

# Federal Funds Review Request Form (7250-01) Instructions

Please see related [Statewide Operating Policies and Procedures](#) at the end of the instructions for more information about Federal Funds Review policies and procedures related to the [Federal Fund Review Request Form \(7250-01\)](#).

If you have further questions about completing this form, please contact your assigned executive budget officer or [Budget Planning and Operations](#).

## Part One - Basic Federal Award Information Section

### Review Request Types (Select only one box)

- **Fall 20-Day Review** – fall submission for federal items needing approval to encumber or expend that were not included as part of the biennial or supplemental budget. This request must be submitted by the later of October 1 or 100 days before the start of the next legislative session.
- **20-Day Session Review** – Governor's Supplemental Budget or a session submission of federal items needing approval to spend.
- **Urgent 10-Day LAC Review** – On an as needed basis when an emergency exists requiring awarded funds to be encumbered or expended before the legislative session or before the annual fall 20-day review submission. Only current fiscal year spending can be approved through the 10-day LAC review process.

**Information needed to complete this form will likely be included on the grant application or award agreement.**

### State Agency

The name of the state agency, department, board or council receiving the grant.

### State Legal Authority

Cite the state legal authority to apply for and accept the award. If your agency does not have their own authority use [Minnesota Statute 4.07](#).

### Federal Agency

The federal agency that is providing the federal award or the grant-making agency.

### Assistance Listing Number (ALN)

The Assistance Listing Number (ALN) formerly Catalog of Federal Domestic Assistance (CFDA) number is a five-digit number assigned in the awarding document to most grants and cooperative agreements funded by the federal government.

### Federal Award Title (~100-character limitation)

The title of the program under which the federal award was funded in the ALN.

## Federal Legislation Authorizing the Grant (~200-character limitation)

The authorizing federal legislation for the grant (e.g., Affordable Care Act (ACA) or Infrastructure Investment and Jobs Act (IIJA)).

### Application Status

- **Pre-Application** – Award is available, and the agency is in the process of evaluating the potential of the grant with the intent to submit an application, but no application has been submitted yet.
- **Application** – Grant application has been submitted to the federal awarding agency.
- **Negotiation** – The scope of activities between the submission of application and the approval of the award by the federal agency.
- **Award** – The agency has received confirmation that the grant application has been approved.

## Part Two - Award Type Information Section

The Part Two section requires that you select an award type. The award types correspond to the Application for Federal Assistance standard form 424 definitions.

- **Enter all amounts in thousands of dollars. For example, a new \$200,000 award would be entered as “200” on the form.**
- **Spending authority may only be granted for the current fiscal year for 10-day-urgent requests and for the current biennium for 20-day requests.**

### New Award

Select if your agency is receiving this grant for the first time. Indicate the state fiscal year and estimated spending amounts for the current biennium in the first columns and the planning years in the second columns (if applicable).

### Increase in Award Amount (continuation or revision)

Select if your agency is receiving additional funding for a project/grant with a projected completion date or change in the federal government's financial obligation or contingent liability from an existing obligation. This can include:

- Increase in Award
- Revisions
- Continuation of Award
- Renewals

*By selecting Increase in Award Amount, you are also requesting a change in spending authority.*

Make sure to provide the following:

- A. The date(s) the current biennium amount was approved for spending. For example, Governor’s Biennial Budget, Governor’s Revised Biennial Budget, 20-day Fall LAC Submission (include year), Governor’s Supplemental Budget or 10-day Urgent LAC submission (include the approved date for 10-day. This date should not be mistaken with the original start date of the grant and could be multiple dates.
- B. **Incremental** amount requiring approval in the current biennium by fiscal year.
- C. **Incremental** anticipated federal grant expenditures in the planning years (next biennium) by fiscal year.

- D. Amount currently approved for the current biennium. This should be the amount that was approved on the date(s) listed for “A” above.
- E. Incremental amount requested. This is the total of “B” above and auto calculated.
- F. New total current biennium amount (this field is auto calculated). The total does not include the anticipated federal grant expenditures for the next biennium or the planning years.

### Change in Fiscal Years Spending Authority Only

Select if the grant nor the award amount is not being revised, but the agency is requesting an increase in spending authority for a new fiscal year(s). In other words, same work with no increase in funding will continue, but will extension into a new fiscal year and the funding has not yet been approved for spending in the new fiscal year(s).

Make sure to provide the following:

- A. The date(s) the current biennium amount was approved for spending. For example, Governor’s Biennial Budget, Governor’s Revised Biennial Budget, 20-day Fall LAC Submission (include year), Governor’s Supplemental Budget or 10-day Urgent LAC submission (include the approved date for 10-day. This date should not be mistaken with the original start date of the grant and could be multiple dates.
- B. **Incremental** amount requiring approval in the current biennium by fiscal year.
- C. **Incremental** anticipated federal grant expenditures in the planning years (next biennium) by fiscal year.
- D. Amount currently approved for the current biennium. This should be the amount that was approved on the date listed for “A” above.
- E. Incremental amount requested. This is the total of “B” above.
- F. New total current biennium amount (this field is auto calculated). The total does not include the anticipated federal grant expenditures for the next biennium or the planning years.

### Other Revisions

Select if there is any other change in the federal grant. Indicate what is being revised. (~425-character limitation). Examples of other revisions include the following:

- **Change of purpose.** If there is a change in the purpose of a grant, describe the new purpose.
- **Increase in state match.** If there is an increase in the state’s match requirement, include the original match amount and the increase in the match amount that requires approval.

## Part Three - Grant Description Section

The Part 3 section requires a concise description of the federal award. In your description, please include the requested information and other details that may be helpful for legislative review.

### Provide a description of the federal award (~1,750-character limitation)

Provide a concise description of the federal award that includes the following:

- Purpose, goals and strategies
- Specific activities
- Partnerships - How does the program coordinate with existing programs?

- Describe the discretion or flexibility allowed by the federal agency in preparing the application.
- Rules-Indicate if the project/proposal will involve new rules or changes to existing rules.
- If applicable, indicate the start and end date and total grant award.

**Describe the nature of the urgency for a 10-dayreview or describe any implications if the spending authorization for a 20-day review request is delayed. (~300-character limit).**

- Describe the nature of the urgency, including the following: deliverables, timeline, and implications if funds are not encumbered and/or spent before the next regular opportunity to submit a request to the legislature.
- Describe why the availability of federal funds could not have been anticipated and submitted during the last legislative session for review.
- Describe the implications if the spending authorization is delayed.

## **Part Four - Short and Long-Term Commitments Section**

**Provide a narrative description of the short and long-term commitments (~300-character limitation).**

Provide a narrative description of the state’s short and long-term commitments involved in meeting the requirements of the award.

**Maintenance of Effort (MOE)**

If the award contains a maintenance of effort requirement, provide a narrative description of the MOE, which includes the following:

- Account information (FY/Fund/AppropID/Amount). List all if multiple funding source. Dollars are entered in thousands.
- Description of the of the program and budget activity from where the cash originates, length of MOE, and consequences if the MOE is not met. Also, if the amount in the accounting information or length of MOE can’t be narrowed down, provide an explanation (~300-character limit).

**Match Requirement**

If a hard (cash contributions) or soft (in-kind contributions) match required is required, please provide the following:

- Use the table provided to estimate the total project amount by state fiscal year for each year of the award, also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.
- Provide the funding information (FY/ Fund/AppropID). List all if multiple funding source. Dollars are entered in thousands.
- Provide a description of the program and budget activity from where cash contributions will originate (~300-character limit).

## FTEs

Enter the number of FTE(s) required to complete all related work under this award. NOTE: This is not annualized FTE unless this is an ongoing grant.

- **New:** New FTE(s) required due to increased workload volume, new initiatives, etc.
- **Existing:** Work can be accomplished by using existing FTE(s) within the agency.

Indicate if continuation of positions is a condition of receiving the federal award, and briefly describe the conditions (~300-character limit).

## Indirect Costs

**Note:** All agencies receiving funds directly from federal awards must apply for the recovery of indirect costs, unless granted a waiver from the commissioner of MMB or designated representative. See [Minnesota Statutes 16A.127](#).

Indicate if indirect costs are included in the proposal and answer the following questions as they apply (~300-character limit).

- If yes, indicate the rate and on what base that rate is applied.
- If no, provide justification and supporting documentation for not including indirect costs.

## Grant Contact

### Agency Contact and Email

The agency contact person and email is the person in your agency to whom additional information or questions related to this grant should be directed.

### Submitted Date

The date your agency is submitting the form to Minnesota Management and Budget (MMB).

### MMB Contact and Email

This field will be completed by MMB. This typically will be the Executive Budget Officer assigned to your agency.

**Please upload completed form(s) to your agency's LAC folder on the Budget Division Document Management SharePoint site. Email your Executive Budget Officer once the documents are uploaded and ready for review.**

## Related Policies and Procedures

M.S. 3.3005 FEDERAL MONEY; EXPENDITURE REVIEW (<https://www.revisor.mn.gov/statutes/?id=3.3005>)

Federal Funds Review Request form MMB-7250-01 (<http://mn.gov/mmb-stat/documents/accounting/forms/7250-01-form.pdf>)

MMB Statewide Operating Policy 0303-01 Federal Funds Review (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-federal-funds-review-policy.pdf>)

MMB Statewide Operating Procedure 0303-01.1 Federal Funds Review (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-3/0303-01-01-federal-funds-review-procedure.pdf>)

MMB Statewide Operating Policy 0105-01 Indirect Costs (<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0105-01-indirect-cost-policy.pdf>)