanding section 3.2, in the event of Federal or State non-compliance with Subpart B of 31 CFR, Part 205, FMS may amend this Agreement at any time to incorporate additional programs and the entities that administer those programs.

3.4 This Agreement may be terminated by either party with 30 days' written notice. If this Agreement is terminated, FMS will prescribe the funding techniques, clearance patterns, and methods for calculating interest liabilities to be used by the State.

**4.0 PROGRAMS COVERED**

4.1 The State's threshold and its major Federal assistance programs shall be determined based on The State's Single Audit Report/Schedule of Expenditures of Federal Awards; and/or the Data Collection Form for Reporting on Audits Of States, Local Governments, And Non-Profit Organizations (Form SF-SAC) for fiscal year ending 6/30/2008.

All major Federal assistance programs shall be covered by this Agreement, unless otherwise specified in section 4.4 of this Agreement.

4.2 The State's threshold for major Federal assistance programs is \$8,353,115.

The following programs meet or exceed the threshold and are not excluded in Section 4.4:

- 10.551 Food Stamps
- 10.553 School Breakfast Program
- 10.555 National School Lunch Program
- 10.557 Special Supplemental Nutrition Program for Women, Infants, and Children
- 10.558 Child and Adult Care Food Program
- 10.561 State Administrative Matching Grants for Food Stamp Program
- 12.401 National Guard Military Operations and Maintenance (O&M) Projects
- 17.225 F Unemployment Insurance -- Federal Benefit Account and Administrative Costs
- 17.225 S Unemployment Insurance -- State Benefit Account
- 20.205 Highway Planning and Construction
- 20.507 Federal Transit Capital and Operating Assistance Formula Grants
- 66.458 Capitalization Grants for State Revolving Funds
- 66.468 Capitalization Grants for Drinking Water Revolving Fund
- 84.010 Title I Grants to Local Educational Agencies
- 84.027 Special Education -- Grants to States
- 84.126 Rehabilitation Services -- Vocational Rehabilitation Grants to States
- 84.367 Improving Teacher Quality State Grants

93.283 Centers for Disease Control and Prevention\_Investigations and Technical Assistance  
93.558 Temporary Assistance for Needy Families  
93.563 Child Support Enforcement  
93.596 Child Care Mandatory and Matching Funds for the Child Care and Development Fund  
93.767 State Children's Insurance Program  
93.778 Medical Assistance Program

4.3 The following programs fall below the State's threshold but have been required to be covered by FMS in accordance with the non-compliance provisions of Subpart B of 31 CFR Part 205:

There are no programs listed for section 4.3

4.4 The following programs exceed the State's threshold but have been excluded from coverage for the reason indicated:

There are no programs listed for section 4.4

## 5.0 ENTITIES COVERED

5.1 State agencies and instrumentalities that meet the definition of a State per 31 CFR Part 205, shall be subject to the terms of this Agreement. The following is a list of such entities that administer funds under the programs listed in Section 4.0 of this Agreement:

Delaware National Guard  
Delaware State University  
Delaware Technical & Community College (DTCC)  
Department of Education (DOE)  
Department of Health and Social Services (DHSS)  
Department of Labor (DOL)  
Department of Natural Resources and Environmental Control  
Department of Safety & Homeland Security  
Department of Services for Children, Youth and Their Families (DSCYF)  
Department of State (DOS)  
Department of Transportation (DelDot)

5.2 Entities that meet the definition of a Fiscal Agent per 31 CFR Part 205 shall be subject to the terms of this Agreement. The following is a list of Fiscal Agents that administer funds under the programs listed in Section 4.0 of this Agreement:

EDS 93.778 Medical Assistance Program  
eFunds Corporation 10.551 Food Stamps

## 6.0 FUNDING TECHNIQUES

### 6.1 General Terms

6.1.1 The State shall request Federal funds in accordance with the appropriate cut-off times shown in Exhibit I to ensure funds will be received and credited to a State account by the times specified in the funding techniques. Exhibit I is incorporated by reference herein.

6.1.2 The State shall schedule the receipt of Federal funds such that the funds are received and credited to a State account in accordance with the clearance patterns specified in Exhibit II - List of State Clearance Patterns. Exhibit II is incorporated by reference herein.

6.1.3 In instances where the receipt of funds is scheduled for a Saturday, the State shall request funds for deposit on Friday. In instances where the receipt of funds is scheduled for a Sunday, the State shall request funds for deposit on Monday. In instances where the receipt of Federal funds is scheduled for deposit on a day when the State is not open for business, the State shall request funds for deposit the day following the scheduled day; in instances where the receipt of Federal funds is scheduled for deposit on a day when the Federal Government is not open for business, the State shall request funds for deposit the day prior to the scheduled day.

### 6.1.4 Estimates and Reconciliation of Estimates:

Where estimated expenditures are used to determine the amount of the drawdown, the State will indicate in the terms of the State unique funding technique how the estimated amount is determined and when and how the State will reconcile the difference between the estimate and the State's actual expenditures.

### 6.1.5 Supplemental Funding:

Unless otherwise defined by program rules, Supplemental Funding is the award of additional funds to provide for an increase in costs due to unforeseen circumstances.

The State will comply with all Federal program agency policies and procedures for requesting supplemental grant funding.

The State will comply with the following guidelines when requesting supplemental funding for the Medical Assistance Program and associated administrative payments (CFDA 93.778):

The State must submit a revised Medicaid Program Budget Report (CMS-37) to request supplemental funding. The CMS guidelines and instructions for completing the CMS-37 are provided in Section 2600F of the State Medicaid Manual (SMM). The CMS/CO must receive the revised Form CMS-37 through the Medicaid Budget Expenditure System/Children's Budget Expenditure System (MBES/CBES) no later than 10 calendar days before the end of the quarter for which the supplemental grant award is being requested.

Additional guidance on this policy is available from the respective CMS Regional Office, U.S. Department of Health & Human Services.

The State will comply with the following guidelines when requesting supplemental funding for TANF (CFDA 93.558), CCDF (CFDA 93.575), CSE (93.563), and the FC/AA (CFDA 93.658 and CFDA 93.659) programs administered by the U.S. Department of Human Services, Administration for Children and Families (HHS/ACF):

**a. Timing of the Request**

A State should initiate its request for supplemental funding during a quarter as soon as it becomes aware of the fact that a shortfall does/will exist. For the TANF and CCDF grants, supplemental funding requests (estimates) may be submitted by a State, for consideration by ACF, up through and including the 15th day of the third month of the first, second or third quarter of any fiscal year. Since TANF and CCDF are block grant programs, all unawarded portions of the annual allotment will automatically be issued at the beginning of the fourth quarter. Therefore, supplemental funding requests will not be available during the fourth quarter for these programs. For the CSE and FC/AA programs, supplemental funding requests may be submitted by a state, for consideration by ACF, up through and including the 15th day of the third month of any quarter of a fiscal year.

**b. Justification for the Request**

The request for a supplemental funding for any of the above mentioned programs should contain a justification clearly documenting the need for the additional funding authority during the current quarter. This documentation should be in the form of State accounting records or similar documents that will show the actual expenditures through the most recent month for which such data are available, as well as the State's most accurate projection of its anticipated expenditures during the remaining month(s) of the quarter. For either the TANF or the CCDF program, the State's justification should also include an explanation of the activities requiring the obligation

and/or expenditure of amounts that exceed the normal quarterly grant award restrictions and why these activities could not have been delayed until the next quarter.

**c. Form Submittal**

Supplemental funding requests should be made by completing the appropriate ACF quarterly report of expenditures and estimates applicable to the particular program for which the grant award request is being made.

**d. Approval Process**

Upon receipt of the state's request for additional funding authority for a quarter, the ACF Regional Office will promptly review the supporting documentation. If the request is properly justified, so long as ACF has adequate funding availability, the State's request will be expedited and supplemental funding will be issued within 5 days of ACF receiving the request. The State will be notified by the Regional Office when the supplemental award has been transmitted to the Payment Management System (PMS) and when it may initiate drawdowns against the supplemental funding.

Additional guidance on this policy is provided in the U.S. Department of Health & Human Services, Administration for Children and Families, letter (May 19, 2004) to State Administrators from the Deputy Assistant Secretary for Administration.

## 6.2 Description of Funding Techniques

6.2.1 The following are terms under which standard funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

### Actual Clearance, ZBA - ACH

The State shall request funds such that they are deposited by ACH in a State account on the settlement date of payments issued by the State. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be for the amount of funds that clear the State's account on the settlement date. This funding technique is interest neutral.

### Actual Clearance, ZBA - Same Day Payment

The State shall request funds the same day it pays out funds, in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. A Federal agency will deposit funds in a State account the same day as requested. The amount of the request shall be for the amount of funds that clear the State's account that day. This funding technique is interest neutral.

### Composite Clearance

The State shall request funds such that they are deposited on the dollar-weighted average number of days required for funds to be paid out for a series of disbursements, in accordance with the clearance pattern specified in Exhibit II. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be the sum of the payments issued in the series of disbursements. This funding technique is interest neutral.

### Average Clearance

The State shall request funds such that they are deposited by ACH on the dollar-weighted average day of clearance for the disbursement, in accordance with the clearance pattern specified in Exhibit II. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be for the exact amount of that disbursement. This funding technique is interest neutral.

6.2.2 The following are terms under which funding techniques for administrative costs shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

There are no funding techniques listed in Section 6.2.2

6.2.3 The following are terms under which miscellaneous funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

There are no funding techniques listed in Section 6.2.3

6.2.4 The following are terms under which State unique funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

#### Reimbursable Funding-State Selected

The State, by choice, for internal operating purposes, shall request funds after state checks clear. This request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall equal the exact amount of the disbursement. This funding technique is interest neutral.

#### Indirect Cost Recovery/Actual Base Description-Quarterly

The State shall request funds once a quarter, such that they are deposited on the seventh working day of the quarter. The request shall be made in accordance with the appropriate federal agency cut-off time specified in Exhibit I. The amount of the request shall be determined by applying the indirect cost rate to the actual direct salary expenditures of the prior quarter. The requested funds are to recover actual costs of the prior quarter. This funding technique is interest neutral.

#### Indirect Cost Recovery/Actual Base Description-Monthly

The State shall request funds once a month, such that they are deposited on the seventh working day of the month. The request shall be made in accordance with the appropriate federal agency cut-off time specified in Exhibit I. The amount of the request shall be determined by applying the indirect cost rate to the actual direct salary expenditures of the prior month. The requested funds are to recover the actual costs of the prior month. This funding technique is interest neutral.

### 6.3 Application of Funding Techniques to Programs

6.3.1 The State shall apply the following funding techniques when requesting Federal funds for the component cash flows of the programs listed in sections 4.2 and 4.3 of this Agreement.

#### 6.3.2 Programs

Below are programs listed in Section 4.2 and Section 4.3.

##### 10.551 Food Stamps

Recipient: Department of Health and Social Services (DHSS)

% of Funds Agency Receives: 100

Component: Food Benefits

Technique: Actual Clearance, ZBA - ACH

Clearance Pattern: 0 Days

##### 10.553 School Breakfast Program

Recipient: Department of Education (DOE)

% of Funds Agency Receives: 100

Component: Food Benefits

Technique: Composite Clearance

Clearance Pattern: 7 Days

##### 10.555 National School Lunch Program

Recipient: Department of Education (DOE)

% of Funds Agency Receives: 100

Component: Draws

Technique: Reimbursable Funding-State Selected

Clearance Pattern: N/A

##### 10.557 Special Supplemental Nutrition Program for Women, Infants, and Children

Recipient: Department of Health and Social Services (DHSS)

% of Funds Agency Receives: 45

Component: Vendor Payments

Technique: Composite Clearance

Clearance Pattern: 8 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 32  
Component: Benefit Payments  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 20  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

10.558 Child and Adult Care Food Program  
Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 100  
Component: Vendor Payments to Service Providers  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

10.561 State Administrative Matching Grants for Food Stamp Program  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 60  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 37  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 8 Days

12.401 National Guard Military Operations and Maintenance (O&M) Projects  
Recipient: Delaware National Guard  
% of Funds Agency Receives: 100  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 12 Days

17.225F Unemployment Insurance -- Federal Benefit Account and Administrative Costs  
Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 20  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 50  
Component: Direct Administrative Costs - Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Labor (DOL)

% of Funds Agency Receives: 30  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Monthly  
Clearance Pattern: N/A

17.225S Unemployment Insurance -- State Benefit Account  
Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 100  
Component: Payments to Beneficiaries  
Technique: Actual Clearance, ZBA - Same Day Payment  
Clearance Pattern: 0 Days

20.205 Highway Planning and Construction  
Recipient: Department of Transportation (DelDot)  
% of Funds Agency Receives: 100  
Component: Vendor Payments and Payroll  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

20.507 Federal Transit Capital and Operating Assistance Formula Grants  
Recipient: Department of Transportation (DelDot)  
% of Funds Agency Receives: 100  
Component: Vendor Payments and Payroll  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

66.458 Capitalization Grants for State Revolving Funds  
Recipient: Department of Natural Resources and Environmental Control  
% of Funds Agency Receives: 96  
Component: Payments to Loan Recipients  
Technique: Composite Clearance  
Clearance Pattern: 7 Days

Recipient: Department of Natural Resources and Environmental Control  
% of Funds Agency Receives: 3  
Component: Direct Administrative Costs - Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Natural Resources and Environmental Control  
% of Funds Agency Receives: 1  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 7 Days

66.468 Capitalization Grants for Drinking Water Revolving Fund  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 100  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

84.010 Title I Grants to Local Educational Agencies  
Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 50  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 50

Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

84.027 Special Education -- Grants to States  
Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 50  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 50  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

84.126 Rehabilitation Services -- Vocational Rehabilitation Grants to States  
Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 10  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 11 Days

Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 33  
Component: Client Services  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 33  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Labor (DOL)  
% of Funds Agency Receives: 24  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Monthly  
Clearance Pattern: N/A

84.367 Improving Teacher Quality State Grants  
Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 20  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 10 Days

Recipient: Department of Education (DOE)  
% of Funds Agency Receives: 80  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

93.283 Centers for Disease Control and Prevention\_ Investigations and Technical Assistance  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 1  
Component: Direct Administrative Costs - Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 96  
Component: Vendor Payments

Technique: Composite Clearance  
Clearance Pattern: 8 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

93.558 Temporary Assistance for Needy Families  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 20  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 70  
Component: Benefits Payments  
Technique: Average Clearance  
Clearance Pattern: 6 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 7  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 7 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

93.563 Child Support Enforcement  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 34  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 8 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 63  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

93.596 Child Care Mandatory and Matching Funds of the Child Care and Development Fund  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 9  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 8 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 1  
Component: Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)

% of Funds Agency Receives: 90  
Component: Benefits Payments  
Technique: Average Clearance  
Clearance Pattern: 1 Day

93.767 State Children's Insurance Program  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 100  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 3 Days

93.778 Medical Assistance Program  
Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 4  
Component: Vendor Payments  
Technique: Composite Clearance  
Clearance Pattern: 8 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 90  
Component: State Payment to Fiscal Agent  
Technique: Actual Clearance, ZBA - Same Day Payment  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Direct Administrative Costs-Payroll  
Technique: Average Clearance  
Clearance Pattern: 0 Days

Recipient: Department of Health and Social Services (DHSS)  
% of Funds Agency Receives: 3  
Component: Indirect Costs  
Technique: Indirect Cost Recovery/Actual Base Description-Quarterly  
Clearance Pattern: N/A

### 6.3.3 Materiality Exemptions

Agencies exempt from coverage on the basis of materiality:

## 7.0 CLEARANCE PATTERNS

7.1 The State shall develop separate clearance patterns for each of the following:

10.551, 10.553, 10.555, 10.557, 10.558, 10.561, 12.401, 17.225, 66.458, 66.468, 84.010, 84.027, 84.126, 84.367, 90.283, 93.558, 93.563, 93.596, 93.767, 93.778

Those programs identified in Section 4.2 but not in the above array are excluded because they are operating under either the FHWA prescribed composite technique for which a clearance pattern is not in place, or the state has chosen to operate the program(s) under the reimbursable funding technique. Where the reimbursable funding technique has been applied, the state voluntarily waives recovery of any federal interest liability that may occur through use of this funding technique.

7.2 The following shall develop the State's clearance patterns:

Department of Finance, Division of Accounting  
Department of Technology and Information  
Office of the State Treasurer  
The Office of Management and Budget

7.3 The sources of data the State shall use when developing its clearance patterns are as follows:

- a. Payment and Disbursement Activity tables within the Delaware Financial Management System.
- b. Weekly bank supplied paid-item file which identifies checks paid, amount paid and date paid.

7.4 The State shall use the following methodology when developing its clearance patterns:

When developing each clearance pattern, the State shall track at least 99% of the funds disbursed, from issuance to clearance, for a period of at least three months.

7.5 The State shall identify for each check or warrant (hereafter, check) in the population: (1) the date the check was released for payment; (2) the date the check was debited from the State's account, and, (3) the amount of the check.

7.6 The State shall use the following method to calculate the dollar-weighted average day of clearance:

To determine the number of days each check was outstanding (clearance time), the issue date shall be subtracted from the date the check cleared the State's account.

To determine the percentage of the disbursement paid out each day following issuance, the amount of the checks that clear the State's account each day shall be summed and then divided by the amount of the total disbursement.

For each day following issuance, the clearance time of the checks paid out that day shall be multiplied by the percentage of the total disbursement those checks represent. This product is the clearance factor.

The dollar-weighted average day of clearance for the disbursement shall be determined by summing the clearance factor of each day following the disbursement.

7.7 The State shall adjust each clearance pattern to reflect the dollar-weighted proportion of funds paid out by EFT/Direct payroll, with the following exceptions:

N/A

The State shall also adjust each clearance pattern to reflect:

N/A

7.8 Each of the State's clearance patterns is calculated in calendar days.

7.9 An authorized State official shall certify that each clearance pattern developed by the State accurately corresponds to the clearance activity of the programs to which it is applied. This certification shall be provided to FMS prior to the effective date of the Agreement. The State shall recertify its clearance patterns at least every five years.

7.10 The State shall follow the procedures of 31 CFR 205 if it has actual or constructive knowledge, at any time, that a clearance pattern does not correspond to a program's clearance activity.

## 8.0 INTEREST CALCULATION METHODOLOGY

8.1.1 The State and the Secretary agree that no interest liabilities will be incurred for transfers of funds made in accordance with the procedures specified in section 6 of this Agreement where the following funding techniques are applied:

Actual Clearance, ZBA - ACH  
Actual Clearance, ZBA - Same Day Payment  
Composite Clearance  
Average Clearance  
Indirect Cost Recovery/Actual Base Description-Quarterly  
Indirect Cost Recovery/Actual Base Description-Monthly  
Reimbursable Funding-State Selected

8.1.2 The State shall maintain information on disbursements and receipts of funds to verify the implementation of any funding technique and document interest liabilities.

For each disbursement, the State shall be able to identify:

- (1) amount of the issuance
- (2) date of issuance
- (3) date Federal funds are received and credited to a State account
- (4) amount of Federal funds received
- (5) date funds were requested

## 8.2 Federal Interest Liabilities

8.2.1 A Federal interest liability shall accrue from the day the State pays out its own funds for program purposes to the day Federal funds are credited to a State account. With regard to funds transferred out of the Federal Highway Trust Fund, if a State does not bill at least weekly for current project costs, the Federal interest liability shall not accrue prior to the day the State submits a request for funds.

8.2.2 The State shall use the following method to calculate Federal interest liabilities:

For all transactions where the State pays out its own funds for program purposes prior to receiving Federal funds, the State shall track each payment from the date it is paid out of a State account to the date Federal funds are subsequently credited to a State account to cover that outlay. The Federal interest liability on each payment shall be based on the difference in whole days between the two events. With Federal-

State matching programs, interest shall be calculated on the Federal percentage of the disbursement.

### 8.3 The Unemployment Trust Fund

8.3.1 The State shall use the following method to calculate State interest liabilities on funds withdrawn from the several accounts in the Unemployment Trust Fund:

Based on statements provided by its financial institution, or other appropriate source, the State shall determine the actual interest earnings and the related banking costs attributable to funds withdrawn from its account in the UTF.

At the end of the States fiscal year, the State shall calculate the percentage of its total unemployment compensation expenditures for (1) funds withdrawn from the State account in the UTF, or the State %, and (2) funds withdrawn from the Federal Employees Compensation Account (FECA) and the Extended Unemployment Compensation Account (EUCA) and any other accounts of Federal funds in the UTF, or the Federal %.

The State shall calculate the actual interest earnings and the related banking costs attributable to funds withdrawn from the State account in the UTF by multiplying the State % by the amount of the actual interest earnings and the related banking costs of the account as a whole. The States liability for interest on funds withdrawn from its account in the UTF shall consist of the actual interest earnings attributable to such funds less the related banking costs attributed to such funds.

The State shall determine the average daily cash balance of its unemployment compensation benefit payment account for its fiscal year. The State shall calculate the average daily cash balance of Federal funds by multiplying the Federal % by the average daily cash balance of the benefit payment account on the whole. The States liability for interest on funds withdrawn from the FECA and EUCA (and any other benefit accounts of Federal funds in the UTF from which the State draws funds) shall be the average daily cash balance of Federal funds multiplied by the annualized rate equal to the average equivalent yields of 13-week Treasury bills auctioned during the States fiscal year.

### 8.4 Refund Liabilities

8.4.1 The State shall be liable for interest on refunds from the date the refund is credited to a State account until the date the refund is debited from the State account for program purposes. The State shall apply a \$50,000 refund transaction threshold below which the State shall not incur or calculate interest liabilities on refunds. A transaction is defined as a single deposit.

8.4.2 For each refund, the State shall maintain information identifying:

- (1) date a refund is credited to a State account
- (2) date of the subsequent deposit of Federal funds against which the refund is offset
- (3) amount of the refund

8.4.3 The State shall use the following methodology to calculate interest liabilities on refunds:

With programs to which applicable interest neutral funding techniques are applied, the State interest liability shall be based on the difference in whole days between the date the refund is deposited in a State account and the date the refund is offset against a subsequent deposit of Federal funds.

### 8.5 Exemptions

8.5.1 Where more than one State agency is a recipient of Federal funds under a program, a particular State agency's funding may be excluded from interest calculation procedures if the State agency receives an amount of funds less than 5 % of the State's threshold for major Federal assistance programs. Notwithstanding this potential exemption, however, in no case shall less than 90% of a program's total funding be subject to interest calculation procedures.

Proration of calculations: If less than total program funding is subject to interest calculation procedures, the resulting interest liability calculations shall be prorated to 100% of program funding.

### 8.6 State Interest Liabilities

8.6.1 The State shall be liable for interest on Federal funds from the date Federal funds are credited to a State account until the date those funds are paid out for program purposes.

8.6.2 The State shall use the following method to calculate State interest liabilities on Federal funds:

8.6.2 For any drawdown of federal funds which is subject to interest consideration, the State shall track the individual amount of the draw and and time period the draw is in the State's account to develop an average daily balance. The average daily balance in conjunction with the T-Bill rate, provided by FMS, will determine the state interest liability for a specific drawdown within a CFDA.

#### 8.6.3 Measuring Time Funds Are Held

Deposit to Clearance:

To determine the total time Federal funds are held, the State shall measure the time between the date Federal funds are received and credited to a State's account and the date those funds are debited from the State's account.

#### 8.6.4 Source of Data

The time period from deposit to clearance shall be determined from information captured by in the Delaware Financial Management System administered by the Division of Accounting, Department of Finance.

#### 8.6.5 Standards Applied

To measure the time Federal funds are held in a State account prior to being disbursed, the State shall use statistical sampling. The sample shall be randomly selected, and shall be of sufficient size to ensure, at a minimum, a 95% confidence interval no wider than  $\pm 0.3$  dollar-weighted days about the estimated mean.

For each check in the sample population, the State shall:

- 1 subtract the deposit date from the issuance date
- 2 multiply the difference of step 1 by the check amount
- 3 divide the product of step 2 by the total amount of funds drawn in the sample to determine the dollar-weighted pre-issuance time for that check

The State shall then sum the dollar-weighted pre-issuance time for each check to arrive at the total dollar-weighted average pre-issuance time to be used for calculating State interest liabilities.

#### 8.6.6 Calculation Procedure

$I = ADB \times R$ , where

I = State's total interest liability

ADB = Average Daily Balance of cash in a program's account, measured from deposit to clearance

R = Annualized rate equal to the average equivalent yields of 13-week Treasury bills auctioned during a State's fiscal year

#### 9.0 Reverse Flow Programs

State Exempt - Below Threshold

The State is not required to cover any reverse flow programs under the terms of this Agreement because the program falls below the State's threshold.

#### 10.0 INTEREST CALCULATION COSTS

10.1 As set forth in 31 CFR 205.27, interest calculation costs are defined as those costs necessary for the actual calculation of interest, including the cost of developing and maintaining clearance patterns in support of the interest calculations. Interest calculation costs do not include expenses for normal disbursing services, such as processing of checks or maintaining records for accounting and reconciliation of cash balances, or expenses for upgrading or modernizing accounting systems. Interest calculation costs in excess of \$50,000 in any year are not eligible for reimbursement, unless the State provides justification with the annual report.

10.2 The State expects to incur the following types of interest calculation costs:

None

10.3 The State shall submit all claims for reimbursement of interest calculation costs with its Annual Report in accordance with 31 CFR 205.

#### 11.0 NON-COMPLIANCE

11.1 The provisions of 31 CFR Part 205.29 and 31 CFR Part 205.30 shall apply in cases of non-compliance with the terms of this Agreement.

12.0 AUTHORIZED SIGNATURES

Gary Pfeiffer  
Secretary of Finance

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Date Submitted 5/14/2009

Gary E. Grippo  
Assistant Commissioner  
Federal Finance  
Financial Management Service  
U.S. Department of the Treasury

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Exhibit I - Funds Request and Receipt Times Schedule  
The State of Delaware**

Federal Agency	Payment Type	Request Cut-Off Time	Receipt Window
Agriculture - FS	ACH	3:00 pm, EST	Next Day
Agriculture - FNS	ACH	11:59 pm, EST	Next Day
	Fedwire	5:45 pm, EST	Same Day
Commerce - NOAA	ACH	2:00 pm, EST	Next Day
Education	ACH	3:00 pm, EST	Next Day
	Fedwire	2:00 pm, EST	Same Day
Energy	ACH	4:00 pm, EST	Next Day
	Fedwire	3:00 pm, EST	Same Day
EPA	ACH	2:00 pm, EST	Two Days
	Fedwire	2:00 pm, EST	Same Day
HHS	ACH	6:30 pm, EST	Next Day
	Fedwire	3:00 pm, EST	Same Day
HUD	ACH	6:00 pm, EST	Two Days
	Fedwire	3:00 pm, EST	Same Day
Interior - FWS	ACH	6:30 pm, EST	Next Day
Interior - OSM	ACH	11:59 pm, EST	Next Day
	Fedwire	1:00 pm, EST	Same Day
Justice - OJP	ACH	2:00 pm, EST	Two Days
Labor - UTF	ACH/Fedwire	3:00 pm, EST/3:00 pm, EST	Next Day/Same Day
Labor - Non-UTF	ACH	3:00 pm, EST	Next Day
National Science Foundation (NSF)	ACH	8:00 pm, EST	Two Days
Social Security Administration	ACH	11:59 pm, EST	Next Day
	Fedwire	5:45 pm, EST	Same Day
Transportation (FTA)	ACH	12:00 Noon, EST	Next Day
Transportation (FAA)	ACH	2:00 pm, EST	Next Day
Transportation (FHWA)	ACH/Fedwire	12:00 Noon, EST/12:00 Noon, EST	Three Days/Same Day
Veterans Affairs	ACH	12:00 Noon, EST	Three Days
Army National Guard	ACH	12:00 Noon, EST	15 Days
Air National Guard	ACH	12:00 Noon, EST	15 Days
Homeland Security - FEMA	ACH	7:30 pm, EST	Next Day
Homeland Security - TSA	Fedwire	2:00 pm, EST	Same Day
Homeland Security - OPO/GFAD			
Interior - OIA	ACH	10:00 am, MST	Two Days
	Fedwire	10:00 am, MST	Two Days

**Exhibit II - The State of Delaware**  
**LIST OF STATE CLEARANCE TIMES**  
**(Rounded Dollar-Weighted Average Day of Clearance)**  
**Clearance Times Where the Timing of A Draw Down Is Based on A Clearance Pattern**

CFDA	Program Name			Recipient	%	Component	Technique	Rounded days
10.551	Food Stamps			Department of Health and Social Services (DHSS)	100	Food Benefits	Actual Clearance, ZBA - ACH	0 Days
10.553	School Breakfast Program			Department of Education (DOE)	100	Food Benefits	Composite Clearance	7 Days
10.555	National Program	School Lunch		Department of Education (DOE)	100	Draws	Reimbursable Funding-State Selected	N/A
10.557	Special Nutrition Women, Children	Supplemental Program for Infants and		Department of Health and Social Services (DHSS)	45	Vendor Payments	Composite Clearance	8 Days
10.557	Special Nutrition Women, Children	Supplemental Program for Infants and		Department of Health and Social Services (DHSS)	32	Benefit Payments	Average Clearance	1 Day
10.557	Special Nutrition Women, Children	Supplemental Program for Infants and		Department of Health and Social Services (DHSS)	20	Direct Administrative Costs-Payroll	Average Clearance	0 Days
10.557	Special Nutrition Women, Children	Supplemental Program for Infants and		Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A
10.558	Child and Adult Care Food Program			Department of Education (DOE)	100	Vendor Payments to Service Providers	Composite Clearance	10 Days
10.561	State Matching Grants	Administrative Grants for Food Stamp Program		Department of Health and Social Services (DHSS)	60	Direct Administrative Costs-Payroll	Average Clearance	0 Days
10.561	State Matching Grants	Administrative Grants for Food Stamp Program		Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A
10.561	State Matching Grants	Administrative Grants for Food Stamp Program		Department of Health and Social Services (DHSS)	37	Vendor Payments	Composite Clearance	8 Days
12.401	National Operations and Maintenance Projects	Guard	Military and (O&M)	Delaware National Guard	100	Vendor Payments	Composite Clearance	12 Days
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs			Department of Labor (DOL)	20	Vendor Payments	Composite Clearance	10 Days
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs			Department of Labor (DOL)	50	Direct Administrative Costs - Payroll	Average Clearance	0 Days

CFDA	Program Name	Recipient		%	Component	Technique	Rounded days
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs	Department of Labor (DOL)		30	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Monthly	N/A
17.225	Unemployment Insurance -- State Benefit Account	Department of Labor (DOL)		100	Payments to Beneficiaries	Actual Clearance, ZBA - Same Day Payment	0 Days
20.205	Highway Planning and Construction	Department of Transportation (DelDot)		100	Vendor Payments and Payroll	Composite Clearance	10 Days
20.507	Federal Transit Capital and Operating Assistance Formula Grants	Department of Transportation (DelDot)		100	Vendor Payments and Payroll	Composite Clearance	10 Days
66.458	Capitalization Grants for State Revolving Funds	Department of Natural Resources and Environmental Control		96	Payments to Loan Recipients	Composite Clearance	7 Days
66.458	Capitalization Grants for State Revolving Funds	Department of Natural Resources and Environmental Control		3	Direct Administrative Costs - Payroll	Average Clearance	0 Days
66.458	Capitalization Grants for State Revolving Funds	Department of Natural Resources and Environmental Control		1	Vendor Payments	Composite Clearance	7 Days
66.468	Capitalization Grants for Drinking Water Revolving Fund	Department of Health and Social Services (DHSS)		100	Vendor Payments	Composite Clearance	10 Days
84.010	Title I Grants to Local Educational Agencies	Department of Education (DOE)		50	Vendor Payments	Composite Clearance	10 Days
84.010	Title I Grants to Local Educational Agencies	Department of Education (DOE)		50	Direct Administrative Costs-Payroll	Average Clearance	0 Days
84.027	Special Education -- Grants to States	Department of Education (DOE)		50	Vendor Payments	Composite Clearance	10 Days
84.027	Special Education -- Grants to States	Department of Education (DOE)		50	Direct Administrative Costs-Payroll	Average Clearance	0 Days
84.126	Rehabilitation Services -- Vocational Rehabilitation Grants to States	Department of Labor (DOL)		10	Vendor Payments	Composite Clearance	11 Days
84.126	Rehabilitation Services -- Vocational Rehabilitation Grants to States	Department of Labor (DOL)		33	Client Services	Average Clearance	1 Day
84.126	Rehabilitation Services -- Vocational Rehabilitation Grants to States	Department of Labor (DOL)		33	Direct Administrative Costs-Payroll	Average Clearance	0 Days

CFDA	Program Name	Recipient	%	Component	Technique	Rounded days
84.126	Rehabilitation Services -- Vocational Rehabilitation Grants to States	Department of Labor (DOL)	24	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Monthly	N/A
84.367	Improving Teacher Quality State Grants	Department of Education (DOE)	20	Vendor Payments	Composite Clearance	10 Days
84.367	Improving Teacher Quality State Grants	Department of Education (DOE)	80	Direct Administrative Costs-Payroll	Average Clearance	0 Days
93.283	Centers for Disease Control and Prevention_ Investigations and Technical Assistance	Department of Health and Social Services (DHSS)	1	Direct Administrative Costs - Payroll	Average Clearance	0 Days
93.283	Centers for Disease Control and Prevention_ Investigations and Technical Assistance	Department of Health and Social Services (DHSS)	96	Vendor Payments	Composite Clearance	8 Days
93.283	Centers for Disease Control and Prevention_ Investigations and Technical Assistance	Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A
93.558	Temporary Assistance for Needy Families	Department of Health and Social Services (DHSS)	20	Direct Administrative Costs-Payroll	Average Clearance	0 Days
93.558	Temporary Assistance for Needy Families	Department of Health and Social Services (DHSS)	70	Benefits Payments	Average Clearance	6 Days
93.558	Temporary Assistance for Needy Families	Department of Health and Social Services (DHSS)	7	Vendor Payments	Composite Clearance	7 Days
93.558	Temporary Assistance for Needy Families	Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A
93.563	Child Support Enforcement	Department of Health and Social Services (DHSS)	34	Vendor Payments	Composite Clearance	8 Days
93.563	Child Support Enforcement	Department of Health and Social Services (DHSS)	63	Direct Administrative Costs-Payroll	Average Clearance	0 Days
93.563	Child Support Enforcement	Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	Department of Health and Social Services (DHSS)	9	Vendor Payments	Composite Clearance	8 Days

CFDA	Program Name	Recipient	%	Component	Technique	Rounded days
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	Department of Health and Social Services (DHSS)	1	Payroll	Average Clearance	0 Days
93.596	Child Care Mandatory and Matching Funds of the Child Care and Development Fund	Department of Health and Social Services (DHSS)	90	Benefits Payments	Average Clearance	1 Day
93.767	State Children's Insurance Program	Department of Health and Social Services (DHSS)	100	Vendor Payments	Composite Clearance	3 Days
93.778	Medical Program Assistance	Department of Health and Social Services (DHSS)	4	Vendor Payments	Composite Clearance	8 Days
93.778	Medical Program Assistance	Department of Health and Social Services (DHSS)	90	State Payment to Fiscal Agent	Actual Clearance, ZBA - Same Day Payment	0 Days
93.778	Medical Program Assistance	Department of Health and Social Services (DHSS)	3	Direct Administrative Costs-Payroll	Average Clearance	0 Days
93.778	Medical Program Assistance	Department of Health and Social Services (DHSS)	3	Indirect Costs	Indirect Cost Recovery/Actual Base Description-Quarterly	N/A

**I hereby certify that an authorized State official has certified at least every five years that the “Rounded Days of Clearance” listed in Exhibit 2 of this Treasury-State Agreement:**

- 1. Have been prepared in accordance with the standards provided in 31 CFR 205.20;**
- 2. Accurately represent the flow of Federal funds under the Federal assistance programs to which they apply;**
- 3. Reflect seasonal or other periodic variations in the clearance activities; and,**
- 4. Are auditable.**

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Certifying Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_