

OSC Bureau of State Accounting Operations

# FEDERAL GRANT REQUEST GUIDE AGENCY WALK-THROUGH

Edition 1 • (Rev. 2/16/2022)

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## **Prior to Establishing the Customer Contract**

In order to create Customer Contract for a Federal Grant, an SFS Project ID must first be established using the Project Request Guide. See: [Chapter XIX.2 Establishing a Project](#) of this Guide for guidance on how to create a Project in SFS.

### **Pre-Award**

If a Project is a pre-award, please use form [AC3286-P](#) and attach it to the project using the Project Guide. For more information on Pre-Awards, see [Section 3.A Establish & Maintain Federal Grants in SFS for Non-Onboarding Agencies – Pre-Award Spending Projects](#) of this Chapter.

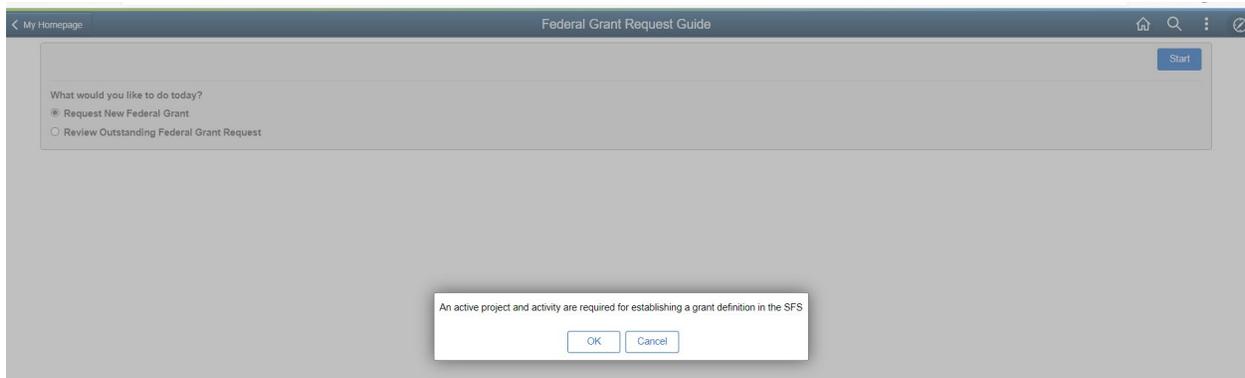
## **Creating a Customer Contract and Federal Grant in the SFS**

### **1. Federal Grant Request Guide**

Navigate to: Customer Contracts > Federal Grant Request Guide

Open the Federal Grant Request Guide then choose the radio button “Request New Federal Grant”.

Click → Start



### **2. Reference Award Number & Award Description**

The Reference Award Number should be what is listed on the Grant Award Document (GAD). (See [Exhibit 2](#) for examples of GADs)

Do not include dashes in the reference award number and use all CAPS. For OSC managed grants, the Reference Award Number should be the same as what is listed in the Federal Draw System to ensure proper draws for reimbursement.

The Award Description is at the agency’s discretion. Agencies can enter a description of up to 30 characters. As an example, enter the Grant Award Title from the GAD.

Click → Continue

### 3. Award Amount

Enter the amount from GAD.

Click → Continue

### 4. Start & End Dates

Enter the start & end dates from the GAD.

The Start and End Date fields in this module are required and indicate the billing period for Federal reimbursement for the Reference Award and Customer Contract.

Click → Continue

## 5. Cognizant Agency

The Agency that is receiving the grant award from the Federal Government is also known as the grant's Cognizant Agency.

Click → Continue

## 6. Federal Agency

This is the Federal agency awarding the grant. This can be found on the GAD (See: [Exhibit 2](#)). This can also be found by looking up the CFDA in sams.gov (see [Exhibit 1](#)).

In the search type in **US\_** then click the magnifying glass to search by Federal Agency. EX: Health & Human Services (HHS)

**Note:** for US\_AGRICULT/01 the 01 is added only to ASAP Grants that are managed by OSC. The Federal Draw System Sub Account (LOC DOC ID) will also have /01.

<u>Customer ID</u>	<u>Name 1</u>
<b>US _NAT_COMM_SV</b>	CORPORATION FOR NATIONAL AND COMMUNITY
<b>US_AGRICULT/01</b>	US Dep't of Agriculture
<b>US_AGRICULTURE</b>	US Dept of Agriculture
<b>US_APP_REG_COMM</b>	US Appalachian Regional Commission
<b>US_COMMERCE</b>	US Dept of Commerce
<b>US_DEFENSE</b>	US Dept of Defense
<b>US_ECON_DEV_ADM</b>	US Economic Development Administration
<b>US_EDUCATION</b>	US Dept of Education
<b>US_ELECT_ASSIST</b>	US Election Assistance Commission
<b>US_ENERGY/01</b>	US Dept of Energy /01
<b>US_ENERGY/04</b>	US DEPT OF ENERGY/04

<b>US_ENERGY/06</b>	US Dep't of Energy /06
<b>US_ENV_PROTECT</b>	US Environmental Protection Agency
<b>US_EQUAL_EMPLOY</b>	US Equal Employment Opportunity
<b>US_FISH_&amp;_WILD</b>	US Fish and Wildlife Service
<b>US_GEN_SVC_ADM</b>	US General Services Administration
<b>US_GEOLOGICAL</b>	US Geological Survey
<b>US_HHS</b>	US Dept of Health and Human Services
<b>US_HOMELAND_SEC</b>	US Dept of Homeland Security
<b>US_HOUSING</b>	US Dept of Housing & Urban Development

Click → Continue

## 7. CFDA

The CFDA number is critical for compliance and reporting purposes. This number should be listed on the GAD and is a mandatory data element (See [Exhibit 1](#)). A screenshot or PDF of the CFDA number from the sam.gov website will need to be attached in the attachment section of the Federal Grant Guide.

Temporary numbers will not be allowed. Failure to provide this number will prevent the grant award from being established in the SFS. If the grant has more than one CFDA Number, then one Contract ID/Grant Award ID will be assigned by the system for each separate CFDA Number.

**NOTE: If the CFDA number is not listed in SFS, please notify OSC at [FederalGrants@osc.ny.gov](mailto:FederalGrants@osc.ny.gov). OSC will validate the CFDA and if have it added to SFS.**

Click → Continue

## 8. Linking the Associated Project & Activity to the Grant

Link the Project(s) & Activity(s) to the grant. Enter the Agency **PC BU** and then click the magnifying glass to search for the project that was created for the grant in the "Project Guide".

Click on the magnifying glass under activity & choose the activity associated with the project/grant.

Click the + sign to link additional project & activity combinations to the grant.

**Note:** The additional **project(s) and activity(s)** that you intend to link to the new grant, need to be created using the "Project Guide" before making a new grant request.

**If additional activities are needed after OSC has approved the customer contract, please refer to the amendments section of the project guide.**

Click → Continue

## 9. Rate Set

The rate set will always be FDF\_STANDARD for grants.

Click → Next

## 10. Contacts

Enter the name, email & phone of the agency contact who is submitting the grant request. This is the person who can be contacted if OSC has any questions. The requestor may or may not be the Grant Manager. These are **required** fields.

Click → Continue

Enter the name, email, phone & manager department of the grant manager that can be contacted if OSC has any questions about actual transactions against the project. The grant manager may or may not be the same person requesting the grant. These are **required** fields.

Click → Next

## 11. Draw

**Agency or OSC:** Use the dropdown to indicate if the Agency or OSC draws the funds for this grant. If agency drawn, Click → Next. If OSC drawn, continue to the boxes underneath.

**Note: If this information is currently unknown, please leave blank. OSC BSAO will fill this information in upon contract review and work with the agency to help identify this information in the future.**

**Federal Draw System:** Type in **DS** and click on the magnifying glass to search for the draw system.

Cancel Lookup

Search for: Federal Draw System

Search Criteria

Search Results

7 rows

Attribute Type	Short Description	Description
DS-ASAP	Recipient	ASAP/Recipient ID
DS-DELPHI	DELPHI	DELPHI Draw System
DS-DIRLOAN	DUNS#	DIRECT LOAN/DUNS#
DS-ECHO	ECHO	ECHO Draw System
DS-FHWA	FHWA	FHWA Draw System
DS-G5	Recipient	ASAP/Recipient ID
DS-PMS	PAN#	PMS/Smartlink/PAN#

**Federal Draw System Account** (Attribute Value): This value is the:

- DS-ASAP = "Recipient ID"
- DS-G5 = "Payee DUNS"
- DS-PMS "Payee Acct" in PMS

**Federal Draw system Sub Account** (Loc Doc ID): This ID is the:

- DS-ASAP = "ACL/Region"
- DS-G5 = "Payee DUNS"
- DS-PMS = "Subaccount" (Account Balance Data).

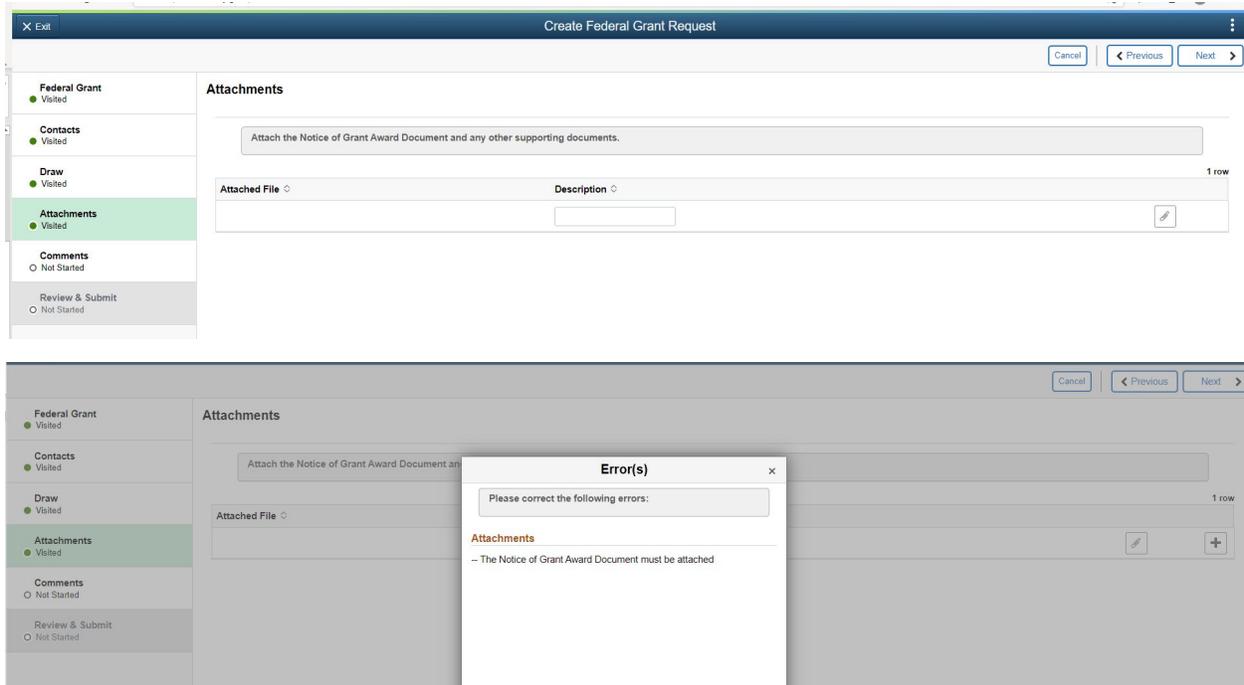
Click → Next

## 12. Attachments

The following attachments are **required** for contract approval by BSAO:

- a) Grant Award Document
- b) Screenshot of CFDA from sams.gov (See [Exhibit 1](#))
- c) [AC-3286-P](#) \*(if contract is associated to a pre-award)\*

To upload attachments, click on the paperclip.



Click → Next

### 13. Comments (Field 1)

Enter any comments or additional information.



Click → Continue to enter **Disaster Related Information** in Comments (Field 2)

If the grant is disaster related, enter the disaster name, billing amount associated with the disaster & the Public Law Authority that authorized the grant. (For example, COVID-19 related grants should be noted here.)

Click → Next

## 14. SAVE

- Choose **“Save and Exit”** to save your work. If chosen, the requestor will need to go back to the Federal Grant Request Guide and review the request. Here you will have the option to change or add information before having to submit your request (see step 15).
- Choose **“Save and Submit Request”** to send the grant to OSC for approval. If chosen, the contract status will change to PENDING\_OSC\_APPROVAL.

OSC will review your submission and approve your contract or return it for information. Agencies should monitor their project status through the Federal Grant Request Guide. If your contract status is changed to RETURN\_FOR\_INFORMATION, you will need to use the guide to make corrections or add additional information. BSAO will also e-mail the grant manager informing them of the issues.

## 15. Review an Outstanding Federal Grant Request

Choose this option to make changes or corrections on a new grant request, click **Start**.

## Select Federal Grant Request

Enter the Cognizant Agency that the grant was established under and click **search**. Then click the radio button next to the grant you are updating.

**Update Federal Grant Request**

1 Select Federal Grant Request      2 Update Federal Grant Information      3 Save and Review

Next >

**Step 1 of 3: Select Federal Grant Request**

Please select the Federal Grant Request you wish to modify, submit, or cancel before proceeding.

Cognizant Agency: SED01      Search

Select a Federal Grant Request:

Award Reference	Customer Contract Number	Contract Status	Federal Grant Requester	Federal Grant Manager
<input checked="" type="radio"/> RJ56	NYS000000000000000000000000780	PENDING_OSC_APPROVAL	Imontaneli	ABIGAIL BERNHARDT
<input type="radio"/> LLLM		UNSUBMITTED	MONTANELI LORI	AARON KEMMER

2 rows

## 16. Update Federal Grant Information

Select the area that you want to update by clicking the box containing Federal Grant, Contact, Draw, Attachments or Comment information and update accordingly.

**Update Federal Grant Request**

1 Select Federal Grant Request      2 Update Federal Grant Information      3 Save and Review

< Previous      Next >

**Step 2 of 3: Update Federal Grant Information**

Please click the Next button to continue when you have made all updates or if you do not wish to modify the Federal Grant Request information.

You may update the Federal Grant Request by selecting any of the information areas listed below.

Federal Grant    Contacts    Draw    Attachments    Comments

**Update Federal Grant Request**

1 Select Federal Grant Request      2 Update Federal Grant Information      3 Save and Review

< Previous      Next >

**Step 2 of 3: Update Federal Grant Information**

Please click the Next button to continue when you have made all updates or if you do not wish to modify the Federal Grant Request information.

You may update the Federal Grant Request by selecting any of the information areas listed below.

Federal Grant    Contacts    Draw    Attachments    Comments

▼ Federal Grant

\*Reference Award Number: RJ56      Federal Agency: US Dept of Education

\*Award Description: testing      \*Owning Agency: SED01

\*CFDA: 10.207      \*Start Date: 01/19/2022

\*Award Amount: 100.00      \*End Date: 01/31/2022

\*Rate Set: FDF\_STANDARD

Associated Projects

\*PC Business Unit: OSC01

Project	Activity
1   0000000000024714   Gum	0000000000000001   COVID_blue

1 row

## 17. SAVE Options

Save options for grants that have already been submitted to OSC for approval:

Click "Save and Exit"



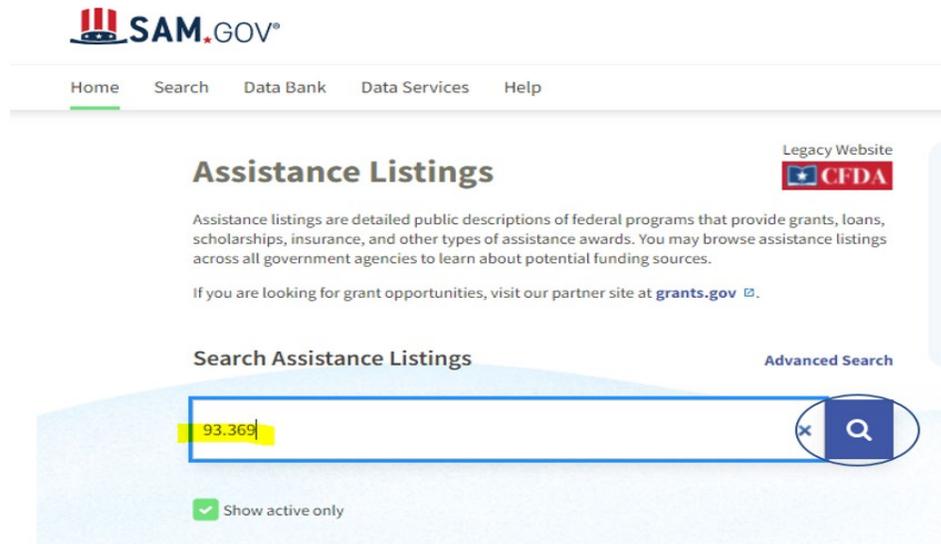
Save options for unsubmitted grants:

- A) Cancel the Request: This option will erase the contract.
- B) Save and Exit: This will save your work & exit you from the program.
- C) Save and Submit Request: This will save your work & submit it to OSC for approval.

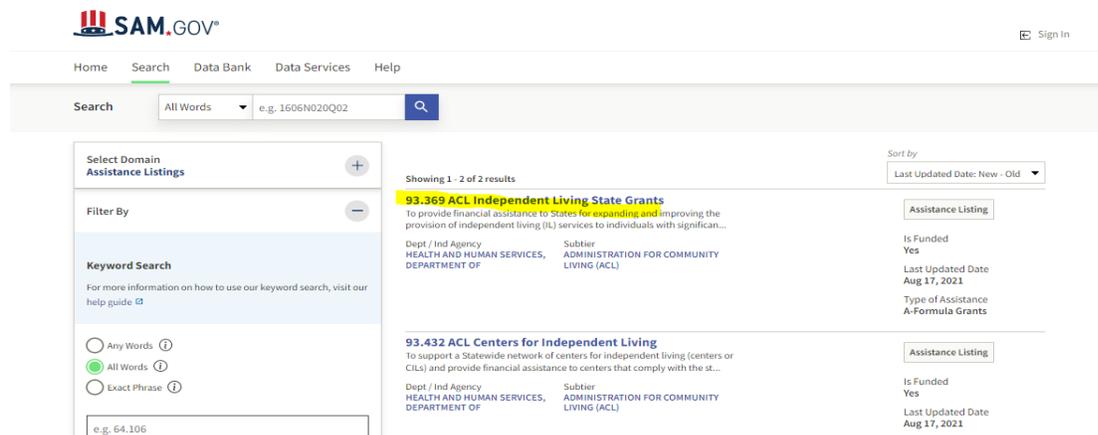


## Exhibit 1

- 1) Go to the website [sam.gov](https://sam.gov). Type in the CFDA under Assistance Listings, then click the magnifying glass



- 2) Click on the appropriate CFDA number in the search results



- 3) Create a screenshot of the information shown below & upload it into the Federal Grant Request Guide Attachments section. **Note:** The federal agency logo under this CFDA number is HHS.



Assistance Listing

- Overview
- Authorizations
- Financial Information
- Criteria for Applying
- Applying for Assistance
- Compliance Requirements
- Contact Information
- History

Follow

ASSISTANCE LISTINGS

## ACL Independent Living State Grants

**Note:** This Assistance Listing was not updated by the issuing agency in 2022. Please contact the issuing agency listed under "Contact Information" for more information.

Assistance Listing

Popular Name  
Independent Living Services

Sub-tier  
ADMINISTRATION FOR COMMUNITY LIVING (ACL)

CFDA Number  
93.369

Related Federal Assistance  
[93.432](#)

[View available opportunities on Grants.gov related to this Assistance Listing](#)

### Overview

#### Objectives

To provide financial assistance to States for expanding and improving the provision of independent living (IL) services to individuals with significant disabilities by promoting and maximizing their full integration and inclusion into the mainstream of American society.

## Exhibit 2

The Grant Award Document or Notice of Award contains vital federal grant information.

- 1) Federal Agency awarding the grant
- 2) State Agency receiving the federal award
- 3) The Grant Award Number
- 4) The CFDA Number
- 5) The start & end dates
- 6) The PL Authority

See examples below:

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Administration for Community Living  
Washington, D.C. 20201

Notice of Award

**Title of Program: (ILSG) Rehabilitation Act Subchapter B Independent Living Services Grants**  
**Award Authority: P.L. 113-128 (WIOA)**

<b>Grantee:</b> EDUCATION DEPARTMENT, NEW YORK STATE Ceylane Meyers-Ruff, Director 89 Washington Avenue Room 580-EBA ALBANY, NEW YORK 12234	<b>Date:</b> January 27, 2022  <b>Grant No.:</b> 2201NYILSG-01 <b>Award Instrument:</b> Grant (Formula) <b>Project Period:</b> 10-01-2021 - 09-30-2023 <b>Budget Period:</b> 10-01-2021 - 09-30-2023
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<b>EIN:</b> 1148013200X2 <b>DUNS#:</b> 806782173	<b>CFDA:</b> 93.389	<b>Object Class Code:</b> 41.15
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Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-22-0142	2022.2994905	\$219,411.00	\$401,698.00
<b>Total</b>		<b>\$219,411.00</b>	<b>\$401,698.00</b>

**ACL Contact Information:**  
Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
**Emmanuel Ekwo**  
ACL Grants Officer

**Terms and Conditions:**

1. This grant award is issued under the Rehabilitation Act of 1973, as amended, P.L. 113-128. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Terms and Conditions: Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view the terms and conditions, including but not limited to:

- Prohibition on certain telecommunications and video surveillance services or equipment
- SAM.gov / DUNS Requirement
- Latest Consolidated Appropriations Act



**Recipient Information**

**1. Recipient Name**  
New York  
Capital View Office Park - South Bldg, Rm 204  
52 Washington Street  
  
RENSSELAER, NEW YORK 12144 2834

**2. Congressional District of Recipient**  
\*See Remarks

**3. Payment Account Number and Type**  
\*See Remarks

**4. Employer Identification Number (EIN)**  
1146013200W1

**5. Data Universal Numbering System (DUNS)**  
042387717

**6. Recipient's Unique Entity Identifier**  
\*See Remarks

**7. Project Director or Principal Investigator**  
Sheila Poole  
  
sheila.poole@ocfs.ny.gov  
518-402-3108

**8. Authorized Official**  
\*See Remarks

**Federal Agency Information**

**9. Awarding Agency Contact Information**  
Sona Cook  
Grants Management Officer  
sona.cook@acf.hhs.gov  
214-767-2973

**10. Program Official Contact Information**  
Joseph Bock  
Program Authorizing Official  
TBD  
Bock.Joseph@acf.hhs.gov  
111-111-1111

**Federal Award Information**

**11. Award Number**  
2201NYADPT

**12. Unique Federal Award Identification Number (FAIN)**  
2201NYADPT

**13. Statutory Authority**  
Title IV-E of the Social Security Act -

**14. Federal Award Project Title**  
\*See Remarks

**15. Catalog of Federal Domestic Assistance (CFDA) Number**  
93.659

**16. CFDA Program Title**  
Adoption Assistance

**17. Award Action Type**  
Supplement

**18. Is the Award R&D?**  
\*See Remarks

**Summary Federal Award Financial Information**

<b>19. Total Amount of Federal Funds Obligated by this Action</b>	<b>\$3,819,981</b>
<b>20. FAIN</b>	<b>2201NYADPT</b>
<b>21. Fiscal Quarter Start Date- 10-01-2021-</b>	<b>End Date- 12-31-2021</b>

**22. Authorized Treatment of Program Income**  
\*See Remarks

**23. Grants Management Officer - Signature**

Sona Cook  
Grants Management Officer

**Footnotes**

This award action reflects the application of the enhanced FMAP rate, as outlined in the Consolidated Appropriations Act of 2021.

REPORT 495		U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE GRANT AWARD DOCUMENT				FCI / 100	
1. GRANTOR AGENCY: USDA - Food and Nutrition Service		2. APPROPRIATION: See below under Appropriation column					
3. NY DEPT OF HEALTH BUREAU OF ACCOUNTS MGMT ALBANY NY 12337 VENDOR NO. 53691701 000		4. TITLE OF GRANT: Child Nutrition (2 Year)					
5. APPORTIONMENT YEAR: 2022 GAD NUMBER: 4NY300325		AMENDMENT: 005		6. ESTIMATED ANNUAL GRANT AWARD:			
7. GRANT PERIOD FROM: 10/01/2021 GRANT PERIOD TO: 09/30/2022							
APPROPRIATION	FAIN	ACCOUNT ID	PCA TITLE	CFDA NO.	PREVIOUS LEVEL	INCREASE/DECREASE	CURRENT LEVEL
122/33539	224NY325N2020	202222N202044	- CNP CACFP CASH IN LIEU (O)	10.558	\$1,685,740.00	\$0.00	\$1,685,740.00
121/23539	224NY325N2020	202221N202044	- CNP CACFP CASH IN LIEU (O)	10.558	\$3,226,737.00	\$0.00	\$3,226,737.00
122/33539	224NY325N1099	202222N109944	- CNP BLOCK CONSOLIDATED (O)	10.555	\$0.00	\$0.00	\$0.00
121/23539	224NY325N1099	202221N109944	- CNP BLOCK CONSOLIDATED (O)	10.555	\$0.00	\$0.00	\$0.00
122/33539	224NY325N1199	202222N119944	- CNP BLOCK CONSOLIDATD NON AP	10.555	\$0.00	\$52,865,122.00	\$52,865,122.00
121/23539	224NY325N1199	202221N119944	- CNP BLOCK CONSOLIDATD NON AP	10.555	\$43,029,059.00	\$0.00	\$43,029,059.00
Total:					\$47,941,536.00	\$52,865,122.00	\$100,806,658.00
9. SPECIAL INSTRUCTIONS/COMMENTS							
Please note that the Financial Official (FO) assigned by the above grantee organization is responsible for maintaining valid banking information for this grant. This includes certifying that correct routing and transit numbers(ABA/RTN) and bank account numbers have been entered into the ASAP gov payment system. The Food and Nutrition Service and the United States Treasury are not responsible for a misdirected payment in the event that the FO entered the incorrect ABA/RTN or bank account number information.							
FFY22 2nd Quarter CN Block Funding							

FORM FNS 495

CREATE ID F0026156

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