

Items A through C provide general information about the department/division. Items D through N provide relevant information about the grant award or awards. Items O through Z provide relevant information on how the spending authority is recorded in COFRS.

General Information

- A - Indicate the name of the Department and/or Division that is requesting the federal spending authority.
- B - Provide the three character COFRS agency code for the Department/Division identified above.
- C - Provide the name and phone number of the individual completing the form.

Grant Information

- D - Provide the grant number or other department identification code.
- E - Provide the full name or title of the grant.
- F - Provide the starting and end dates for the grant per the award document.
- G - Indicate any required department, local or other source of match dollars, including in-kind contributions, either as a dollar amount or percentage.
- H - Provide the total amount of the grant award, excluding match requirements as shown on the award document.
- I - Indicate the amount of the grant award that is allocated to cover indirect costs.
- J - Provide the total amount expended against the grant in previous fiscal years. Do not include amounts expended in the current fiscal year.
- K - Provide the amount of funds included in the grant award that are applicable to future fiscal years and therefore not available in the current fiscal year.
- L - Provide the amount of funds included in the grant award that are available for expenditure in the current fiscal year.
- M - Provide the total amount of spending authority already approved and recorded on COFRS for the grant award during the current fiscal year. (Note: This should agree to section S below.)

- N - Indicate the amount of available grant award remaining in the current fiscal year.

COFRS Information

- O - Indicate the COFRS funding source codes and appropriation code(s) where the grant expenditures will be charged.
- P - Provide the appropriated/nonappropriated long bill line item number and description where the grant expenditures will be charged.
- Q - Indicate the line numbers and total amount of federal funds included in the department's Long Bill related to this grant award.
- R - Provide the dollar amount of previous changes made to this appropriation code for any grant award.
- S - Provide the total spending authority recorded in COFRS for the grant award in the current fiscal year.
- T - Indicate the amount, if any, of restricted federal appropriation in the applicable appropriation code or funding source code.
- U - Provide the total amount of required matching funds included in the Long Bill. Indicate if either a M or H headnote applies to the matching funds.
- V - Indicate the spending authority given for required matching funds.
- W - Indicate the amount, if any, of the required matching funds that are restricted in the applicable appropriation code or funding source code.
- X - Indicate the additional amount of federal funds spending authority being requested. (Note: This amount may not exceed section N above.)
- Y - Indicate the additional amount of required matching funds spending authority being requested.
- Z - Provide the COFRS AP transaction number related to the request for additional spending authority.