



Federal Aid Master (FM) Training

April 2023

Federal Aid Master

- ▶ The purpose of the Federal Aid Master (FM) document is to **establish** the federal parent (GR_GROUP), child (GR_DETAIL), and revenue (GR_G_REV) ledger groups and **spending authority** in FSF and to **record changes** at the parent and child level in the FSF Grants Module.
- ▶ Backup is required for each request. Examples include:
 - ▶ Federal Award
 - ▶ Federal Awarding Agency
 - ▶ CFDA/ALN Number
 - ▶ Grant Period
 - ▶ Amount
 - ▶ R/D
 - ▶ Terms and Conditions
 - ▶ Federal Communication
 - ▶ Email granting an extension, etc.
 - ▶ FSF Communication
 - ▶ Email requesting an action from the FSF Team

DEPARTMENT OF HEALTH & HUMAN SERVICES
Administration for Community Living
Washington, D.C. 20201

Notice of Award

Title of Program: (OASS) Older Americans Act Title III - Supportive Services
Award Authority: P.L. 116-131 (OAA)

Date: February 13, 2023

Grant No.: 2301DEOASS-01
Award Instrument: Grant (Formula)
Project Period: 10-01-2022 - 09-30-2024
Budget Period: 10-01-2022 - 09-30-2024

Grantee:
Delaware
Delaware Division Services
Aging and Adults with Physical Disabilities
Director
1901 North DuPont Highway
NEW CASTLE, DELAWARE 19720

EIN: 1516000279B5
DUNS#: 625227608

CFDA: 93.044
UEIW: HUCJK61KQ5D9

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-23-0142	2023.2994315	\$1,613,209.00	\$2,029,500.00
Total		\$1,613,209.00	\$2,029,500.00

Clearinghouse Website

State of Delaware -Budget Development and Planning



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Clearinghouse Forms

SAI (State Application Identifier)

- [SAI Number](#)

Single Point of Contact (SPOC) Form

- [SPOC Form](#) 

Federal Aid Master (FM) Form

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Personnel

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Director's Overview

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Types of Grants Requiring FMs

- ▶ **Federal Grants:** Federal funds received by any state agency (all federal funds, regardless of the amount must go through Clearinghouse). Can be either a **direct** federal grant, a **reimbursable** federal grant, or an **indirect** federal grant. Type 40 appropriation, FM required.
- ▶ **Indirect Federal Grants:** Federal funds requested by or received by any state agency via subgrant or by other methods from a non-federal organization. If the funds are federal in nature, a Type 40 appropriation, FM required.
- ▶ **Subgrants using Federal Funds:** Federal funds passed from one state agency to another. The prime recipient state agency is the “Owner of the Grant” and sets up a project on the grant for the subgrantee state agency. An FM is required to transfer budgets within the grant.

Loading of Spending Authority

The Grant Must Have Clearinghouse Approval

▶ Pre-load

- ▶ Agencies may pre-load up to 15% of the previous year's award for a continuation grant while waiting for the federal award documentation if the continuation grant has gone through Clearinghouse.
- ▶ Agencies may pre-load up to 50% of the previous year's award for entitlement grants if the continuation grant has gone through Clearinghouse.

▶ 30% Threshold

- ▶ Agencies that receive an award greater than the amount approved by the Clearinghouse Committee, may load spending authority up to 30% over the DSCC approved amount without going back through Clearinghouse.
- ▶ An award that is greater than the 30% threshold will require the grant to go back through Clearinghouse as an Amendment before the total new award amount can be loaded.
- ▶ If the agency needs to go back through Clearinghouse for an Amendment, the amount must be the new award less the original Clearinghouse approved amount.

The FM Form

**STATE OF DELAWARE
Federal Aid Master (FM)**

***Required** ***Submit form to: OMB_FM@delaware.gov**

*Date: _____ *Organization: _____ Dept ID: _____
 *Requestor Name: _____ *Email: _____ *Phone: _____

Source of Funding	Amount (\$s and ¢s)	Increase/Decrease
Federal Funds	\$	Select from list
Carry Over	\$	Select from list
Program Income	\$	Select from list

*SAI #	*Project Title	*CFDA/ALN #	*R&D Indicator <input type="checkbox"/> Yes <input type="checkbox"/> No

GR_GROUP (Federal Parent)						
*Action	*Bud Ref	*Approp	*Bud Acct	Begin Date	End Date	Amount
			5010			\$

GR_DETAIL (Federal Child)								
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date	Amount
					5010			\$
					5010			\$
					5010			\$

GR_G_REV (Revenue)							
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date
					4000		
					4000		
					4000		

Action Codes: E – Establish a new appropriation, M – Modify appropriation amount or end date

EXPLANATION:

ORGANIZATION USE ONLY			
Prepared By: _____	Date: _____	Approved By: _____	Date: _____
OMB USE ONLY			
Entered By: _____	Date: _____	Record Journal ID #: _____	

Dept ID=
six-digit
dept/div/
section.

The SAI number should match the SAI Number and Project Title that went through Clearinghouse. CFDA/ALN number must match the award notice. R/D Indicator must be checked. The explanation should describe the action being performed with the FM request such as establish spending authority per award received on MM/DD/YY, extend the end date and reason, etc. FMs must be signed by someone other than the preparer.

Establish Grants Ledger Groups and Spending Authority

*SAI #	*Project Title	*CFDA/ALN #	*R&D Indicator
5308	FY23 Title III English Acquisition	84.365	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR GROUP (Federal Parent)							
*Action	*Bud Ref	*Approp	*Bud Acct	Begin Date	End Date		Amount
E	2023	40560	5010	7/1/2022	1/30/2024		\$ 1,597,000.00

GR DETAIL (Federal Child)								
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date	Amount
E	2023	225	950102	40560	5010	07/01/2022	01/30/2024	\$ 1,597,000.00
					5010			\$
					5010			\$

GR G REV (Revenue)							
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date
E	2023	225	950102	40560	4000	07/01/2022	01/30/2024
					4000		
					4000		

Action Codes: E – Establish a new appropriation, M – Modify appropriation amount or end date

EXPLANATION: Establish spending authority per attached federal award notice.

The Bud Ref follows the State Fiscal Year based on the Start Date of the Grant Period. Use Dollars and Cents.

The Begin and End Date are only entered when the ledger groups are established. Do not enter dates on subsequent FMs unless an end date extension is being requested. Do not enter a Begin Date on End Date extension requests. It is very rare to change a Begin Date.

- GR_GROUP (Parent) and GR_DETAIL (Child) - Bud Acct is always 5010.
- GR_G_REV (Revenue) - Bud Acct is always 4000.
- The Bud Acct fields are already populated on the form.

Modify Spending Authority

*SAI #	*Project Title	*CFDA/ALN #	*R&D Indicator
5306	FY23 Title III English Acquisition	84.365	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR_GROUP (Federal Parent)						
*Action	*Bud Ref	*Approp	*Bud Acct	Begin Date	End Date	Amount
M	2023	40560	5010			\$ 6,616.00

GR_DETAIL (Federal Child)								
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date	Amount
M	2023	225	950102	40560	5010			\$ 6,616.00
					5010			\$
					5010			\$

GR_G_REV (Revenue)							
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date
					4000		
					4000		
					4000		

Action Codes: E – Establish a new appropriation, M – Modify appropriation amount or end date

EXPLANATION: Increase spending authority per attached federal award notice.

A modification to Spending Authority may be due to an award increase, decrease, approved carryover or part of grant closeout.

- Use Action Code M to modify an appropriation that is already established.
- The Begin and End Date is not entered unless the request includes an end date extension.
- Do NOT include the GR_G_REV details unless the request includes an extension.
- The explanation box should describe the current FM request. Do not recycle prior descriptions.

Transfer From One Dept ID to Another

*SAI #	*Project Title	*CFDA/ALN #	*R&D Indicator
5306	FY23 Title III English Acquisition	84.365	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR GROUP (Federal Parent)						
*Action	*Bud Ref	*Approp	*Bud Acct	Begin Date	End Date	Amount
			5010			\$

GR DETAIL (Federal Child)								
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date	Amount
M	2023	225	950102	40560	5010			\$ (\$525,347.52)
E	2023	225	350520	40560	5010	07/01/2022	12/30/2024	\$ \$525,347.52
					5010			\$

GR_G_REV (Revenue)							
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date
E	2023	225	350520	40560	4000	07/01/2022	12/30/2024
					4000		
					4000		

Action Codes: E – Establish a new appropriation, M – Modify appropriation amount or end date

EXPLANATION: Transfer \$525,347.52 from 950102 to 350520 to establish subaward per attached MOU.

A transfer moves spending authority from one Department ID to another Department ID. A transfer results in a net zero budget change.

- The GR_Group does not change and does not get entered on the FM.
- Use Action Code M to modify a Department ID that is already established. Use Action Code E to add the new Department ID.
- The Begin and End Date is entered to establish the new Department ID line. The existing line dates are not changing.
- The GR_G_REV details are entered for the New Department ID.
- The explanation box should describe the current FM request.

End Date Extension

*SAI #	*Project Title	*CFDA/ALN #	*R&D Indicator
5306	FY23 Title III English Acquisition	84.365	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GR GROUP (Federal Parent)						
*Action	*Bud Ref	*Approp	*Bud Acct	Begin Date	End Date	Amount
M	2023	225	5010		1/30/2025	\$

GR DETAIL (Federal Child)								
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date	Amount
M	2023	225	950102	40560	5010		01/30/2025	\$
					5010			\$
					5010			\$

GR_G_REV (Revenue)							
*Action	*Bud Ref	*Fund	*Dept ID	*Approp	*Bud Acct	Begin Date	End Date
M	2023	225	950102	40560	4000		01/30/2025
					4000		
					4000		

Action Codes: E – Establish a new appropriation, M – Modify appropriation amount or end date

EXPLANATION: Extend end date per attached no cost extension approval.

An end date extension may be needed due to an approved extension of the federal award or to process/reconcile/close out a grant.

- All three Ledger Groups should be extended by Department ID. NOTE: Agencies must also extend the end date in Post Award PC_TK_WBUD following the FSF job aid: [applying-grant-extensions.pdf \(state.de.us\)](https://state.de.us/applying-grant-extensions.pdf) .
- Use Action Code M to extend the end dates for all Department ID lines.
- Provide backup to support the request.
- OMB will extend 5 days absent federal approval.

FMs

- ▶ When do I use an FM?
 - ▶ Establish award
 - ▶ Award modifications
 - ▶ Increase in funding
 - ▶ Decrease in funding
 - ▶ End date extensions
 - ▶ Transfer/Carry Over Funding
 - ▶ Sub-award funding to other agencies
 - ▶ Transfers
 - ▶ Closing Award
 - ▶ Pre-load
- ▶ What is sufficient back up documentation?
 - ▶ Federal communication (award notice, email, etc.)
 - ▶ Communication from FSF in specific situations
- ▶ All FMs are sent to the OMB_FM@delaware.gov inbox. PLEASE DO NOT copy the Clearinghouse Coordinator on the FM submission.
- ▶ Incorrect and incomplete submissions will be returned.
- ▶ If a FM is sent back and the agency does not respond within two weeks, the request should be resubmitted in its entirety.

Questions?

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FM Mailbox:

OMB_FM@delaware.gov