Federal Grant Maintenance
D-38
Instructions

The Federal Grant Maintenance Form (D-38) is a form that will ensure an agency will be able to receive and spend Federal funds after the Executive Budget Office (EBO) has reviewed and approved the project.

You may find the form on our website at http://www.budget.sc.gov/EBO-grant-services.phtm.

1. <u>Agency Name</u>   Enter agency's name.

2. <u>Telephone Number</u>   Telephone number of person who can provide further information about project.

3. <u>Action</u>   Check appropriate box. Prepare separate forms for each action:

    <u>Add</u>   New grant or project received.

    <u>Delete</u>   Grant or project has been phased out and Statewide Accounting and Reporting System (STARS) project's account balances have reached zero.

    <u>Change</u>   For existing projects, changes are defined as:
    a) increase in grant or project funding;
    b) original grant or project period has been extended or withdrawn;
    c) renewal of an existing grant or project; or
    d) Catalog of Federal Domestic Assistance (CFDA) number is different.

4. <u>Project Number</u>   Assigned four digit STARS project number if deleting or changing. If adding a new grant or project leave blank, EBO will assign.

5. <u>Phase Code</u>   Assigned phase code number if deleting or changing. If adding new grant or project leave blank, EBO will assign.

6. <u>Agy No</u>.   Agency's three-character STARS agency code.

7. <u>Federal Grant Title</u>   Grant or project title from award document. Abbreviate long titles to no more than thirty (30) characters.

8. <u>CFDA No</u>   Catalog of Federal Domestic Assistance (CFDA) program number. CFDA number may appear on award document. If not, contact appropriate cognizant Federal agency.

9. <u>FSC</u>   Leave field blank; reserved for Comptroller General's Office.

10. <u>Sub Agy No</u>   Leave field blank; reserved for Comptroller General's Office.

11. <u>XREF Level</u>   Leave fields blank; reserved for Comptroller General's Office.

12. <u>GAAP Code</u>   Leave field blank; reserved for Comptroller General's Office.

13. CAP Proj   If grant or project will provide partial or total funding for one or more capital projects enter "Y"; otherwise, enter "N".

14. Start Date   Project's start date (Month and Year).

15. End Date   Project's end date (Month and Year). Remember authorization is valid for only one (1) year.

16. Federal Award Amount   Amount of Federal funding award.

17. Prepared By   Have authorized representative, sign and date on "Agency" line. (Remaining two signature lines are reserved for EBO and Comptroller General's Office.)

18. Approved By   Leave blank; reserved for Offices of the Comptroller General and State Treasurer.

19. Comments   Provide any additional information as appropriate.