

5.18 Exhibit K1 – Schedule of Federal Assistance

This exhibit is required for preparing the Statewide Schedule of Expenditures of Federal Awards, which is reviewed by the State Auditor in the statewide single audit. That schedule provides a listing of federal assistance by Catalog of Federal Domestic Assistance (CFDA) number or other identifying number. The same data are used in preparing the Report of Federal Moneys required by CRS 24-75-212 for submission to the General Assembly by November 1 each year. The exhibit format is based on the reporting requirements in Section __.310(b) of OMB Circular A-133, reporting requirements contained in CRS 24-75-212, and agreement with the Office of the State Auditor.

Include on the Exhibit K1 awards you receive directly from federal agencies and awards you receive from other entities as a subrecipient. Subrecipient awards are of two types, that is, awards received from other state agencies and awards received from nonstate entities. Those received from state agencies would normally have revenue source codes of 7501 through 7523 and 7530 and are not reported on the Exhibit K1. Those received from nonstate entities would normally have revenue source code of 7500 and must be reported on the Exhibit K1. Both direct and subrecipient awards must be reported by CFDA number – if one has been assigned by the federal agency administering the original award – unless the award is for research and development as discussed below. Please see Item F in the Specific Instructions related to reporting ARRA programs.

In some instances, state agencies receive federal funds from nonstate entities – a portion of which the nonstate entity may have received from a State of Colorado agency. When this occurs the receipt and related expenditures should be shown on the Exhibit K1 unless either of the two following conditions is met:

1. The funds received from the nonstate entity are received by the State in its capacity as a vendor. Examples of the vendor relationship are rent receipts for space the State provided or payments for services that the State provided for which the State is not responsible for carrying out the requirements related to the federal funds. See Chapter 1, Section 3.5 for more about determining if a relationship is vendor or subrecipient in nature.
2. The nonstate entity can identify for you the portion of your receipt that came from a State of Colorado agency. Do not include this portion on your Exhibit K1.

While the balances reported on the Exhibit K1 are not required to tie directly to COFRS account balances, it is important that you be able to reconcile the federal balances shown on this exhibit to COFRS. Beginning balances (if provided—see item J below) should equal the ending balance shown on the prior year exhibit. Any differences between prior year ending and current year beginning balances may have to be explained to the auditors. For agencies using the COFRS grants module, the GPP01R report is a good source of expenditure amounts for this exhibit.

In compiling this exhibit, please be certain to include all amounts related to federal awards regardless of the method of payment or the fund used to account for the activity. The Single Audit Act of 1984 (Amended 2003) defines federal financial assistance:

‘Federal financial assistance’ means assistance that nonfederal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance, but does not include amounts received as reimbursement for services rendered to individuals as described in Section __.205(h) and Section __.205(i).

The Single Audit Act of 1984 (Amended 2003) defines subrecipient:

‘Subrecipient’ means a nonfederal entity that receives federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

Section __.210 of OMB A-133 provides additional directives on determining the difference between subrecipients and vendors.

Section __.205 of OMB A-133 provides additional directives for loan and loan guarantee programs. The following paragraphs are addressed specifically to higher education institutions, but they may also apply to other state agencies. Reporting requirements are dependent upon whether there are continuing compliance requirements other than loan repayment, and whether the institution makes the loans.

Continuing Compliance Requirements: Report the value of new loans made or received during the fiscal year, plus the balance of loans from previous years for which there are continuing compliance requirements, plus any interest subsidy, cash or administrative cost allowance in the direct expenditures column on the Exhibit K1. The Federal Perkins Loan Program (CFDA 84.038) is a typical example of a loan program meeting these reporting requirements. If receipts are reported on the Exhibit K1, report in the non-cash receipts column the same amount as reported in the direct expenditures column.

No Continuing Compliance Requirements / Loans Made to Students but Not Made by Institutions: Report the value of loans made during the year to students, where the loans are not made by the institution, in the direct expenditure column (and in the non-cash receipts column if used). Do not include the outstanding balance from prior years as the lender accounts for the prior balances. Also for prior loan and loan guarantees for which there are no continuing compliance requirements other than loan repayment, the outstanding balance of loans for prior years should not be included as direct expenditures. The OSC requires state institutions of higher education to report the amount of new loans issued during the state fiscal year under the Federal Family Education Loan Program (CFDA #84.032). New loans issued that are guaranteed by entities external to the State of Colorado should be reported using CFDA #84.032. In addition, institutions should report the amount of new loan issuances that are guaranteed by College Assist (formerly College Access Network and CSLP) using CFDA #84.CSL. New loan issuances should be measured as the amount of receipts from lenders that are applied against student receivables during the fiscal year. The OSC will combine the amounts reported in CFDA #s 84.032 and 84.CSL for reporting in the Schedule of Expenditures of Federal Awards. The amount in CFDA #84.CSL will also be used for note disclosure of the amount of new loan issuance guaranteed by College Assist.

The following paragraph applies only to College Assist. College Assist should continue to report its Federal Family Education Loan program expenditures including its incentive fees and reinsurance of student loan defaults paid to lenders. In addition, College Assist should report, as footnote information to the Exhibit K1, the outstanding balance of loans at June 30. The outstanding balance should include all loans issued since inception of the program that have not yet been paid off by the student or reinsurance.

Please be certain to include all amounts related to federal funds regardless of the method of payment or the fund used to account for the activity. For example, checks received from the federal government for Pell administrative fees should be included on the Exhibit K1 in the indirect expenditures column.

A-133 allows clustering of certain programs for reporting on the Schedule of Expenditures of Federal Awards. Awards related to research and development are one instance of the allowed clustering. When reporting research and development awards, institutions should enter “R&D” in the Federal Program Name field whether or not the CFDA number is provided. If a valid CFDA number is not provided, then the OSC Assigned Fed Org Code or Federal Agency Name must be provided. This information will allow R&A to classify research and development by federal awarding agency as required by A-133.

SPECIFIC INSTRUCTIONS:

Agencies are encouraged to send the Exhibit K1 data to the OSC in Microsoft Excel format. The Exhibit K1 is used to support the preparation of the Schedule of Expenditures of Federal Awards and state reporting requirements. House Bill 12-1009 expanded state reporting requirements for executive branch agencies (excluding higher education institutions) and offices of the governor. The expanded elements are described further in bullets M (direct Admin), O, and P. The following are descriptions of the exhibit fields by footnote reference on the form:

- A. Agency Code – This is a required field for all lines of the Exhibit K1.
- B. Employer Identification Number – This is a required field; please list the EIN number associated with the grant. Exclude any dashes. The EIN number is the nine-digit Taxpayer Identification Number assigned by the Internal Revenue Service (IRS). The State primary EIN No. is 840644739; however, agencies that do federal grant reporting under a different EIN number should enter the EIN number under which they do the grant reporting. If you fail to match the Exhibit K1 EIN number to the grant reporting EIN number, the federal audit clearinghouse will not be able to provide federal agencies with the A-133 audit report that demonstrates compliance with grant requirements. If you have received funds as a subrecipient, use the State primary EIN, not the EIN of the nonfederal agency from which you received the federal funds.
- C. Primary Data Universal Numbering System Number (DUNS) – This is a required field for federal awards received directly from the federal government. Please list the DUNS number associated with the grant. Exclude any dashes. The DUNS number is the nine-digit identification sequence assigned by Dun & Bradstreet (D&B) and is required on all federal award applications submitted on or after October 1, 2003. Please use the DUNS number on the award application for each line of the Exhibit K1. If you have received the award as a subrecipient grantee, the DUNS number is requested but not required.
- D. Subrecipient State Agency DUNS Number – This is a required field if you have passed a federal award to a subrecipient grantee, who is another State of Colorado agency. Please provide the DUNS number of the subrecipient grantee. Per the Frequently Asked Questions report on the Federal Audit Clearinghouse website (http://harvester.census.gov/sac/2004_FAQ.htm), “...If another organization served as the financial administrator of the federal awards expended by the auditee, that organization’s DUNS numbers should be listed as well.” You may provide this information in either of two ways: 1) Report all subrecipient DUNS numbers for each CFDA number, along with the specific expenditures for these State of Colorado subrecipient agencies (for your tracking purposes); or, 2) By listing all subrecipient DUNS numbers without specifying related CFDA numbers or amounts. For reporting purposes, the subrecipient DUNS number is provided to the Federal Audit Clearinghouse, but is not tied to federal expenditures. A list of state agency DUNS numbers is available on the OSC website at:
<http://www.colorado.gov/dpa/dfp/sco/alphaindex.htm#D>

- E. Federal Agency Name – This is a required field if neither a valid CFDA number nor an OSC Assigned Fed Org Code is provided. Enter the name of the federal suborg (institute, bureau, etc.) administering the program followed by the oversight level federal department. For example, Office of Justice Programs – Department of Justice.
- F. OSC Assigned Fed Org Code – This is a required field if the CFDA number is not provided and the OSC has preassigned this code to the federal program being reported. See the table that follows this section for the available codes.
- G. Federal Program Name – This field is required under two circumstances. First, higher education institutions should always enter “R&D” in this field for research and development awards even if a CFDA number is provided. Second, for all other awards for which a CFDA number is not provided, the program name should be entered as it appears in the award document.

Report ARRA-related activity on separate lines than non-ARRA activity, with “ARRA” included in the Program Name. Two exceptions are related to CFDA 84.033 (Federal Work Study - FWS) and 84.063 (Federal Pell Grant). The 2010 Compliance Supplement has provided reporting guidance that since the disbursements to auditees of the FWS and Pell moneys contain both ARRA and non-ARRA moneys, it is not possible for auditees to separately report ARRA on the SEFA.

- H. CFDA Number – These are program codes that are listed in the Catalog of Federal Domestic Assistance (CFDA) published by the General Services Administration. The CFDA is available on the Internet at: www.cfda.gov. Some programs may not have been assigned a CFDA number. If no CFDA number is assigned, then complete the columns Federal Program Name, Other Identifying Number, and OSC Assigned Fed Org Code or Federal Agency Name.
- I. Nonfederal Pass-through Entity – This is a required field in all instances of subrecipient federal funds from an external entity. Enter the name of the pass-through entity. Do not report funds received from other State of Colorado agencies.
- J. Other Identifying Number – This is a required field under two circumstances. First, for subrecipient awards, enter the contract, award, or other identifying number assigned by the external pass-through entity. Second, in all instances when a CFDA number has not been assigned, enter the contract, award, or other program number. Do not use COFRS numbers in this field. This number is used to assist federal personnel in tracking these awards back to the original program source.
- K. Loans or Loan Guarantees (Y/N) – This column is required for A-133 reporting.

If your agency is not reporting any Federal loan programs or loan guarantees on the Exhibit K1, please mark this column with an “N”.

If your agency is reporting a Federal loan program or loan guarantee on the Exhibit K1, please mark this column with a “Y”, but please note the instructions below:

When a CFDA program consists of part loan/loan guarantee component (e.g., value of new loans made or received during the audit period, balance from loans from previous audit periods for which the Federal government imposes continuing compliance requirements) and part non-loan/loan guarantee component (e.g., interest subsidy, cash, or administrative cost allowance received), list the loan/loan guarantee expenditure detail on one line and the non-loan/loan guarantee expenditure detail on a second line. The non-loan activity would be marked with an “N”.

In situations where your agency does not administer the actual loaning of money from a loan/guarantee program, it would still be considered a loan program at the Federal level and should be marked as “Y”.

L. Beginning Due-From or Advanced By Federal Sources – This column is not required for A-133 reporting. It is used only to facilitate the audit. This balance should equal the prior year ending balance of your audited Exhibit K1. Deferred Revenue and Advanced By Federal Sources balances (if provided) should be shown in brackets.

M. Receipts – This column is not required for A-133 reporting. It is used only to facilitate the audit.

- ♦ Direct – Show the funds received directly from a federal agency. Show the normal balance for receipts as positive numbers unbracketed.
- ♦ Subrecipient – These are subrecipient funds received from entities other than State of Colorado agencies. If there is an amount in this field then columns G, H, and I should also be completed. Show the normal balance for receipts as positive numbers unbracketed.
- ♦ Noncash – Except for food stamps and commodities – which are expended when distributed – receipts for noncash assistance should be recognized on this schedule at the same time and in the same amount as the related expenditures for such assistance in accordance with Section__.205 of Circular A-133. The noncash expenditure should be shown as an expenditure in L and should not be combined with cash assistance. This requires noncash assistance to be on a line separate from cash assistance. Show the normal balance for receipts as positive numbers unbracketed.

If you are not reporting receipts, you must clearly indicate all noncash expenditures. Noncash expenditures must be reported on a separate line of this exhibit.

N. Expenditures – This column is required for A-133 reporting. Direct Admin expenditures are combined with Indirect expenditures to calculate the percentage federal funds expended for administration for reporting to the legislature under House Bill 12-1009.

- ♦ Direct Program – These are amounts expended for the direct costs of federal programs. Show the normal balance for expenditures as positive numbers unbracketed. When Section__.205 of Circular A-133 requires you to report expenditures for which there will be no cash receipt (such as, reporting outstanding loan balances) be sure to report an equal amount of noncash receipts in column K if you are reporting receipts.
- ♦ Direct Admin – This distinction, separate from Direct Program, is not required by A-133, but is needed for certain agencies to comply with state reporting requirements. These are amounts that are directly chargeable as administrative costs under the regulations of the federal program, and typically include items such as office supplies, accounting staff, and travel costs. If there are no Direct Admin expenditures, please report zero on in this field.
- ♦ Indirect – These are amounts expended for the indirect costs of federal programs. This distinction is not required by A-133 but is needed to comply with state reporting requirements. Show the normal balance for expenditures as positive numbers unbracketed.
- ♦ Pass-through – These are federal funds passed through to an external entity (outside Colorado state government). These amounts should not duplicate amounts shown in Direct Expenditures or Indirect Expenditures. Show the normal balance for

expenditures as positive numbers unbracketed.

- ♦ For all expenditures, if you are correcting an error from a previous year, please show the correction on a separate line of the exhibit and provide a footnote explaining the error, the fiscal year affected, and the amount.
- O. Ending Due-From or Advanced By Federal Sources – This column is not required for A-133 reporting. It is used only to facilitate the audit. This amount should equal beginning balance minus receipts plus expenditures (+J -K +L). Deferred Revenue and Advanced By Federal Sources balances (if provided) should be shown in brackets.
- P. Purpose of Funds – This column is not required by A-133, but is needed for certain agencies as defined in House Bill 12-1009 for state reporting purposes. Include in this column a description of how the funds were used. The description should contain sufficient detail and context to be understandable to a reader unfamiliar with the program.
- Q. Obligations - This column is not required by A-133, but is needed for certain agencies as defined in House Bill 12-1009 for state reporting purposes. Include in this column any financial obligations to the State such as a State matching requirement along with the source of the matching funds, asset maintenance obligations, unfunded administrative costs, and potential liabilities or future State costs. Do not include current performance obligations to carry out the purpose for which the funds were received, as that is implicit in the purpose. If there are no obligations as a result of acceptance, please indicate this by putting 'none'.

Based on the information provided on the Exhibit K1, the OSC will calculate the following percentages for each applicable department as required by House Bill 12-1009:

- ♦ Department-level percentage of expenditures that are federal: Federal revenue in the 74, 75, and 79 revenue source code series, divided by the department's Type 22, 23, and 24 expenditures (excluding fund 471).
- ♦ Grant-level percentage of federal expenditures that are administrative: Indirect and Direct Admin reported in the Exhibit K1, divided by the sum of the Direct Program, Direct Admin, Indirect, and Pass-Thru expenditures.

Any questions about these instructions or our interpretation of A-133 requirements should be directed to Vance Finley (303-866-3894 or vance.finley@state.co.us) or Karoline Clark (303-866-3811 or karoline.clark@state.co.us).



**EXHIBIT K1
SCHEDULE OF FEDERAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2014**

Agency Code ^(A)	Employer ID Number ^(B)	Primary DUNS Number ^(C)	Subrecipient State Agency DUNS Number ^(D)	Federal Agency Name ^(E)	OSC Assigned Fed Org Code ^(F)	Federal Program Name ^(G)	CFDA Number ^(H)	Non-Federal Pass-Through Entity ^(I)	Other Identifying Number ^(J)	Loans or Loan Guarantees (Y/N) ^(K)	Due-From or (Advanced By) Fed Sources 6/30/13 ^(L)					Due-From or (Advanced By) Fed Sources 6/30/14 ^(O)	Purpose of Funds ^(P)	Obligations due to Fund Acceptance ^(Q)			
												Receipts ^(M)			Expenditures ^(N)						
												Direct	Subrecipient	Non-Cash	Direct Program				Direct Admin	Indirect	Pass-Thru

Totals

Total Federal Amounts

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- ^(A)Please provide the agency code associated with each grant.
- ^(B)Please provide the employer identification number associated with each grant.
- ^(C)If the grant is received directly from the federal government, provide the Primary DUNS numbers in list format or associate it with each grant.
- ^(D)If you have passed a direct Federal award to ANOTHER STATE AGENCY, please provide the DUNS number of the other state agency (D).
- ^(E)If an OSC Assigned Org Code or a CFDA Number is not provided in (F) or (H) then a Federal Agency Name must be provided in (E).
- ^(F)If a CFDA Number is not provided in (H) then an OSC Assigned Federal Org Code should be provided in (F). See the table following this exhibit for a list of codes.
- ^(G)If a CFDA Number is not provided in (H) then a Federal Program Name must be provided in (G). Enter "R&D" if activity is related to research and development.
- ^(H)A CFDA Number should always be provided if assigned.
- ^(I)For funds received as a subrecipient provide a CFDA Number, a Non-Federal Pass-Through Entity Name, and an Other Identifying Number (assigned by Pass-Through Entity) in (H) (I) and (J), and related balances in (K) through (N).
- ^(J)Provide an Other Identifying Number in (J) if a CFDA Number in (H) is not assigned or if you received funds as a subrecipient (use number assigned by entity providing you the funds).
- ^(K)Provide a Y or N in this column if this grant is used for loans or loan guarantees. If a portion of the grant consists of interest subsidy, cash or administrative cost allowance received, please segregate this on a separate line and mark this activity as "N". Otherwise, loan activity should be marked as "Y".
- ^(L)This column is not required for A-133 reporting. It is only used to facilitate the audit. If using, this should equal the beginning balance of amounts receivable from or advanced by federal sources. Agencies use various balance sheet accounts to track these balances.
- ^(M)This field is not required for A-133 reporting. It is only used to facilitate the audit. Refer to the attached instructions for determining Federal receipts (show the normal balance as positive number with no brackets).
- ^(N)This field is required for A-133 reporting. The Indirect segregation is required for all agencies for state reporting purposes. With expanded state reporting requirements in HB12-1009, the Direct Admin portion is required for executive branch agencies (excluding IHES) and office of the Governor. If not required to report the Direct Admin portion separately, report both program and administrative costs under Direct Program and mark Direct Admin "N/A".
- ^(O)This field is not required for A-133 reporting. It is only used to facilitate the audit. This should equal the ending balance of amounts receivable from or advanced by federal sources. Agencies use various balance sheet accounts to track these balances.
- ^(P)With expanded state reporting requirements in HB12-1009, this field is required for executive branch agencies (excluding IHES) and offices of the Governor. Provide a description of the purpose for which the moneys were used. If not required to report, mark "N/A".
- ^(Q)With expanded state reporting requirements in HB12-1009, this field is required for executive branch agencies (excluding IHES) and offices of the Governor. Provide a description summarizing obligations imposed on the State as a result of accepting the federal moneys. If no obligations, mark "none", or if not required to report mark "N/A".

Note: Column widths were set to accommodate letter sized paper; expand column widths as necessary to match the data elements entered.

Prepared By: _____
 Phone Number: _____
 Email Address: _____

Agency Name: _____
 Agency Code: _____
 Date Prepared: _____