

## CFDA and CSFA Numbers

# Policy

The Department of Financial Services will maintain the master lists for the Catalog of Federal Domestic Assistance (CFDA) and Catalog of State Financial Assistance (CSFA) numbers used within the statewide accounting system. Agencies are responsible for entering the CFDA number on grant awards and the CSFA number on state financial assistance projects created in the statewide accounting system.

# Definitions

## **Award**

The provision of funds by an awarding agency to an organizational entity or an individual to carry out an activity or project, often based on an approved application and budget. An award represents a grant in the statewide accounting system. An Award number is assigned for every grant created in the system.

## **Cash Management Improvement Act**

The Federal Cash Management Improvement Act of 1990, also known as the Cash Management Act. Provides general rules and procedures for efficient transfer of federal financial assistance between the federal government and the states. Also known as CMIA.

## **Catalog of Federal Domestic Assistance**

A database of all Federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private nonprofit organizations and institutions, specialized groups, and individuals. The Catalog of Federal Domestic Assistance number is typically identified in program announcements or federal award notices. Also referred to as CFDA.

## **Catalog of State Financial Assistance**

A comprehensive list of state projects available to local governments, nonprofit organizations and for-profit organizations. Each state project is assigned a Catalog of State Financial Assistance number. Also referred to as CSFA.

### **Project ID**

The Project ID is a chartfield in the statewide accounting system used to identify all grant and project related transactions. The Project ID is a fifteen character alpha numeric field. The first four characters will represent the Business Unit and will be assigned by the system to enable each Business Unit to maintain its own unique project numbering structure. The last eleven characters are assigned by the agency.

### **State Program**

A set of special purpose activities undertaken to realize identifiable goals and objectives in order to achieve a State agency's mission and legislative intent requiring accountability for State resources.

### **State Financial Assistance Project**

A state program that provides state resources, not including federal financial assistance and state matching on federal programs, to a nonstate organization to carry out a state financial assistance. This term does not include procurement contracts used to buy goods or services from vendors and contracts to operate state-owned and contractor-operated facilities. See Section 215.97, Florida Statutes for a more complete definition. A Catalog of State Financial Assistance Number must be assigned to the state program.

### **Schedule of Expenditures of Federal Awards**

State of Florida annual reporting requirement that details expenditure of federal funds attached to federal programs and/or grants that are administered by State of Florida governmental entities. Also known as SEFA.

### **Table**

In a system context, this is the underlying format in which data is stored by columns (fields) and rows (records or instances).

## **Background**

The federal government maintains information pertaining to the Catalog of Federal Domestic Assistance, including CFDA numbers. This catalog is a compilation of federal programs, projects, services and activities that provide assistance or benefits to the American public. The primary purpose of the catalog is to assist users in obtaining general information on federal assistance programs and identify which federal programs meet the objectives of the potential applicant. Each program is identified by a CFDA number.

The CFDA number will be entered on the grant award in the statewide accounting system. This number is critical for tracking of federal expenditures and revenues for reporting on the Schedule of Expenditures for Federal Awards (SEFA) and Cash Management Improvement Act (CMIA).

The Department of Financial Services maintains information pertaining to the Catalog of State Financial Assistance, including CSFA numbers. This catalog is a compilation of state financial assistance projects and includes specific information on each project. Each project in the catalog is identified by a CSFA number.

The CSFA number will be entered on the Project ID for the state financial assistance project in the statewide accounting system. This number is critical to track state financial assistance expenditures as required by statute for reporting purposes. See the State Financial Assistance Projects policy for additional information on establishing a Project ID(s) for state financial assistance project(s) in the statewide accounting system.

## Procedures

These procedures are provided for the proper recording of CFDA numbers in Aspire:

1. DFS obtains the valid list of CFDA numbers from the Governor's Office and enters them into the statewide accounting system. The CFDA numbers are updated on an as needed basis.
2. A CFDA number must be entered on the Award Profile page when a federal grant award is setup in the statewide accounting system. Only a CFDA number that is on the CFDA table, in an Active status, may be used. The lookup feature for the CFDA field will show a list of the active CFDA values. The DFS help desk should be contacted if the user does not see the CFDA number assigned to that grant award in the list. See the policy Minimum Information Required for Grant Awards for additional information on setting up federal grant awards.
3. The agency should implement a review process to help ensure that the CFDA numbers are linked to awards and are the correct numbers. The statewide accounting system edits will check for a valid value but there is no inherent logic to ensure that the correct number is assigned. Incorrect numbers will affect the accuracy of the SEFA.



These procedures are provided for the proper recording of CSFA numbers in Aspire:

1. DFS establishes the Catalog of State Financial Assistance (CSFA) numbers and provides the valid numbers to the Governor’s Office for their use.
2. A CSFA number must be entered on the User Fields page in the Projects module when a state financial assistance project is setup in the statewide accounting system. Only a CSFA number that is on the CSFA table, in an Active status, will be available for selection by the user. DFS Bureau of Auditing should be contacted if the user does not see the CSFA number assigned to that project in the system. See the policy State Financial Assistance Project for additional information.
3. The agency should implement a review process to help ensure that the CSFA numbers are linked to state projects and are the correct numbers. The statewide accounting system edits will check for a valid value but there is no inherent logic to ensure that the correct number is assigned. Incorrect numbers will affect the accuracy of the state financial assistance reporting.

## Policy Approval Dates

Department of Financial Services                      Approved                      (insert date)

Office of Planning and Budget                      Approved                      (insert date)

## Authority and References

### Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
v1			Internal revisions during development
v2			Ready for Financial Policy Committee