

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

Purpose

This attachment is used to provide DOA with the Federal Schedules needed to prepare the statewide **Schedule of Expenditures of Federal Awards (SEFA)** for the Single Audit Report.

The Single Audit Report is required for compliance with the Single Audit Act Amendments of 1996 and the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, located in Title 2 of the Code of Federal Regulations (Uniform Guidance)** at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

It is imperative that institution personnel thoroughly review the uniform guidance to ensure an understanding of the institution's specific responsibilities. Institutions will also need to ensure that the appropriate federal guidance is applied to each specific federal award. Further, the institution should communicate the applicable requirements to subrecipients.

This attachment is similar to prior year Attachment HE-7.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Applicable institutions and requirements

All institutions must submit the Questionnaire file to DOA to:

- certify **whether** or **not** the institution received or disbursed Federal funds;
- provide information related to Hurricane Sandy;
- provide information related to loan programs;
- provide information for disbursements to subrecipients; and
- indicate whether or not the auditee elected to use the 10% de minimis indirect cost rate; and
- certify other identifying numbers assigned by the pass-through entity have been provided on the DISBURSED TO NONSTATE and/or RECEIVED FROM NONSTATE tabs of the Federal Schedules template.

Each institution receiving or disbursing federal funds must report its DUNS number as well as its EIN number on the Questionnaire file. DUNS number information is available at <https://www.sba.gov/federal-contracting/contracting-guide/basic-requirements>. Contact Penny Williams at (804) 225-3804 or by email at penny.williams@doa.virginia.gov if you have questions.

If the institution received or disbursed Federal funds in FY 2017, the institution is **REQUIRED TO USE** the files listed below.

- Federal Schedules – used to prepare the applicable federal schedules
 - Reconciliation – used to reconcile the Schedule of Expenditures of Federal Awards to the institution’s accounting system.
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Due date

August 24, 2017

Training

An online training session will be offered by DOA regarding this attachment. DOA will notify the institution’s directive contacts when the sessions are available and how to access the sessions.

Certification

The **Certification** tab requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. **By typing a name, the preparer is certifying that all of the questions have been completed and are accurate; the reviewer is certifying that the attachment has been reviewed and is complete and accurate; the preparer and reviewer were not the same individual for any tab; and the preparer and reviewer have read and understood the instructions for the attachment. If institution staffing does not allow for a different preparer and reviewer, please contact DOA.**

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

Submission requirements

Contact DOA if the institution has any problems with the files.

After downloading the files, rename the files using the institution number followed by the identifying file name. For example, institution 207 should rename the questionnaire file, federal schedule file, and reconciliation file as follows:

Note: **DO NOT** rename the tab names in the Excel files. Save the attachments with the following document names prior to submission:

207HE-7questionnaire.xlsx* (Questionnaire)

207HE-7federalschedules.xlsm* (Federal Schedules)

207HE-7recon-he.xlsx* (Reconciliation File)

DOA will not accept any Federal schedules that are not in the formats required by this Directive. Institutions that fail to use the required formats will be asked to resubmit the schedules to DOA and may be cited for noncompliance in the Report on Statewide Financial Management and Compliance (Quarterly Report). Noncompliance with the Directive could adversely affect an institution's ability to meet management standards.

Please include **Institution Number** and **Attachment Number** in the **subject line** of the submission e-mail.

Submit the files electronically to finrept-HE@doa.virginia.gov

Copy the APA via email to: APAFinRept@apa.virginia.gov.

Do **not** submit paper copies of the attachment.

***Note:** If the institution has an earlier version of Excel and has problems opening the files, DOA can provide the attachment saved in an earlier version of Excel (.xls).

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log](#) tab in the federal schedules file.**

Enter the revision date, applicable Excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Entities that believe revisions are necessary to the federal schedules after the initial submission to DOA must contact Penny Williams **BEFORE** sending the revisions to DOA. See the Questions section below for contact information.

Each time a revision is submitted the [Certification](#) tab should be updated with new signatures and dates. Include “**REVISED – date**” in the subject line of the email as well as in the **file name**.

**Resolution of
prior year
findings**

Institutions are required to provide corrective action work plans (CAW) in response to Auditor of Public Accounts published reports pursuant to the following:

CAPP Topic No. 10205, Agency Response to APA Audit, at http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/10205.pdf

These CAWs are the basis of the resolution of prior year findings. Direct questions to Bobby Eddleton, Assistant Director - Capital Assets and Federal Reporting at bobby.eddleton@doa.virginia.gov.

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

Questions

If the institution has any further questions about preparing the federal schedules or needs additional assistance, contact Penny Williams, Indirect Cost Coordinator, at (804) 225-3804 or email at penny.williams@doa.virginia.gov.

**Federal
schedules.xlsm**

The federal schedules.xlsm workbook includes seven tabs within the workbook. The first six tabs contain different federal schedules and the fluctuation analysis from prior year amounts and the seventh tab is the revision control log. The tabs are located at the bottom of the screen. Clicking once on the desired tab will allow access to a specific tab. An overview of the seven federal schedule tabs and what should be reported on each tab is discussed in the next section.

Within the six tabs of the federal schedules workbook there will be a column labeled with the “@” symbol which will be used to identify Research and Development (R&D) federal expenditures.

Build America Bonds (BABs) Fund subsidies recorded in Cardinal fund 1302X are excluded from SEFA reporting per OMB.

All National Science Foundation (NSF) awards should be reported as R&D clusters on the SEFA. Due to the transition period required to expend all previous awards, institutions must evaluate all NSF expenditures to determine whether the disbursements require inclusion as an R&D cluster or should be reported separately.

An error message will appear if you attempt to enter anything in this column other than the symbol indicated above or by leaving the cell blank. A blank cell indicates Non-R&D federal expenditures.

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

Federal
schedules.xlsm
(continued)

Note: Institutions are now required to report amounts related to unknown CFDA numbers on the appropriate tab(s). For amounts with unknown CFDA numbers, institutions are required to report the federal program name and other identifying number (such as the contract number) on the last column in each tab. Institutions are to combine any unknown CFDA numbers, program names, or contract numbers that are identical. Separate lines are only allowed if the CFDA number is unknown, not identical, or both R&D and non-R&D expenditures exist. It is expected that this column will primarily be used for subrecipient and pass through entities. Institutions must perform reasonable steps to determine the actual CFDA number before electing to report any amounts with unknown CFDA numbers.

Note: A new column has been added to the DISBURSED TO NONSTATE AND RECEIVED FROM NONSTATE tabs. Institutions should report any other identifying numbers assigned by the pass-through entity in this column. Institutions should contact the disbursing entity to determine the other identifying number(s) before leaving the column blank. If there are multiple other identifying numbers report each number in this column, separated by a slash (/). Do not use this column to report identifying numbers assigned by the federal grantor agency.

At a minimum, institutions must contact the disbursing entity to determine the actual CFDA number before entering amounts without known CFDA numbers. Institutions should make every effort to include any contract numbers if applicable. If an unknown CFDA number is used, you must provide a program name and an identifying number associated with the grant. You will be contacted by DOA if an identifier is not supplied. This is a Federal Audit Clearinghouse (FAC) and Uniform Guidance requirement. Institutions failing to perform this minimum level of due diligence for amounts without actual CFDA numbers, may be cited for noncompliance in the Report on Statewide Financial Management and Compliance (Quarterly Report).

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

**Overview of
federal
schedules**

All federal expenditures, **excluding** BABs recorded in Cardinal fund 1302X and expenditures reported on the **RECEIVED FROM NONSTATE** tab, made from funds received directly from the Federal Government and federal expenditures/disbursements reported on all other tabs should be reported on the **SEFA** tab. **This distinction is made because expenditures reported on the RECEIVED FROM NONSTATE tab are classified as “Pass-Through Entity Award Expenditures” in the Statewide report and all other expenditures/disbursements are classified as “Direct Award Expenditures.”**

Therefore, federal expenditures and/or disbursements reported on the **SEFA** tab plus the total federal expenditures and/or disbursements reported on the **RECEIVED FROM NONSTATE** tab should equal total federal expenditures for the institution. The individual tabs are discussed below:

1. **RECEIVED FROM STATE** tab – pass-through funds received from other state agencies/institutions should be reported on this tab. **ANY EXPENDITURE MADE FROM THESE FUNDS SHOULD BE INCLUDED ON THE SEFA TAB.**

2. **RECEIVED FROM NONSTATE** tab – pass-through funds received from Nonstate entities (**See definition of Nonstate entities on page 11**) and expenditures made from the funds received should be reported on this tab. **EXPENDITURE AMOUNTS REPORTED ON THE RECEIVED FROM NONSTATE TAB SHOULD NOT BE INCLUDED ON THE SEFA TAB.**

3. **DISBURSED TO STATE** tab – pass-through funds disbursed to other state agencies / institutions should be reported on this tab. **THESE DISBURSEMENTS SHOULD BE INCLUDED ON THE SEFA TAB.**

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Overview of federal schedules
(continued)

4. **DISBURSED TO NONSTATE** tab – pass-through funds disbursed to nonstate entities should be reported on this tab. **THESE DISBURSEMENTS SHOULD BE INCLUDED ON THE SEFA TAB.**
 5. **SEFA** tab – all expenditures/disbursements made by the institution, **except for expenditures reported on the RECEIVED FROM NONSTATE tab**, should be included on this tab.
 6. **FLUCTUATION ANALYSIS** tab – This tab provides a comparison of the prior year’s SEFA tab to the current year’s SEFA tab to identify any differences by major federal agency and requires an explanation whenever any differences are identified with a “YES” in the “Significant Variance” column.
 7. **REVISION CONTROL LOG tab** – All revisions should be listed on this tab.
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Important Items-General

- Use the **cash basis** of accounting.
 - All attachment files **are designed so that you only need to fill in the yellow highlighted cells.**
 - Enter **whole dollar amounts** in all files to prevent rounding errors.
 - **Ensure all federal expenditures are recorded in the proper federal funds in Cardinal. Ensure you have notified General Accounting if you have received BABs and that all BABs activity is recorded in Cardinal fund 1302X.**
 - If N/A appears in any cell you have keyed, you have entered invalid data and you should recheck what has been keyed. Please do not submit schedules with N/A unless you have discussed it with DOA first.
 - **It is important to make sure you have checked the www.cfda.gov website to ensure that all CFDA numbers are valid for the current SEFA. Please pay close attention to CFDA programs that have been deleted or changed to an alternate CFDA number.**
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Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-Federal
schedules**

- If the CFDA number is entered and the incorrect Federal Program Name or Federal Program Grantor Name appears on any spreadsheet, **and you have verified the CFDA number is correct by checking the www.cfda.gov website**, please contact Penny Williams at (804) 225-3804 or Email at penny.williams@doa.virginia.gov for assistance.
- Unknown CFDA numbers are those numbers where the Federal grantor is known but the CFDA number is unknown. You must include the first two digits of the CFDA number. (For example, 10.000 would be used if the Federal Grantor is the U.S. Department of Agriculture, but the CFDA number is unknown.)
- **A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsm file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.**

It is now a requirement as stated above to include an identifying number or award identification number if the CFDA is not known.

Note: In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.

- Do not complete the “Program Name-Unidentified CFDA Number” column when the Program name is already populated on the schedules.
- When changes are made to any schedule, make sure to submit the revised certification **and, if a revision is made to the SEFA tab**, submit a revised reconciliation. Also, please ensure the revision control log is completed for any changes made to the tabs on the federal schedules.xlsm file.
- Ensure you confirm pass through amounts received or disbursed with the receiving or disbursing agency/institution prior to submission to DOA. The amounts reported by the disbursing or receiving agency/institution should be the same in most cases. Discrepancies should be discussed with DOA prior to submission. Ensure you report the appropriate amounts and the appropriate designation as research/development or non-research/development.

Note: Please ensure pass-through amounts reported on the SEFA and RECEIVED FROM NONSTATE tabs do not exceed the total direct and/or indirect amounts reported by CFDA number. Amounts provided to subrecipients are now reported on the face of the Final SEFA schedule and pass-through amounts cannot exceed the total of direct and indirect expenditures reported. DOA will contact you if the pass-through amounts exceed the total of direct and indirect costs.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-Federal
schedules**
(continued)

- Ensure the reconciliation ties to the institution’s financial accounting system.
- **Use the “@” symbol to indicate Research and Development (R&D) expenditures. No symbol is used for non-R&D expenditures.** Running totals are located on each spreadsheet tab.
- Do not use “-” (dashes) to represent \$0.00. You must use the number “0.”
- Do not leave blank rows between rows of information within the spreadsheets when keying in data.
- Do not use abbreviations or include error messages or pennies on any schedules.
- Do not place the number “0” on any worksheets that do not contain federal expenditure data.
- The Federal Government is **not** a **Nonstate entity**. **Nonstate entities** are counties, cities, towns, local governments, local governmental authorities, regional governmental authorities, public or private foundations, institutes, museums, and corporations or similar organizations which are not units of State government or political subdivisions of the Commonwealth as established by general law or special act. **(DO NOT** report disbursements to or receipts from the Federal government on the **DISBURSED TO NONSTATE** and/or **RECEIVED FROM NONSTATE** tabs. Community service boards and area agencies on aging should be reported as nonstate agencies for reporting purposes. These agencies are not audited by the Auditor of Public Accounts and are not considered to be state agencies.
- **Do not include Federal subagencies on disbursed/received from nonstate tabs. Instead, ensure that all Federal award numbers or other identifying numbers are provided. Federal agencies are listed on the following websites:**
 - <http://www.nih.gov/icd/>
 - <http://www.nasa.gov/about/sites/index.html>
 - <http://www.energy.gov/organization/labs-techcenters.htm>

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-Federal
schedules**
(continued)

- Pass-through disbursements to State or non-state entities should be reported as expenditures on the appropriate tab(s). **Do not eliminate any pass-through disbursements.** DOA eliminates pass-through transactions at a statewide level.
- Include indirect cost recoveries as expenditures on the **SEFA** tab
- Refunds of Federal revenue should **not** be reported on any of the Federal Schedules.
- In those instances where pass through funds are returned to the original granting agency/institution, the amount should be netted (since the receiving pass-through agency/institution did not expend them). Then, if the original agency/institution subsequently spends those funds, it should be reported on their individual agency's/institution's SEFA and would be counted in that manner for the Commonwealth federal schedules.
- **Sort and combine grant expenditures and program income expenditures to report the total expenditures for each Catalog of Federal Domestic Assistance (CFDA) number on a single line.**
- Add the value of nonmonetary disbursements to the monetary expenditures to determine the total expenditures for CFDA numbers that have both monetary and nonmonetary disbursements. **If the institution has nonmonetary disbursements, contact the individual listed in the Questions section on page 5.**
- Use the hard copy or online (www.cfda.gov) version of the Catalog to verify the CFDA numbers and program names.
- **Do not use CFDA number 00.000.** Contact the entity that provided the funds to determine the correct and complete CFDA number. At a minimum, each entity is required to identify the Federal grantor agency with the first two digits of the CFDA number (i.e., 10.000, 93.000).
- *The Uniform Administrative Requirements, Cost Principles, and Audit Requirements* Section 200.87 defines research and development “as all research activities, both basic and applied, and all development activities that are performed by a non-profit organization.”
 - Research is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development.
 - Development is the systematic use of knowledge gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-Pass-
through
schedules**

Do not include payments to contractors under legal obligations for the purchase of goods and services on the pass-through schedules.

The medium through which payment is rendered (IAT, check, EDI, etc.) does not determine whether the relationship is contractor or subrecipient.

A **subrecipient** is “A non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.”

A **contractor** is “a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization’s own use or for the use of beneficiaries of the Federal program.”

Consider the following characteristics to identify a subrecipient or contractor relationship. The AGA has provided the following worksheet to help in identifying subrecipient vs. contractor relationships:

https://www.agacgfm.org/AGA/ToolsResources/Documents/subcontractor_checklist_v6_FINAL_08-19-15_fillable.pdf

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-Pass-
through
schedules**
(continued)

SUBRECIPIENT

- Determines who is eligible to receive Federal financial assistance.
- Has its performance measured by meeting the objectives of the Federal program.
- Has responsibility for programmatic decision making.
- Has responsibility for adherence to applicable Federal program compliance requirements.
- 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 entity.

CONTRACTOR

- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers.
- Operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the Federal program.
- Is not subject to compliance requirements of the Federal program.

DOA strongly encourages communication between entities exchanging Federal pass-through funds. Such communication ensures consistent reporting and reduces the time required for statewide compilation and audit. Contact Penny Williams at DOA if the institution needs assistance with identifying the Federal contacts at other agencies/institutions.

DOA will perform a variance analysis for pass-through funds received and pass-through funds disbursed among State agencies / institutions. DOA will investigate significant variances, and **State agencies / institutions will be required to explain these variances IN WRITING by a due date to be determined in future communications.**

Continued on next page

Comptroller's Directive No. 2-17
Attachment HE-7
Federal Schedules

**Important
Items-
Reporting loan
programs**

Report all loan programs in accordance with the Uniform Guidance Section 200.502. While agencies are responsible for identifying all loan programs to be reported, the following have historically been reported:

- Campus based loan program (Perkins - #84.038, Health Professions Loans - #93.342, Nurse Faculty Loans-#93.264, Nursing Student Loans - #93.364)
- Non-campus based loan program (Federal Direct Student Loans - #84.268)
- Capitalization Grants for State Revolving Funds (#66.458) and Capitalization Grants for Drinking Water State Revolving Fund (#66.468)
- Economic Adjustment Assistance Program (#11.307)

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsm; RECEIVED FROM STATE tab

The **RECEIVED FROM STATE** tab identifies Federal assistance disbursed from other State agencies / institutions and received by the institution in a subrecipient relationship. The Federal assistance is listed by CFDA number and by State grantor agency / institution. **Report amounts related to unknown CFDA numbers that were received from state agencies/institutions on this tab and expenditures made from these funds on the SEFA tab.**

Instructions for preparing the **RECEIVED FROM STATE** tab are in the following table.

Step	Action
1	Click on the RECEIVED FROM STATE tab. Enter your institution number in cell B2 (the first yellow highlighted cell). After you type in the institution number, hit enter and your institution name should appear in cell B1, the cell directly above “agency number.” The institution number and title are linked to the remaining tabs. Make sure your institution number appears on all other spreadsheets. ONLY include federal money received from a Virginia state agency/institution.
2	In Column B, enter the State agency / institution number for the agency / institution that disbursed Federal pass-through funds to your institution beginning on line 8. Fill in one line for each grantor agency/institution and CFDA. When you hit enter, your institution number should appear in Column A, and the grantor state agency / institution name should appear in Column C. Please ensure that the correct agency / institution names appear to ensure you have keyed the correct agency/institution number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column E. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key “@” in Column G to indicate R & D expenditures.

Continued on next page

**Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules**

Preparing the federal schedules.xlsm; RECEIVED FROM STATE tab, continued

Step	Action
4	In Column F, enter the total amount of pass-through funds received from other State agencies/institutions. Use the cash basis or the value of nonmonetary assistance to report these receipts. Expenditures made from these funds should also be included on the SEFA tab.
5	<p>A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsm file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.</p> <p>It is now a requirement to include an identifying number or award identification number if the CFDA is not known.</p> <p><u>Note:</u> In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.</p>

Preparing the federal schedules.xlsm; RECEIVED FROM NONSTATE tab

The **RECEIVED FROM NONSTATE** tab identifies Federal assistance disbursed from nonstate entities and received by the institution in a subrecipient relationship. **Also, this tab identifies the Federal expenditures made from the pass-through funds received from the nonstate entities.** (See page 11 for the definition of nonstate entities.) The Federal receipts and disbursements should be listed by CFDA number **and** by nonstate entity name. **Report amounts related to unknown CFDA numbers that were received from nonstate entities and the related expenditures made from the pass-through funds received on this tab. DO NOT report expenditures made from the pass-through funds received from nonstate entities on the SEFA tab.**

PLEASE NOTE: DO NOT ABBREVIATE THE NONSTATE ENTITY NAMES. DOA WILL NOT ACCEPT SUBMISSIONS THAT CONTAIN ABBREVIATIONS.

Instructions for preparing the **RECEIVED FROM NONSTATE** tab are in the following table.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsm ; RECEIVED FROM NONSTATE tab
 (continued)

Step	Action
1	Click on the RECEIVED FROM NONSTATE tab. Do not enter the institution number and name. This information is linked to the RECEIVED FROM STATE tab. ONLY include federal money received by your institution from a nonstate entity on this tab. The Federal Government is not a nonstate entity.
2	Fill in the nonstate entity grantor name (DO NOT USE ABBREVIATIONS) in Column B beginning on line 8. As each entity is keyed, hit enter. Your institution number will appear in Column A. Fill in one line for each nonstate entity grantor and CFDA.
3	Key the CFDA numbers in numerical order in Column C. As each CFDA number is keyed, hit enter. The federal program name will appear in Column D. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key “@” in Column G to indicate R & D expenditures.
4	In Column E, enter the total dollar amount of Federal pass-through funds received from nonstate entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the receipts.
5	In Column F, enter the total dollar amount of Federal expenditures made from the pass-through funds received from nonstate entities. Enter a zero if no funds were expended, and report negative amounts if applicable. Expenditures / disbursements made from these funds should NOT be reported on the SEFA tab.
6	A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsm file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown. It is now a requirement to include an identifying number or award identification number if the CFDA is not known. <u>Note:</u> In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.
7	A column titled Other Identifying Numbers Assigned by the Pass-Through Entity is included in this tab. Institutions should report any other identifying numbers assigned by the pass-through entity in this column. Institutions should contact the disbursing entity to determine the other identifying number(s) before leaving the column blank. If there are multiple other identifying numbers report each number in this column, separated by a slash (/). Do not use this column to report identifying numbers assigned by the federal grantor agency.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsm; DISBURSED TO STATE tab

The **DISBURSED TO STATE** tab identifies Federal assistance disbursed from the institution to subrecipient State agencies / institutions. The Federal disbursements are listed by CFDA number and by State receiving agency / institution. **Report amounts related to unknown CFDA numbers that were disbursed to state agencies/institutions on this tab. These amounts should also be included on the SEFA tab. If the amounts reported on the DISBURSED TO STATE tab do not agree with the amounts reported on the SEFA tab, please list the appropriate information on the DISBURSEMENTS tab of the Questionnaire file.**

Instructions for preparing the **DISBURSED TO STATE** tab are in the following table.

Step	Action
1	Click on the DISBURSED TO STATE tab. Do not enter the institution number and name. This information is linked to the RECEIVED FROM STATE tab. ONLY include federal money disbursed from your institution to a Virginia state agency/institution on this tab.
2	In Column B, enter the State agency / institution number for the agency / institution to which the institution disbursed Federal pass-through funds beginning on line 8. Fill in one line for each subrecipient agency/institution and CFDA, except as noted in Step 3 below. When you hit enter, your institution number should appear in Column A, and the subrecipient state agency / institution name should appear in Column C. Please ensure that the correct agency / institution names appear to ensure you have keyed the correct agency / institution number.
3	Key the CFDA numbers in numerical order in Column D. As each CFDA number is keyed, hit enter. The federal program name will appear in Column F. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key “@” in Column G to indicate R & D expenditures.
4	In Column G, enter the total amount of pass-through funds disbursed to other State agencies / institutions. Use the cash basis or the value of nonmonetary assistance to report the disbursements. These disbursements should also be included on the SEFA tab.

Continued on next page

**Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules**

Preparing the federal schedules.xlsm; **DISBURSED TO STATE** tab, continued

Step	Action
5	<p>A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsm file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.</p> <p>It is now a requirement to include an identifying number or award identification number if the CFDA is not known.</p> <p><u>Note:</u> In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.</p>

Preparing the federal schedules.xlsm; **DISBURSED TO NONSTATE** tab

The **DISBURSED TO NONSTATE** tab identifies Federal assistance disbursed from the institution to subrecipient nonstate entities. (See page 11 for the definition of nonstate entities.) The Federal disbursements should be listed by CFDA number only. Do not report the names of the nonstate entities. **Report amounts related to unknown CFDA numbers that were disbursed to nonstate entities on this tab. These amounts should also be included on the SEFA tab. If the amounts reported on the DISBURSED TO NONSTATE tab do not agree with the amounts on the SEFA tab, please list the appropriate information on the DISBURSEMENTS tab of the Questionnaire file.**

Instructions for preparing the **DISBURSED TO NONSTATE** tab are in the following table.

Step	Action
1	Click on the DISBURSED TO NONSTATE tab. Do not enter the institution number and name. This information is linked to the RECEIVED FROM STATE tab. ONLY include federal money disbursed from your institution to a nonstate entity on this tab.
2	Key the CFDA numbers in numerical order in Column B beginning on line 8. Fill in one line for each CFDA number. As each CFDA number is keyed, hit enter. Your institution number will appear in Column A, and the federal program name will appear in Column C. Please ensure this is the name of the program under which the funds were received. Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key “@” in Column G to indicate R & D expenditures.

Continued on next page

**Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules**

Preparing the federal schedules.xlsm; DISBURSED TO NONSTATE tab
(continued)

Step	Action
3	In Column D, enter the total amount of Federal pass-through funds disbursed to nonstate entities for each CFDA number. Use the cash basis or the value of nonmonetary assistance to report the disbursements. These disbursements should also be included on the SEFA tab.
4	<p>A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsm file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.</p> <p>It is now a requirement to include an identifying number or award identification number if the CFDA is not known.</p> <p><u>Note:</u> In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.</p>
5	<p>A column titled Other Identifying Numbers Assigned by the Pass-Through Entity is included in this tab. Institutions should report any other identifying numbers assigned by the pass-through entity in this column. Institutions should contact the disbursing entity to determine the other identifying number(s) before leaving the column blank. If there are multiple other identifying numbers, report each number in this column, separated by a slash (/). Do not use this column to report identifying numbers assigned by the federal grantor agency.</p> <p>Amounts provided to subrecipients are now reported on the face of the Final SEFA schedule and pass-through amounts cannot exceed the total of direct and indirect expenditures reported. DOA will contact you if the pass-through amounts exceed the total of direct and indirect costs.</p>

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsm; SEFA tab

The **SEFA** tab should include all federal expenditures/disbursements, except for the expenditures/disbursements reported on the **RECEIVED FROM NONSTATE** tab. **Report all expenditure/disbursement amounts related to unknown CFDA numbers on this tab except those expenditures/disbursements reported on the RECEIVED FROM NONSTATE tab.**

Instructions for preparing the **SEFA** tab are in the table below.

Step	Action
1	Click on the SEFA tab. Do not enter the institution number and name. This information is linked to the RECEIVED FROM STATE tab.
2	In Column C, type in the appropriate CFDA number beginning on line 8. Hit Enter. Your institution number should automatically appear in Column A. The appropriate Federal grantor agency should automatically appear in Column B, and the Federal program name should automatically appear in Column E. Report each CFDA number only once on the schedule unless the CFDA number has both research and development (R & D) expenditures and expenditures other than R & D. Key “@” in Column G to indicate R & D expenditures.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsx; SEFA tab, continued

Step	Action
3	Report all Federal disbursements in Column F, except expenditures/disbursements reported on the RECEIVED FROM NONSTATE tab.
4	<p>A column titled “Program Name - Unidentified CFDA Number” is included in each tab in the Federal Schedules.xlsx file. Enter the program name (if known) followed by a dash and then enter the other identifying number (such as the contract number) in this column if N/A appears in the program name column when the actual CFDA number is unknown.</p> <p>It is now a requirement to include an identifying number or award identification number if the CFDA is not known.</p> <p><u>Note:</u> In instances where disbursements were made from inactive CFDA numbers, provide the inactive CFDA number.</p>
5	Ensure the Federal program name is consistent throughout all applicable worksheets. If the name is unknown, use Other Assistance as the program name only after you have verified there is no federal contract or program name applicable.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Preparing the federal schedules.xlsm; Fluctuation Analysis tab

The **FLUCTUATION ANALYSIS** tab.

Instructions for preparing the **FLUCTUATION ANALYSIS** tab are in the table below.

Step	Action
1	Click on the FLUCTUATION ANALYSIS tab. This tab will identify fluctuations in the expenditure amounts reported on the current SEFA tab compared to the prior year SEFA tab. The total SEFA dollar variance is provided in the top section of the tab.
2	In the lower portion of the tab, a fluctuation is provided for each major federal agency category between the current and prior year SEFA tab expenditure amounts. For example, 10.xxx represents all expenditures from the SEFA tab within the federal agency, U.S. Department of Agriculture. A “significant variance” is identified, whenever a “YES” is displayed in the “Significant Variance” column and requires that an explanation of the variance be provided. All SEFA amounts for the current and prior year auto - populate in the appropriate federal agency fields (10.XXX, 11.XXX, etc.). You do not need to enter any current or prior year SEFA expenditure amounts.
3	For the Variance explanation on the FLUCTUATION ANALYSIS tab, if "YES" is displayed in “Significant Variance” column, explain any significant increases or decreases in the major federal agency categories. Compare the prior year's SEFA tab to the current year's SEFA to identify any individual program differences for the major federal agency where an explanation is required. It will be helpful to have a copy of the prior and current year SEFA tab submissions to identify programs that are new or no longer being used in the current year SEFA tab submission. Include detailed CFDA #s and/or other information to explain any significant changes identified. It is not sufficient to explain that a specific CFDA had significant changes without providing a reason for the change.
4	It is important to make sure you have checked the www.cfda.gov website to ensure that all CFDA numbers are valid for the current SEFA. Please pay close attention to CFDA programs that have been deleted or changed to an alternate CFDA number.
5	Valid explanations may include that a program is no longer in use or a new program has been added in the SEFA year being reported.

Continued on next page

Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules

Reconciliation of the Schedule of Expenditures of Federal Awards

The **Reconciliation of the Schedule of Expenditures of Federal Awards** reconciles the expenditures reported on the **SEFA** tab plus the expenditures reported on the **RECEIVED FROM NONSTATE** tab to the amount of Federal expenditures recorded on the institution’s accounting system.

Incomplete or improper **Reconciliations of the Schedule of Expenditures of Federal Awards** will be returned to the institution. **The institution will be asked to resubmit the reconciliation and may be cited for noncompliance in the Report on Statewide Financial Management and Compliance (Quarterly Report).** **Noncompliance with the Directive could adversely affect an institution’s ability to meet management standards.**

Preparing the reconciliation to the accounting system

Instructions for preparing the **Reconciliation of the Schedule of Expenditures of Federal Awards** to the institution’s accounting system are in the following table.

Step	Action
1	Open the reconciliation file.
2	Enter the institution number, contact information, and date completed in the applicable cells highlighted in yellow.
3	The institution name will automatically be entered in cell C2 once the institution number has been entered in cell C1.
4	In cell E11, enter the total Federal Expenditures (excluding BABs recorded in fund 1302X) amount as reported on the SEFA tab.
5	In cell E12, enter the total Federal Expenditures amount as reported on the RECEIVED FROM NONSTATE tab.
6	In cell E16, enter the total Federal expenditures recorded in the institution’s accounting system.

Continued on next page

**Comptroller’s Directive No. 2-17
Attachment HE-7
Federal Schedules**

Preparing the reconciliation to the accounting system
(continued)

Step	Action										
7	The difference between the expenditures for as reported on the SEFA tab plus the expenditures reported on the RECEIVED FROM NONSTATE tab and the expenditures in the institution’s accounting system will be calculated in cell E19. This difference should be completely reconciled before submission to DOA.										
8	Begin reconciling items on line 22.										
9	Enter a brief description for each reconciling item in Column A. Enter the dollar amount in Column E. See the following examples: <div style="margin-left: 40px;"> <table border="0"> <tr><td>Cash Basis AJE</td><td></td></tr> <tr><td> For Perkins loan program</td><td style="text-align: right;">\$XXX</td></tr> <tr><td>Nonmonetary disbursements</td><td style="text-align: right;">\$XXX</td></tr> <tr><td>Indirect Costs</td><td style="text-align: right;">\$XXX</td></tr> <tr><td>BABs recorded in fund 1302X</td><td style="text-align: right;">\$XXX</td></tr> </table> </div> <p>(The institution may or may not have the reconciling items listed above.)</p>	Cash Basis AJE		For Perkins loan program	\$XXX	Nonmonetary disbursements	\$XXX	Indirect Costs	\$XXX	BABs recorded in fund 1302X	\$XXX
Cash Basis AJE											
For Perkins loan program	\$XXX										
Nonmonetary disbursements	\$XXX										
Indirect Costs	\$XXX										
BABs recorded in fund 1302X	\$XXX										
10	The sum of the reconciling items must equal the difference between the expenditures on the SEFA tab plus the expenditures on the RECEIVED FROM NONSTATE tab and the expenditures in the institution’s accounting system (cell E16). <u>If these amounts do not equal, further investigation is required because DOA will not accept incomplete or improper reconciliations.</u>										
11	Do not send the supporting documents for the reconciliations to DOA. Only submit the reconciliations to DOA. A copy of the reconciliation and all supporting documents should remain at the institution for potential APA review or if specifically requested by DOA.										

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