

Survey of Agency Federal Funds

Overview

The goal of this survey is to collect information on the federal funds received by your agency in order to assess the impact of a potential reduction in those funds that may occur because of Congressional budget negotiations. The information collected in this survey will be shared with the General Assembly and Virginia's Congressional delegation. Therefore, it is in the best interest of all involved to fill out the survey completely. The survey is due back to DPB by close of business on Monday November 7th.

The definition of federal funds for the purposes of this survey is broad. For the survey you should include any funds your agency receives from the federal government regardless of the state fund detail. (In other words, this refers to more than the just the federal funds you receive that can be found in fund detail 1000.) If your agency receives federal funds passed to you from another state agency, you should not include those funds in this survey (the agency that receives the funds from the federal government should include it in their survey input).

Obtaining the Survey Template

You will be completing this survey in an Access database template that you can download from the Department of Planning and Budget (DPB) website (<http://dpb.virginia.gov/>). Save the downloaded file to a location on your computer or local area network from which it can be edited.

Opening the Survey Template

The database template is in the Access 2003 format. Agencies using Office 2007 or 2010, should NOT convert the file to a later version of Access.

Access 2003 users may see a popup that indicates that the database contains macros. You should enable them in this popup.

If you are an Office 2007 or 2010 user, you may see a prompt when you open the database template that indicates that certain content has been disabled. If this occurs, click on the "options" button in the prompt and in the box that opens check "enable this content".

Completing the Survey

The survey is divided into four main parts; 1) a section where you will enter your agency code and other basic information about the federal grant (CFDA number, etc...), 2) a section where you will enter the grant award amount, matching requirements, and a statement of the purpose for the grant, 3) a section where you will record how grant amounts are allocated across various categories, and 4) a section where you will convey the impact of potential reductions in federal funding on associated programs, clients, localities, and related state mandates or requirements.

You will need to create a separate record in the survey database for each grant/funding item. You can add records by clicking the “New Record” button at the bottom of the screen. You should enter all the federal grant/funding records for your agency in one copy of the survey database.

Section 1, Basic Agency and Grant Information

The first section of the form can be found at the top of your screen:

Enter agency code:

Federal Fund Revenue Name:

Fund/Fund Detail: Revenue Source Code: CFDA Number:

This section contains the following fields:

Agency Code: You must enter your agency’s three-digit agency code in this cell.

Federal Fund Revenue Name: The name/title of the federal funding received.

Fund/Fund Detail: The state fund detail where this funding is appropriated and the cash is recorded in CARS.

Revenue Source Code: This is the revenue source code you use to record the collections in CARS.

CFDA Number: Catalog of federal Domestic Assistance number to which the grant belongs.

Section 2, Grant Award and Purpose

The remaining three sections can be found in individual tabs on the form. The first of these tabs is labeled “Grant Award and Purpose”.

Grant Award and Purpose | Allocation of Funds | Impact of Potential Reductions

Most Recent Grant Award Date: Period Of Grant: Total Award Amount:

Check if this grant is a one-time grant: ☐ Does the funding support a mandate?

Check if state/local match is required: ☐ Enter the applicable match amounts: General Fund: Nongeneral Fund: Local:

Check if maintenance of effort is required: ☐ Enter the applicable maintenance of effort amounts: General Fund: Nongeneral Fund: Local:

Describe the Purpose of This Grant:

Agency Contact: Name: Email: Phone:

The “Grant Award and Purpose” tab contains the following:

Most Recent Grant Award Date: This field is self explanatory.

Period of Grant: Enter the length of the grant in terms of time period. For example, “three years”.

Total Award Amount: This is the total dollar amount of the award/funding.

Check if this grant is a one-time grant: Check this block if the grant/funding received is not funding your agency receives routinely year to year.

Does the funding support a mandate? Select the best choice from the dropdown box. Choices include; 1) “No”, 2) “State”, 3) “Federal”, and 4) “State and Federal”. If the funding supports state mandates only, choose “State”. If the funding supports a federal mandate and not a state mandate choose “Federal”. If the funding supports both state and federal mandates, choose “State and Federal”.

Check this block if state/local match is required: If a match is required for this grant/funding check this block.

Enter the applicable match amounts: If the federal grant/funding requires a match, enter the state GF, NGF, and local match dollar amounts as applicable.

Check this block if maintenance of effort is required: If maintenance of effort is required for this grant/funding check this block.

Enter the applicable maintenance of effort amounts: If the federal grant/funding requires maintenance of effort, enter the state GF, NGF, and local dollar amounts as applicable.

Describe the purpose of this grant: Enter a brief description of the grant/funding received to include what services it pays for/where and how the funding is ultimately used.

Agency contact: Enter the name, email, and phone number of the person in your agency who can best answer questions about the information reported in this survey.

Section 3, Allocation of Funds

The second tab of the form is labeled “Allocation of Funds”. In this tab you will enter amounts applicable to aid to individuals, localities, local school divisions, local communities, state programs, state program administration, and indirect cost recoveries. In addition, there is a column for recording state FTE (full-time equivalent employees) supported by the federal grant/funding.

Grant Award and Purpose	Allocation of Funds	Impact of Potential Reductions				
	Formula Amounts	Discretionary Awards	Competitive Awards	Other Amounts	Total Amounts	State FTE
Aid to individuals						
Aid to local governments						
Aid to local school divisions						
Aid to local communities						
Local program services						
Local program administration						
Program services delivered by state						
State level program administration						
Indirect costs						
Total Award Amount (From First Tab):						
Difference:						

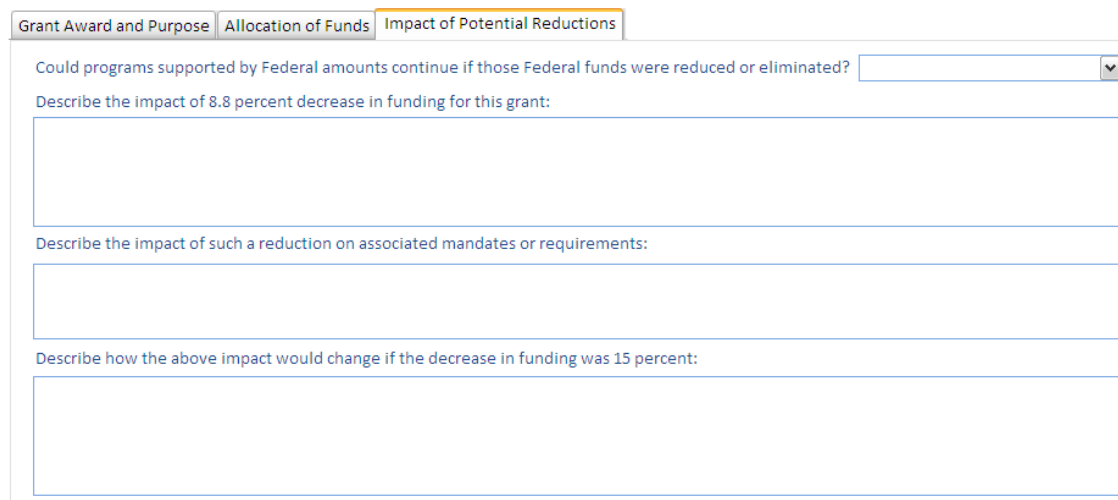
Amounts should be entered in each row/column to correspond with the categories contained in the row and column headers.

The first three columns in the “Allocation of Funds” tab correspond to the mechanism used to award the federal grant/funding. These include formula amounts, described best as federal distribution formulas; discretionary awards, described as those federal grants the state agency distributes according to its own formulas or procedures; and competitive awards, which describe those grants for which the recipient organization must submit some proposal to the state agency that is evaluated against multiple proposals. The “Other Amounts” column is intended to capture amounts that for some reason may not fall into the first three categories (there should be very few instances where the “Other Amounts” column is used.) The last column is where you will enter the number of state full-time equivalent employees funded by this federal grant/funding.

The total of the “Total Amounts” column should equate to the “Total Award Amount” entered on the “Grant Award and Purpose” tab.

Section 4, Impact of Potential Reductions

The third tab of the form is labeled “Impact of Potential Reductions”. In this tab you will enter narrative information about the impact of reductions in federal funding on the programs or efforts supported with these federal amounts.



The screenshot shows a web form with three tabs: "Grant Award and Purpose", "Allocation of Funds", and "Impact of Potential Reductions". The "Impact of Potential Reductions" tab is active. It contains three sections, each with a text input area:

- Could programs supported by Federal amounts continue if those Federal funds were reduced or eliminated?** This section includes a dropdown menu.
- Describe the impact of 8.8 percent decrease in funding for this grant:** This section includes a large text input area.
- Describe the impact of such a reduction on associated mandates or requirements:** This section includes a large text input area.
- Describe how the above impact would change if the decrease in funding was 15 percent:** This section includes a large text input area.

The “Impact of Potential Reductions” tab includes the following fields:

Could programs supported by federal amounts continue if those federal funds were reduced or eliminated? This field consists of a dropdown box containing three possible choices; 1) “Not at all” choose this one if the programs being supported cannot withstand any reductions in federal funding, 2) “Yes if reduced, no if eliminated” choose this one if the programs could remain viable with some level of reduction but would not withstand the elimination of federal funding, and 3) “Yes, if eliminated” choose this one if the programs could remain viable without any federal funding.

Describe the impact of an 8.8 percent decrease in funding for this grant: Describe how a reduction of this magnitude would impact the programs that the federal funding supports. In this description include things such as the likely impact on services and the impact on clients, localities, and other entities.

Describe the impact of such a reduction on associated mandates or requirements: Describe how the 8.8 percent reduction would impact your agency’s or other entities’ ability to meet any mandates or other requirements.

Describe how the above impact would change if the decrease in funding was 15 percent: Describe the impact on services, clients, localities, and other entities if the reduction were 15 percent as opposed to 8.8 percent.

Submitting the Survey

Prior to emailing your completed survey to DPB, you will need to do the following to the Access database file so that it can be transmitted to DPB without being blocked by the VITA email filters.

- 1) Exit the survey database.
- 2) Navigate via Windows explorer to the Access database file.
- 3) Rename the file from "FederalSurveyTemplate.mdb" to "123FederalSurveyTemplate.123"
In the new name, the "123" part at the beginning and end should be your three-digit agency code. The ".mdb" extension at the end of the file name needs to be changed because otherwise, VITA will block the attachment and DPB will not receive your survey.

After you have renamed your database file as described above, email the file to budget@dpb.virginia.gov.

These surveys are due back to DPB no later than close of business on Monday November 7.