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: <u>Chapter XIX.2</u> <u>Establishing a Project</u> 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 <u>AC3286-P</u> and attach it to the project using the Project Guide. For more information on Pre-Awards, see <u>Section 3.A</u> <u>Establish & Maintain Federal Grants in SFS for Non-Onboarding Agencies – Pre-</u> <u>Award Spending Projects</u> 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 \rightarrow Start

< My I	tomepage	Federal Grant Request Guide	ť	_ሕ C		Ø
				s	art	
	What would you like to do today?					
	Request New Federal Grant					
	O Review Outstanding Federal Grant Request					
2						
		An active project and activity are required for establishing a grant definition in the SFS				
		OK Cancel				

2. Reference Award Number & Award Description

The Reference Award Number should be what is listed on the Grant Award Document (GAD). (See <u>Exhibit 2</u> 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.

K Exit	Create Federal Grant Request	
		Cancel Next
Federal Grant Visited	Federal Grant	
Contacts O Not Started		Continue
Draw O Not Started	What is the grant award reference number and description?	
Attachments O Not Started	"Reference Award Number" "Award Description	
Comments O Not Started		
Review & Submit O Not Started		

$\mathsf{Click} \to \mathsf{Continue}$

3. Award Amount

Enter the amount from GAD.

× Exit	Create Federal Grant Request	:
		Cancel Next >
Federal Grant Visited	Federal Grant	
Contacts		Back Continue
O Not Started	What is the amount awarded for this grant?	
Draw O Not Started		
Attachments	"Award Amount	
Commonts		
O Not Started		
Review & Submit O Not Started		

 $\mathsf{Click} \to \mathsf{Continue}$

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.

× Exit	Create Federal Grant Request	:
		Cancel Next >
Federal Grant Visited	Federal Grant	
Contacts O Not Started		Back Continue
Draw	When does this grant award start and end?	
O Not Started Attachments O Not Started	*Start Date	
Comments O Not Started		
Review & Submit O Not Started		
Click \rightarrow Co	ontinue	
	ondinac	

5. Cognizant Agency

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

X Exit	Create Federal Grant Request	:
		Cancel Next >
Federal Grant • Visited	Federal Grant	
Contacts		Back Continue
Draw	Which State Agency is the Cognizant Agency for this grant award?	
O Not Started	"Cognizant Agency	
Attachments O Not Started		
Comments O Not Started		
Review & Submit O Not Started		

Click \rightarrow Continue

6. Federal Agency

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

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.

× Exit	Create Federal Grant Request	:
		Cancel Next >
Federal Grant Visited	Federal Grant	
Contacts		Back Continue
Draw	Which Federal Agency has awarded this grant?	
O Not Started	"Federal Agency US_HHS Q	
Attachments O Not Started		
Comments O Not Started		
Review & Submit O Not Started		

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

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

Click \rightarrow 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 <u>Exhibit 1</u>). 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. OSC will validate the CFDA and if have it added to SFS.

× Exit	Create Federal Grant Request	ŧ
		Cancel Next >
Federal Grant Visited	Federal Grant	
Contacts O Not Started		Back Continue
Draw O Not Started Attachments	What is the CFDA associated with this grant? "CFDA Q	
Comments O Not Started Review & Submit O Not Started		

Click \rightarrow 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.

K Exit			Create Federal Grant	Request		
						Cancel Next
Federal Grant Visited	Feder	al Grant				
Contacts O Not Storted						Back Continue
Draw		Which project and activity will be used for	or tracking this grant award?			
O Not Started			*PC Business Unit	٩		
Attachments O Not Started						1 row
		Project 🗘	Description \diamond	Activity 🛇	Description 🛇	
O Not Started	1	٩		Q		+ -
Review & Submit O Not Started						

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 \rightarrow Continue

9. Rate Set

The rate set will always be FDF_STANDARD for grants.

× Exit	Create Federal Grant Request	1
		Cancel Next >
Federal Grant • Visited	Federal Grant	
Contacts O Not Started		Back
Draw O Not Started	Which rate set will be used to process transactions?	
Attachments O Not Started	"Rate Set FDF_STANDARD Q	
Comments O Not Started		
Review & Submit O Not Started		

 $\mathsf{Click} \rightarrow \mathsf{Next}$

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.

Exit	Create Federal Grant Req	uest
		Cancel Cancel Next
Federal Grant Visited	Contacts	
Contacts Visited		Continue
Draw Not Started	Who is requesting this Federal Grant?	
Attachments Not Started	"Requestor Name	
Comments Not Started	"Requestor Phone	
Review & Submit Not Started		

Click \rightarrow 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.

				-
X Exit	Сгеа	ate Federal Grant Request		
			Cancel Previous	Next >
Federal Grant Visited	Contacts			
Contacts Visited				Back
Draw O Not Started	Who is managing this Federal Grant?			
Attachments O Not Started	"Manager Email	3		
Comments O Not Started	*Manager Phone *Manager Department	۹		
Review & Submit O Not Started				

 $\mathsf{Click} \to \mathsf{Next}$

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 \rightarrow Next. If OSC drawn, continue to the boxes underneath.

× Exit	Create Federal Grant Request	:
	Cancel	Previous Next
Federal Grant Visited	Draw	
Contacts Visited	Will OSC or your Agency to perform grant award draws in the federal draw system?	
Draw Visited	^Agency or OSC OSC ✓ Federal Draw System Q	
Attachments O Not Started	Federal Draw System Account Federal Draw System Sub-Account	
Comments O Not Started		
Review & Submit O Not Started		

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.

ancel Lookup						
Search for: Federal Draw System						
Search Criteria						
✓ Search Results						
		7 rows				
Attribute Type ♦	Short Description \diamond	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 \rightarrow 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 <u>Exhibit 1</u>)
- c) <u>AC-3286-P</u> *(if contract is associated to a pre-award)*

(Exit		Create Federal Grant Request	
			Cancel Cancel Next
Federal Grant Visited	Attachments		
Contacts Visited	Attach the Notice of Grant Awar	rd Document and any other supporting documents.	
Draw			1
Visited	Attached File 🗘	Description 0	
Attachments Visited			Ø
0			
Not Started			
Not Started			
Review & Submit			
Review & Submit O Not Started			
Review & Submit			
Review & Submit			Cancel) Cerevious Ne
Review & Submit Not Started	Attachments		Cancel Cancel Ne
Contention of Stated Review & Submit Not Stated Federal Grant Visited	Attachments		Cancel Cancel Ne
Contaments Not Stated Not Stated Not Stated Not Stated Pederal Grant Valed Contacts Valed	Attachments Attach the Notice of Grant Award	d Document an Error(s) ×	Cancel
Contained Review & Submit Not Started Federal Grant Visited Contacts Visited Deaver	Attachments Attach the Notice of Grant Award	d Document an Error(s) ×	Cancel Cancel Ne
Contention Review & Submit Not Started Federal Grant Visited Contacts Visited Draw Visited	Attachments Attach the Notice of Grant Award Attached File 0	d Document an Error(s) × Please correct the following errors:	Cancel Cencel Ne
Comments Not Started Review & Submit Not Started Federal Grant Visited Contacts Visited Draw Visited Attachments	Attachments Attach the Notice of Grant Award Attached File 0	d Document an Error(s) × Please correct the following errors: Attachments	Cancel Cancel Ne
Comments Not Stanted Review & Submit Not Stanted Federal Grant Visited Contacts Visited Contacts Visited Attachments Visited	Attachments Attach the Notice of Grant Aware Attached File ©	d Document an Error(s) × Please correct the following errors: Attachments - The Notice of Grant Award Document must be attached	Cancel Cancel Ne
Comments Contacts Contacts Valued Contacts Valued Contacts Valued Contacts Valued Contacts Valued Comments Valued Comments Contacts Comments Comme	Attachments Attach the Notice of Grant Award Attached File O	d Document an Error(s) × Please correct the following errors: Attachments - The Notice of Grant Award Document must be attached	Cancel Cancel Ne

$\mathsf{Click} \to \mathsf{Next}$

13. Comments (Field 1)

Enter any comments or additional information.

× Exit		Create Federal Grant Request	:
			Cancel Cancel Next >
Federal Grant Visited	Comments		
Contacts Visited			Continue
Draw	Provide additional information:		
Visited			
Visited	Comments		
Comments Visited			
Review & Submit O Not Started			

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.)

× Exit	Create Federal Grant Request					
		Cancel Cancel Next >				
Federal Grant Visited	Comments					
Contacts Visited		Back				
Draw • Visited	If this grant is related to a disaster, provide the following details:					
Attachments Visited	Disaster Name Amount					
Comments Visited	Public Law Authority					
Review & Submit O Not Started						

 $\mathsf{Click} \rightarrow \mathsf{Next}$

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.

X Exit	Create Fed	Ieral Grant Request
		Cancel Crevious
Federal Grant Visited		Save and Exit Save and Submit Request
Contacts	Expand All Collapse All	

15. Review an Outstanding Federal Grant Request

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

< Cre	Create Federal Grant Request Federal Grant Request Guide	<u> </u>	\oslash
		Start	
	What would you like to do today?		
	O Request New Federal Grant		
	Review Outstanding Federal Grant Request		

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.

ХE	dt	Update Federal Grant Request				
	1 Select Federal Grant Rec	uest Update Federal	2) Grant Information	3 Save and Review	(Next 🗲
Ste	p 1 of 3: Select Federal Gran Please select the Federal Grant Re	t Request equest you wish to modify, submit, or cancel before proce Cognizant Agency SED01	eding. Q Search			
						2 rows
	Award Reference ◇	Customer Contract Number \diamond	Contract Status 🛇	Federal Grant Requester 🛇	Federal Grant Manager 🛇	
۲	RJ56	NYS000000000000000000000000000000000000	PENDING_OSC_APPROVAL	Imontaneli	ABIGAIL BERNHARDT	
0	LLLM		UNSUBMITTED	MONTANELI LORI	AARON KEMMER	

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 Gran	nt Request	2 Update Federal Grant Information		3 Save and Review		
						Previous Nex
ep 2 of 3: Update Federal	Grant Information					
Please click the Next button	to continue when you have m	ade all updates or if you do not wish to modify the Federal	Grant Request information.			
You may update the Federal	Grant Request by selecting a	ny of the information areas listed below.				
Federal Grant Contact	s Draw Attachments	Comments				
xat		Update Federal Grant Re	quest		:	
1		2	3			
Select Federal Grant Requ	est	Update Federal Grant Information	Save and Review			
					< Previous Next >	
p 2 of 3: Update Federal Gran	t Information		at a s			
p 2 of 3: Update Federal Gran Please click the Next button to com You may update the Federal Grant F	t Information tinue when you have made all upd: Request by selecting any of the inf	ites or if you do not wish to modify the Federal Grant Request inform: ormation areas listed below,	tion.			
p 2 of 3: Update Federal Gran Please click the Next button to com You may update the Federal Grant F Federal Grant Contacts	t Information tinue when you have made all upd Request by selecting any of the inf Draw Attachments Comme	tes or if you do not wish to modify the Federal Grant Request inform: ormation areas listed below. 18	tion.			
P 2 of 3: Update Federal Gran Please click the Next button to com You may update the Federal Grant I Federal Grant Contects I Idenal Grant	t Information tinue when you have made all upd Request by selecting any of the inf Draw Atlachments Comme	tes or if you do not wish to modify the Federal Grant Request inform ormation areas listed below. to	tion.			
p 2 of 3: Update Federal Gran Please click the Next button to com You may update the Federal Grant I Federal Grant Contects I sderal Grant "Reference Award Number	t Information tinue when you have made all upd. Request by selecting any of the inf Draw Atlachments Comme RJ56	ites or If you do not wish to modify the Federal Grant Request inform. ormation areas listed below. Its	tion. Federal Agency US	Dept of Education		
P 2 of 3: Update Federal Gran Please click the Net button to cor You may update the Pederal Grant Federal Grant Contects I ederal Grant "Reference Award Number "Award Description	t Information tinue when you have made all upd. Request by selecting any of the inf Draw Attachments Comme RJ55 testing	tes or I' you do not wish to modify the Federal Grant Request Inform omnation areas listed below.	tion. Federal Agency US "Owning Agency SE	Dept of Education		
p 2 of 3: Update Federal Gran Please click the Next button to corr You may update Federal Grant Tedenal Grant Contacts advarta Grant "Reference Award Description "CFDA	t Information sinue when you have made all upd. Request by selecting any of the inf Draw Attachments Comme RJ56 testing 10.207 Q	tes or if you do not wish to modify the Federal Grant Request inform: ormation areas listed below.	tion. Federal Agency US "Owning Agency SE "Start Date 01	Dept of Education D01 Q. 192022 (fff)		
p 2 of 3: Update Federal Gran Please click the Next twitton to corr You may opdate he Federal Grant Federal Grant Contacts I Reference Award Number - Award Description - CPDA - "Award Amandus	t Information time when you have made all upd, equest by setscing any of the info Draw Attachments Comme RU50 10.207 Q, 10.000	stes or if you do not wish to modify the Federal Grant Request inform armation areas listed below. Its	tion. Federal Agency US "Owning Agency ES "Start Date 01 "End Date 01	Dept of Education Do1 Q. 199022 首前 310022 首前		
p 2 of 3: Update Federal Gran Please click the Next button to corr You may update the Federal Grant i Federal Grant Corrac i ederal G	t Information ilines when you have made all update Request by selecting any of the inf Draw R456 testing 10.207 Q, 100.00 FOF_STANDARD Q,	ttes or if you do not wish to modify the Federal Grant Request inform omation areas listed below. ts	tion. Federal Agency US 'Owning Agency SE 'Stant Date 01 'End Date 01	Dept of Education DD1 Q 192022 (m) 31/2022 (m)		
p 2 of 3: Update Federal Gran Please click the Naxt button to cer You may update the federal Granu Federal Grant Ortsky 1 ederal Grant "Raference Award Number "Award Description "CPDA "Award Description "Rafe Set visited Projects	t Information Intraw when you have made all updd Reases the selection and of the inf Draw Attachments Comme Rufid Interim Inte	tes or I' you do not wish to modify the Federal Grant Request Inform omation areas listed below.	tion. Federal Agency US 'Owning Agency ISE 'Start Date 01 'End Date 01	Dept of Education D01 Q 192022 前 31/2022 前		
p 2 of 3: Update Federal Gran Please click the Next buttom to cerr You may update Federal Grant ederal Grant ederal Grant Reference Award Number "Award Description "CPDA 'Award Amount Reference interfer	t Information lima where made all updi lima where you have made all updi lima where you have made all updi lima where any of the inf lima where the second second second second lima where the second s	tes or if you do not wish to modify the Pederal Grant Request inform ormation areas listed below.	flon. Federal Agency US "Onling Agency IS "fand Date Ot Tend Date Ot	Dept of Education 001 Q. 189022 (ff) 31/3022 (ff)		
p 2 of 3: Update Federal Gran Please click the Next button to corr You may update Federal Grant ederal Grant Cortacs ederal Grant "Award Description "CrORD "Award Amount "Rate Set sciented Projets Projets	t Information Imme when you have made all updf Research y satesing any of the inf Brain Allachments Comme Rulia (1997) Teorem (1997) Teorem (1997) Teorem (1997) Teorem (1997) Coscol Q, Information (1997) Coscol Q, Information (1997) (tes or if you do not wish to modify the Federal Grant Request inform: constion areas listed below.	tion. Federal Agency US "Owning Agency ISE "Start Date 01 "End Date 01	Dept of Education D01 Q. 19/2022 (ff) 31/2022 (ff)	100	

17. SAVE Options

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

Click "Save and Exit"

× Exit	Update Federal Grant Request		
1 Select Federal Grant Request	2 Update Federal Grant Information	3 Save and Review	Previous
Step 3 of 3: Save and Review			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.

× Exit	Update Federal Grant Request			
Select Federal Grant Request	2 Update Federal Grant Information	3 Save and Review	< Previous	
Step 3 of 3: Save and Review			Cancel Request Save and Exit Save and Submit Request	

Exhibit 1

1) Go to the website sam.gov. Type in the CFDA under Assistance Listings, then click the magnifying glass

	Assistance Listings	Legacy Website
As	ssistance listings are detailed public descriptions of federal cholarships, insurance, and other types of assistance award cross all government agencies to learn about potential fun-	l programs that provide grants, loans, ds. You may browse assistance listings ding sources.
В	f you are looking for grant opportunities, visit our partner si	ite at grants.gov 2.
5	Search Assistance Listings	Advanced Search
Г		

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

		E
Home Search Data Bank Data Services H	lelp	
Search All Words e.g. 1606N020Q02	Q	
Select Domain Assistance Listings	Showing 1 - 2 of 2 results	Sort by Last Updated Date: New - Old 🔹
Filter By	93.369 ACL Independent Living State Grants To provide financial assistance to States for expanding and improving the provision of Independent living (IL) services to Individuals with significan	Assistance Listing
Keyword Search	Dept / Ind Agency Subtier HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR COMMUNITY DEPARTMENT OF LIVING (ACL)	Is Funded Yes Last Updated Date Aug 17, 2021
help guide 🛛		Type of Assistance A-Formula Grants
Any Words (i)	93.432 ACL Centers for Independent Living To support a Statewide network of centers for independent living (centers or CILs) and provide financial assistance to centers that comply with the st	Assistance Listing
© Exact Phrase (i) e.g. 64.106	Dept / Ind Agency Subtier HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR COMMUNITY DEPARTMENT OF	Is Funded Yes Last Updated Date Aug 17, 2021

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.

SAM.GOV*		🗲 Sign In
Home Search Data Bank Data Services	Help	
Assistance Listing	ASSISTANCE LISTINGS ACL Independent Living State Grants	
Overview Authorizations Financial Information	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.	
Criteria for Applying Applying for Assistance Compliance Requirements	Assistance Listing Popular Name Independent Living Services	
Contact Information History	Sub-tier ADMINISTRATION FOR COMMUNITY LIVING (ACL) CFDA Number	
	93.309 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:

			Washington, D.C. 20
	Noti	ce of Award	
	100		
Title of Program: (IL Award Authority: P.I	SG) Rehabilitation Act	Subchapter B Independent	t Living Services Grants
Grantee:	VENT. NEW YORK STATE	Date: January 2	7, 2022
Ceylane Meyers-Ruff, D	irector	Grant No.: 2201	NYILSG-01
89 Washington Avenue Room 580-EBA		Award Instrume Project Period:	ent: Grant (Formula) 10-01-2021 - 09-30-2023
ALBANY, NEW YORK	12234	Budget Period:	10-01-2021 - 09-30-2023
EIN: 1146013200X2 DUNS#: 806782173	CFDA: 93.	369 Object Class	Code: 41.15
Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-22-0142	2022,2994905	\$219,411.00	\$401,698.00
	Total	\$219,411.00	\$401,698.00
ACL Contact Informati Please find your assigne https://www.acl.gov/gram	on: ed ACL programmatic and f hts/acl-mandatory-grants-pr	iscal contacts on ACL's websit	e at <u>5</u> .
		Swign	
		Emmanuel Ekwo ACL Grants Officer	
Terms and Conditions	:	Emmanuel Ekwo ACL Grants Officer	
Terms and Conditions 1. This grant awan and conditions of this Na statute; (2) executive on agency policies; and (8)	: d is issued under the Rehal bice of Award (NoA) and o der, (3) program regulation; Any additional terms and c	Emmanuel Ekwo ACL Grants Officer bilitation Act of 1973, as amend ther requirements have the follo (4) administrative regulation fo onditions and remarks on NoA	led, P.L. 113-128. The terms wing order of precedence: (1) und in 45 CFR Part 75; (5)
Terms and Conditions 1. This grant awar and conditions of this Na statute; (2) executive on agency policies; and (6) Terms and Conditions: f Terms and conditions: f	: d is issued under the Rehal btice of Award (NoA) and of der; (3) program regulation; Any additional terms and o Please visit ACL's website d cluding but not limited to:	Emmanuel Ekwo ACL Grants Officer bilitation Act of 1973, as amend ther requirements have the follo (4) administrative regulation fo onditions and remarks on NoA at https://www.acl.gov/grants/m	led, P.L. 113-128. The terms wing order of precedence: (1) und in 45 CFR Part 75; (5) anaging-grant to view the
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Department of Health and Human Services Administration for Children and Families

2201NYADPT

Notice of Award Award # 2201NYADPT FAIN# 2201NYADPT Federal Award Date: October 14, 2021

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

Footnotes

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

Federal Award Information 11. Award Number

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

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

22. Authorized Treatment of Program Income *See Remarks 23. Grants Management Officer - Signature

activity Sona Cook Grants Management Officer

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REPORT 495							PC1 / 100
			GRANT AWARD I	DOCUMENT			
1. GRANTO	RAGENCY: USD.	A - Food and Nutr	ition Service	2. APPROPRIATIO	ON: See below under Approp	oriation column	
3. NY DEPT OF HEALTH			4. TITLE OF GRANT: Child Nutrition (2 Year)				
BUREAU	OF ACCOUNTS M	GMT					
ALBANY VENDOR	NO. \$3691701.000	0 NY	12337				
5. APPORTIONMENT YEAR: 2022 GAD NUMBER: 4NY300325 AMENDMENT: 005			6. ESTIMATED ANNUAL GRANT AWARD:				
 GRANT PERIOD GRANT PERIOD 	FROM: 10/01/202 IOD TO: 09/30/202	1					
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 CONSOLDATD NON AP	10.555	\$0.00	\$52,865,122.00	\$52,865,122.00
121/23539	224NY325N1199	202221N119944	- CNP BLOCK CONSOLDATD 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

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

PAGE NO. : 1