

File Definition and Example Layout

The file upload process will only accept a file layout as described below. All columns must be in the correct order.

Note: New field has been added to capture ARRA related expenditures which is **Q7 – Is the grant an ARRA grant?**

Rules:

File:

1. The file must be a comma delimited file with a file extension of CSV
2. The max file size will be 5 meg, but can be adjusted if needed
3. File name should be EntityCode+FE+FY.CSV (example 404FE2009.csv)

Entity Level:

1. a submitting entity must provide a DUNS and EIN in order to submit to SAO

Program Information:

1. If a user selects OFA as program name, the user must complete the program description field.
2. For state organization field, if a user selects YES then the program is a pass-through from another state organization (INSIDE) - user must therefore select/submit a state organization code from the drop down list of state entities. (If Direct Grant question is YES then state organization question, state organization ID, and state organization name **should not** be filled out. Also if answer to State Organization Question is YES, the user **should not** fill out the outside organization ID and name)
3. For the State Organization, if the user selects NO then the program is a pass-through from outside the state entities (OUTSIDE) and they must enter in the name of the organization and a unique organization number. (Organization name should not be in all Caps and should not have abbreviations)
4. The submitting entity must have either a Monetary or Non Monetary amount
 - a. Both cannot be zero or blank.

Supporting Information:

1. They must answer all Questions with a YES or NO selection
2. If you answered Yes to Direct Grant, then you should leave State Organization Blank
3. If submitting entities select YES for the question “Does your organization provide amounts to sub recipients outside of the State Reporting Entity?” They must provide the Total Amount Passed to Other Entities (999,999,999.99)
4. If submitting entities selects YES for the question “Do you have any Loan Activity?” The User must fill in at least one of the following amounts (0 is an acceptable value for the field, but If answer YES for Loan Activity, then at least one of the fields must contain a numeric value other than 0.)
 - a. New Federal Capital
 - b. Federal Reimbursement
 - c. Administrative Costs
 - d. Loans Outstanding at Fiscal Year End
 - e. Loans Made during the Year

5. Loan Activity Input Screen Enhancement: Consistent with FY 2011 instructions, if an entity identifies a federal program as a loan activity program the Loan Activity section will need to be populated just as in previous years. There is also an additional item for Monetary Amounts - Loans Made During the Fiscal Year. This will be utilized specifically for 84.268 Federal Direct Loans which has monetary activity reporting for the SEFA. DOAA IT has facilitated having the items input in the Loan Activity Section Monetary Amounts to sum the total and populate the Monetary Amount at the top of the input screen and the Loan Activity Section NonMonetary Amount to sum to the total and populate the NonMonetary Amount at the top of the input screen. Previously the entities had to input the same information twice when it related to SFA Loan activity. DOAA IT has made this change specifically for CFDA #s 84.038, 84.268, 84.032, 93.364 and 93.342. If you submit CFDA # 84.268 or any loan activity program, please contact DOAA IT @ (404) 732-9100 for further instructions if you are unclear on how to input this CFDA#.

Federal Expenditures Data Fields to be collected.

ENITTY CODE – Organization reporting FE programs (example 404 Department of Audits)

PROGRAM CODE = (OFA,CFDA) – unique identifier for Agency + Program Name (example 10.123)

PROGRAM DESCRIPTION –If the Program Code is an OFA then the user must supply a description of the program which would normally be the grant or program name. The program name for an OFA will still be “Other Federal Assistance”

(Q1) DIRECT GRANT – (Y/N) The funds for this program were given directly to your Organization as a Direct Grant?

(Q2) STATE ORG – (Y/N) If answered NO in Question 1: Then did you receive this amount from another Ga. State Reporting Organization which includes (State Agencies, Universities / Colleges, Authorities, Commissions, etc...)

(Pass-through) ORG ID – If the State Organization in Question two is YES an Entity ID for the State Organization will be entered. If the State Organization in Question two is NO then an identifier for the Organization from which the Pass-through came from must be entered

(Pass-through) ORG Name – If the State Organization in Question two is NO then the Organization Name from which the pass-through came from must be entered. (Organization name must not be abbreviated or must not be all Caps) Note: If passed through to a State Org is YES, then the org name should not be filled out.

MONETARY – Monetary Amount filled in \$99,999,999.99

NON MONETARY – Non Monetary Amount filled in \$99,999,999.99

(Q3) RESEACH – (YES / NO) Is this grant a Research or Development grant?

(Q4) PUBLIC FUNDS- (YES/NO) –Do these expenditures include state or local funds ?

(Q5) PASSTHROUGH AMOUNT (999,999,999.99)– Does your Organization provide amounts to sub recipients outside of the State Reporting Entity? Please provide total amount.

(Q6) LOAN_VALID- (YES/NO) Is there any Loan Activity?

CAPITAL_AMT – If the user has answered YES for question Q6 then enter an amount for New Federal Capital (999,999,999.99)

ADMIN_COSTS_AMT - If the user has answered YES for question Q6 then enter amount for Administrative Costs (999,999,999.99)

REIMBURSEMENT_AMT - If the user has answered YES for question Q6 then enter amount for Federal Reimbursement (999,999,999.99)

OUTSTANDING- If the user has answered YES for question Q6 then enter amount for Loans Outstanding at Fiscal Year End (999,999,999.99)

FRESH_ACTIVITY- If the user has answered YES for question Q6 then enter amount for Loans Made During the Year (999,999,999.99)

(Q7) ARRA Grant – (YES/NO) Is the grant an ARRA grant? Expenditures for Federal awards under ARRA must be separately identified per OMB A-133(Appendix 7).