

Federal Funds Summary Instructions

Overview

The federal funds table is a mandatory element of the budget presentation for all agencies that receive and spend federal funds. According to [Minnesota Statute 3.3005](#), the table must include:

- The name of all received and anticipated federal awards
- The federal agency from which the funds are available
- The federal identification number
- A brief description of the purpose of the grant
- An indication of whether the grant is new or ongoing
- An indication of whether a match or MOE is required
- Federal spending amounts for FY 2016, budget for 2017, and estimated amounts for FY 2018-19
- The number of full-time equivalent positions needed to implement the grant.

The federal funds summary table and narrative are due by November 30 and must be saved to the [MMB Budget Division SharePoint site](#) (<https://connect.mn.gov/sites/BPAS/SitePages/Home.aspx>) in your agency's Biennial Budget/2018-19 Biennial Budget/Narratives folder. **The agency total on the federal funds summary should tie to the total shown on your agency's fiscal pages.** The Federal Fund Summary template as shown below is available on [MMB's Biennial Budget Instructions webpage](#) (<https://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>).

Instructions for Completing the Table

1. **Federal Agency and CFDA #:** Name the federal agency granting the award, and the CFDA number for the award.
2. **Federal Award Name and Brief Purpose:** Identify federal grants by a short name. Spell out all acronyms so that the purpose description is clear and understandable to the general public.
 - a. Give each grant its own row in the spreadsheet. Distinct federal programs should, in general, be listed separately. Small grants may be consolidated.
 - b. Group the federal awards by program. If awards are allocated to multiple programs, agencies have the option to include the award in one program area, or to list the award proportionally by program area.
 - c. Include a brief description with the general purpose of the award, whether the grant will fund agency activities or will be granted to another agency or organization.
3. **New Grant:** For any new grants seeking legislative review, please enter the word "New" in the new grant column.
4. **Data by Fiscal Year:**
 - a. Federal awards that require legislative review for the current fiscal year, FY 2017, should be included in BPAS and the table.
 - b. Enter the totals for the grant in the 2016-2019 columns. 2018 and 2019 should be base numbers. These amounts should tie to the agency revenue summary and program/budget activity fiscal pages.
 - c. Enter dollar amounts in the thousands.
5. **Required State Match and MOE:** Indicate whether a state match or MOE is required. Agencies should include additional information about the amount of the match or MOE in either the table or the narrative.

6. **FTEs:** Include the number of full-time equivalent positions needed to implement the grant, or that are paid from the grant.
7. **Totals:** Provide summary level totals for the budget activity, program, and agency, as applicable in the rows following the pertinent grants. The agency total on the federal funds summary should tie to the total shown in an agency's budget fiscal pages. In this context, revenues should describe funds actually drawn by the state in a given fiscal year.

Instructions for Completing the Narrative

Please provide a brief narrative overview of all the agency's federal funds to give a general overview of the role of the federal funds within the agency. The narrative should be written in plain language, and should be approximately a half page in length. Please also include the following information, where applicable:

- a. Maintenance of effort levels (MOE)
- b. Changing funding levels or trends that may impact future awards
- c. Major state funding related to federal awards
- d. Basis for estimates

Example of Completed Federal Funds Summary Table

Federal Agency and CFDA #	Federal Award Name and Brief Purpose	New Grant	FY2016 Actuals	FY2017 Budget	FY2018 Base	FY2019 Base	Required State Match or MOE?	FTEs
Environmental Protection Agency 66.454	Water Quality Management Planning: Measures for the prevention and control of surface and ground water pollution, includes monitoring coordination and water assessments.		\$325	\$325	\$300	\$300	MOE	2.2
Interior/Fish and Wildlife Service 15.608	Invasive Species Prevention Implementation of state plan for invasive species prevention, research and monitoring.	New	\$150	\$150	\$145	\$140	Match	1.5
	Budget Activity Total		\$475	\$475	\$445	\$340		3.7