



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

July 22, 2011

OSRAP MEMORANDUM 12 - 04

TO: Fiscal Officers
All State Entities

FROM: Afranie Adomako, CPA
Director

SUBJECT: Preparing the Fiscal Year Ended June 30, 2011 Schedule 8s

The instructions for preparing the Schedules of Expenditures of Federal Awards (SEFA) (Schedule 8s) for State agencies are contained in a single Adobe file: FY 11 Schedule 8 Instructions for State Agencies.pdf. The blank Schedule 8 forms, examples, and information necessary to complete the Schedules are contained in an Excel workbook: FY 11 Schedule 8s for State Agencies.xls. State agencies, please use this Excel workbook to prepare your Schedule 8s.

The instructions for preparing the SEFA (Schedule 8s) for component units (colleges, universities, boards, commissions, etc.) are contained in a single Adobe file: FY 11 Schedule 8 Instructions for Component Units.pdf. The blank Schedule 8 forms, examples, and information necessary to complete the Schedules are contained in an Excel workbook: FY 11 Schedule 8s for Component Units.xls. Component Units, please use this Excel workbook to prepare your Schedule 8s.

The files may be downloaded and printed from our website www.doa.la.gov/osrap/index.htm (click on Schedule 8 Instructions and select the file) to aid you in preparing the Schedules.

There are changes to last year's instructions for the preparation of the Schedule 8s.

1. For your convenience, the following information has been moved from the Instructions booklet to separate tabs in the Excel workbook so that it will be readily available to you while you are completing the Schedules.
 - a. List of Clusters – Separate Tabs for Research and Development, Student Financial Assistance, and Other Clusters
 - b. List of Federal Agency Two-Digit Prefixes – Separate Tabs for Alpha Order and Numeric Order

2. The following changes were made to the Clusters:

a. The following programs were added to the Student Financial Assistance (SFA) Cluster:

- i. CFDA 84.037 Perkins Loan Cancellations
- ii. CFDA 84.408 Postsecondary Education Scholarships for Veteran's Dependents (Iraq and Afghanistan Service Grants (IASG))
- iii. CFDA 93.264 Nursing Faculty Loan Program (NFLP)
- iv. CFDA 93.407 ARRA – Scholarships for Disadvantage Students (ARRA-SDS)
- v. CFDA 93.408 ARRA – Nurse Faculty Loan Program (ARRA-NFLP)

b. The following programs and Cluster were added to the Other Clusters:

- i. CFDA 11.010 Community Trade Adjustment Assistance added to Economic Development Cluster
- ii. CFDA 20.933 Surface Transportation Infrastructure – Discretionary Grants for Capital Investments II added to Highway Planning and Construction Cluster
- iii. CFDA 93.720 State Survey and Certification Ambulatory Surgical Center Healthcare Associated Infection (ASC-HAI) Prevention Initiative added to Medicaid Cluster
- iv. New Justice Assistance Grant (JAG) Cluster with the following programs:
 1. CFDA 16.738 Edward Byrne Memorial Justice Assistance Grant (JAG) Program
 2. CFDA 16.803 Recovery Act - Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to States and Territories
 3. CFDA 16.804 Recovery Act - Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to Units of Local Government

3. The Louisiana Legislative Auditor has updated the list of Prior Year Federal Findings and list of Major Federal Programs for Fiscal Year Ended June 30, 2011. **Please review both the “PY FEDERAL FINDINGS” & “MAJOR PROGRAMS”** tabs carefully for changes and follow the instructions provided for preparation of Schedules 8-3 and 8-4.

New Requirement

The Schedule 8 heading [right side of form] now includes a question or indicator asking whether a significant change occurred in any program you administered in FY 2011. This information is needed because disclosure in the *Single Audit Report - Notes to the Schedule of Expenditures of Federal Awards* may be required. For example, in FY 10, Federal legislation changed the Federal Family Education Loan Program (FFELP) rules that will cause FFELP loan disbursements to decrease and Federal Direct Loan Program loan disbursements to increase. The Single Audit Report for FYE 6/30/10 includes this information in Notes F and G.

If you think a change in a program you administer could warrant disclosure, please provide the information and/or contact OSRAP. If necessary, we will assist you in determining whether additional disclosure is necessary.

Common Errors and Tips for Improving the Quality of your Schedule 8s

1. ALL SCHEDULES:

- a. Dollar amounts are entered with pennies and ‘formatted’ as whole numbers. This approach causes the sum of the individual lines/amounts to differ from the worksheet total calculated by Excel; this imbalance is due to rounding. **Please enter whole numbers. Do not enter pennies. Do not use Excel formatting to ‘round’ to whole numbers.**
- b. Previous year’s schedules are being edited without purging discontinued programs. **Prepare the Schedules using a ‘clean’ version of the Schedule in the Excel workbook.** You may copy and paste specific lines from the prior year workbook. However, using prior year workbooks and hiding data, columns, or rows creates problems if the information has to be copied or edited during the compilation and audit processes.
- c. PDF and Word files are embedded in the schedules. **Keep the data in the workbook in Excel format.** Do not embed PDF or Word documents or selections.
- d. Program Names are incorrect. **Go to the CFDA website to ensure you have the correct program name.** The link to the CFDA website is: <https://cfda.symlicity.com/index?cck=1&au=&ck>.
- e. Programs are not identified as being part of a Cluster. Also, Clusters are not listed in the correct location. **Check the list of Clusters in the workbook tabs to determine whether the program is included in a Cluster. Report Clusters after reporting programs that are ‘stand alone’ - not included in Clusters.**
- f. Grants for Research and Development (R&D) are not reported in the R&D Cluster. **Use the Grant Award or another descriptive document to determine the purpose of the grant and, if appropriate, report the program in the R&D Cluster.** Refer to the R&D Cluster tab in the Excel workbook for more guidance.
- g. Federal funds received from a ‘pass-through’ entity are not reported. **Report expenditures of federal funds received from a ‘pass-through’ (non-State) entity if you are a sub-recipient.** Refer to the definitions of Pass-Through Entity, Sub-recipient, and Vendor [see last section of Instructions] for more guidance.

- h. ARRA Programs are not identified and/or labeled correctly. **Include the prefix ARRA in the program name for all ARRA funded programs even when the program name already includes a reference to the Recovery Act.** For example, program CFDA 84.404 “Impact Aid–School Construction Formula Grant, Recovery Act” should be reported “ARRA - Impact Aid-School Construction Formula Grant, Recovery Act.”
2. SCHEDULE 8-4 (Schedule of Non-State Entity Sub-Recipients of Major Federal Awards):
 - a. A Major Program administered is not included in the Schedule. **Check the list of Major Programs to determine whether your entity administers any of them. If yes, schedule the information requested. If yes and the program does not have any sub-recipients, please state the name and CFDA number of the program and write NONE in the Amount column.**
 - b. State entities (component units, State departments or the agencies, sections, or programs within departments) are reported in the Schedule 8-4. **Only report non-State entities.** Use Schedule 8-5 to report State entities.
 - c. Non-cash payments are not reported. **If the payment to a non-State entity sub-recipient is in the form of non-cash (i.e. physical property) vs. cash, you must disclose the non-cash award (transfer of the property) in the Schedule.** Please identify non-cash awards with an asterisk by the amount, include a description of the non-cash award (property), and how the amount was determined (cost vs. fair market value).
 3. SCHEDULE 8-5 (Schedule of State Entity Sub-Recipients of Federal Programs):
 - a. A program that has sub-recipients that are State entities (usually a department or **higher** education institution) is not included in the Schedule. **Report all programs that have State entities as sub-recipients.**
 - b. Departments report Interagency Transfers (IAT) between agencies within their department in the Schedule. **Do not include IAT to agencies within your own department.**
 - c. Local and not-for-profit entities are reported in the Schedule. **Do not include non-State entities in Schedule 8-5; i.e. do not include local entities or not-for-profit organizations in Schedule 8-5.** Note: Information on non-State entities that are sub-recipients of Major Programs is reported in Schedule 8-4.
 - d. Former name or incorrect name of State entity is reported in the Schedule. **Report the current name of the State entity, not the former name, or section, or program name.** For example, Department of Social Services, Department of Labor, and Office of Youth Development are no longer the correct names.

In addition to the individual Schedules, entities are again required to combine (Recap) the Federal expenditures presented in Schedules 8 & 8-1. To assist you in preparing the Recap and to provide insight into the need for current and accurate information in the Schedules, your entity's final Recap from last year (containing OSRAP edits where necessary) will be emailed to the contact person on last year's Schedule 8. If the contact has changed, please inform Heidi Israel at Heidi.Israel@la.gov.

Many of the requirements and guidelines in the SEFA instructions are taken from the *2011 OMB Circular A-133 Compliance Supplement*. A link to that document is on page 7. **The deadline to submit the Schedule 8s to OSRAP is August 30, 2011.** Send one printed copy of all the individual Schedules, the Recap, and the Contact Information to OSRAP, Post Office Box 94095, Baton Rouge, LA 70804-9095. **Email an electronic copy of all the individual Schedules, the Recap, and the Contact Information** to Heidi Israel at Heidi.Israel@la.gov and copy Donnie Ladatto at Donnie.Ladatto@la.gov.

To ensure complete and accurate Schedule 8s, please distribute copies of these instructions to all employees responsible for reporting and administering Federal programs. If you have any questions or need additional information, please contact Heidi Israel via email or at (225) 342-1089. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/INDEX.HTM>.