



# OFFICE OF THE COMPTROLLER

## FEDERAL GRANT (NON-INTERDEPARTMENTAL SERVICE AGREEMENT) SETUP FORM NOTICE OF FEDERAL GRANT AWARD

<b>Date</b>	<b>Budget Fiscal Year</b>
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Please ensure funds are loaded into the payment system before sending to the Office of the Comptroller (CTR).  
Please submit the grant award paperwork along with this form to [CTRFedGrantAward@mass.gov](mailto:CTRFedGrantAward@mass.gov).

<input type="checkbox"/> This is a new grant. Complete the box below. This department has an established indirect cost rate. <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> This is a continuing grant. Complete the box below. <input type="checkbox"/> This is a grant award increase. <input type="checkbox"/> This is a grant award extension.	
<b>Department Name</b>			
<b>Revenue Source</b> CTR will assign (For new grants)			
<b>Central Budget Structure (BGCN – BQ89)</b> To be completed by department			
Appropriation Number			
Payroll Indicator <input type="checkbox"/> Yes <input type="checkbox"/> No			
Budgetary Estimated Receipts \$			
BGCN Document Identification Number			
<b>Cost Accounting Structure (BGRG – BQ88)</b> To be completed by department			
Federal Grant Award Amount			
BGRG Document Identification Number			
<b>Major Program Table Setup</b> To be completed by department			
Major Program 6 Characters or Less			
Major Program Name			
Major Program Short Name (Same as Appropriation Number)			
<b>Program Table Setup</b> To be completed by department			
Program Code (10 Characters or Less, 1 <sup>st</sup> Character 'F' if Federal)			
Program Name			
Program Short Name			
Program Effective From Date		Program Effective To Date	
Sub Account			
DUNS Number		Unique Entity Identifier (UEI)	
Federal Award Identification Number (FAIN)			
Phase Code (Optional)		Phase Code Name (Optional)	
<b>Funding Profile – Funding Line</b> To be completed by department			
<b>Draw Name</b>	<b>Customer ID</b>	<b>Payment System Code</b> Check one box	
EDCAPS	VC7000000001	<input type="checkbox"/> <b>D</b>	
ECHO	VC7000000002	<input type="checkbox"/> <b>E</b>	
PARS	VC7000000003	<input type="checkbox"/> <b>L</b>	
SMARTLINK (PMS)	VC7000000004	<input type="checkbox"/> <b>S</b>	
ASAP	VC7000000006	<input type="checkbox"/> <b>Z</b>	
Non-Central Draw (NCD)	VC7000000007	<input type="checkbox"/> <b>No Code</b>	
<b>Funding Identification</b> To be completed by department			
<b>CFDA Number</b> (5-digit code)		<b>Letter of Credit Number</b>	
<b>Mandatory Requirements</b>			
Federal Grant Award Letter (New & Continuing Grant)		<input type="checkbox"/> <b>Yes</b>	
Federal Grant Award Form (New Grant)		<input type="checkbox"/> <b>Yes</b>	
Funds are loaded in Payment System		<input type="checkbox"/> <b>Yes</b>	
<b>Comments</b>			
<b>Department Head / Authorized Signatory</b>		<b>Grant Liaison</b>	

Submit this form to the CTR Statewide General Accounting Team – Budgetary Unit

[CTRFedGrantAward@mass.gov](mailto:CTRFedGrantAward@mass.gov)



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## FEDERAL GRANT (NON-INTERDEPARTMENTAL SERVICE AGREEMENT) SETUP FORM NOTICE OF FEDERAL GRANT AWARD

### Instructions

All Grant Forms must be forwarded to the Office of the Comptroller Statewide General Accounting Team - Budgetary Unit for processing, at [CTRFedGrantAward@mass.gov](mailto:CTRFedGrantAward@mass.gov).

<b>Date</b>	Enter the Date the form is submitted to the Office of the Comptroller.
<b>Budget Fiscal Year</b>	Enter the Budget Fiscal Year.
<b>Department Name</b>	Enter the name of the department submitting the form.
<b>Central Budget Structure</b>	Enter the Appropriation Number assigned by ANF, a Payroll indicator of Yes or No, the amount of the Estimated Budgetary Receipts, (the amount of estimated cash flow from the grant during this state fiscal year including accounts payable) and the MMARS Document Identification Number for the Central Expense Document (BGCN).
<b>Cost Accounting Structure</b>	Enter the dollar amount of the Federal Grant Award. For continuing grants enter the amount of the current increase. Enter the MMARS Document Identification Number for the Reimbursable Grant Budget Document (BGRG).
<b>Major Program Table Setup</b>	This sets up the cost accounting hierarchy with groups of activities (programs) all part of one structure. Enter the 6 (or fewer) character Major Program Code assigned by the department, the full Major Program Name, and the <b>Major Program Short Name must be the Appropriation number</b> .
<b>Program Table Setup</b>	Enter the 10 (or fewer) characters. All Federal Program codes <b>must</b> begin with the letter F. This is the second level of the cost accounting hierarchy. Programs are individual activities within a Major Program. Valid Subaccount must be entered. If a subaccount changes, this code must change. The Program Short Name must reference the appropriation account. The subaccount must be the subaccount in the award letter or the draw on the federal grant will fail. Enter your department's DUNS Number and Unique Entity Identifier (UEI) as assigned by SAM.
<b>Program Effective From &amp; To</b>	This is the beginning and end date for the grant award and is found on the grant award notice sent from the federal funding agency.
<b>Funding Profile - Funding Line</b>	This must be filled out properly – indicating the federal payment system to be used. If the wrong payment system is indicated, the draw on the federal grant will fail. Enter a check for the appropriate Payment System Code.
<b>Funding Identification</b>	Enter the 2-digit Federal Catalog Agency code and the 3-digit Federal Catalog Suffix code from your award letter or contact the appropriate agency. This must align to the grant award. The proper grant identification information is a federal reporting requirement.
<b>Mandatory Requirements</b>	The Office of the Comptroller requires that the documents listed as Mandatory Requirements be attached for approval to occur.
<b>Federal Award Identification Number (FAIN)</b>	This identification number is provided by the federal funding agency that provided the grant. This information may be found on the grant award notice the federal funding agency provides your agency. In the past, this has also been called the Federal Award Number.
<b>Phase Code (optional)</b>	This is the phase code that will be associated with the program code in the Program Phase table. The Phase Code must already exist on the Phase table.
<b>Phase Code Name (optional)</b>	The Name of the Phase Code as listed in the Phase table.

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