



**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

**STATE'S SINGLE AUDIT REPORT**

Schedule of Expenditures of Federal Awards  
Preparation Instructions

For the Fiscal Year End June 30, 2020

June 30, 2020

# Table of Contents

	<u>Page</u>
Section 1	Introduction and Preparation Instructions
	Schedule of Expenditures of Federal Awards – Introduction ..... 4
	Schedule of Expenditures of Federal Awards Preparation Instructions ..... 6
Section 2	SEFA Data Sheet Forms
	Schedule of Expenditures of Federal Awards Data Sheet Form ..... 12
	Schedule of Expenditures of Federal Awards Data Sheet Form Instructions ..... 13
	Reconciliation between SEFA and FAMIS Form ..... 16
	Listing of FAMIS Appropriations of Federal Awards ..... 17
	Reconciliation of Differences between SEFA and SF-425 Grant Reports ..... 18
Section 3	SEFA Checklist
	Schedule of Expenditures of Federal Awards Checklist ..... 20
Section 4	Department Certification
	Department Certification ..... 23
Exhibits	SEFA Data Sheet Form Examples
	Example of Completed Schedule of Expenditures of Federal Awards Data Sheet ..... 25
	Example of Completed Reconciliation between SEFA and FAMIS ..... 26
	Example of FAMIS Appropriations for Federal Expenditures ..... 27
	Example of Reconciliation of Differences between SEFA and SF-425 Grant Reports..... 28
	Example of Notes to Schedule of Expenditures of Federal Awards ..... 29
Appendix	State Policy on SEFA Preparation
	Comptrollers Memorandum No. 2011-34 ..... 31
	Illustration of Direct and Pass-Through Awards from the Federal Government ..... 36
	Federal Agency Two-Digit Prefix List ..... 37

## **Section 1**

### **Introduction and Preparation Instructions**

# SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

## INTRODUCTION

The Schedule of Expenditures of Federal Awards (SEFA) Checklist and the SEFA Data Sheet package are used to provide information to the Department of Accounting and General Services (DAGS) to assist in the preparation of the State's SEFA as required by the Federal Office of Management and Budget (OMB) Compliance Supplement. The supplement is based on the requirements of the Code of Federal Regulations (CFR): 2 CFR part 200, subpart F – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The SEFA Data Sheet package in Excel format must be submitted via Email to DAGS by **August 31, 2020** at [bobet-uriel.obedoza@hawaii.gov](mailto:bobet-uriel.obedoza@hawaii.gov). Please contact Lenora D. Fisher, Accounting System Administrator, at 808 586-0600 if there are any questions.

## SEFA REQUIREMENTS

### SEFA Checklist:

- **What is it?** – A tool to assist departments/agencies in preparation of their 2020 SEFA Data Sheet. It ensures that submissions are **complete** and **accurate**.
- **Required by?** – Departments/agencies who expend federal funds and are included in the State's Single Audit Report.
- **DUE** – The SEFA Checklist does not need to be submitted to DAGS, but must be completed internally prior to the August 31, 2020 SEFA Data Sheet package submission deadline.

### SEFA Data Sheet Package:

- **What is it?** – An electronic Excel workbook containing all financial aspects of the department/agencies' SEFA.
- **Required by?** - Departments/agencies who expend federal funds and are included in the State's Single Audit Report.
- **DUE** – **August 31, 2020**. Submit the SEFA Data Sheet Package, which includes the department/agency certification.

## INSTRUCTIONS

### SEFA Checklist

- Complete all items in Part A before submitting the SEFA Data Sheet package.
- Complete all applicable items in Part B before submitting the SEFA Data Sheet package. Not all items in this section will apply to all departments/agencies.
- The completed checklist does not need to be submitted to DAGS. It is for your use to ensure that your SEFA Data Sheet package submission is **complete** and **accurate**.

### SEFA Data Sheet Package

This Excel workbook consists of five separate worksheets:

- SEFA Data Sheet – This is the primary worksheet and is used to report all Federal expenditures paid during the fiscal year.
- Reconciliations – These two worksheets are used to reconcile federal expenditures reported on the SEFA DATA sheet to 1) FAMIS appropriation account expenditures and 2) federal quarterly reports (Form SF-425). This is to meet the accounting assertion of “completeness”. This ensures that all federal grant expenditures recorded to the State’s general ledger (FAMIS) are reported on the SEFA and reported to the federal awarding agency (federal agency).
- FAMIS Appropriations List – This worksheet lists all the department/agencies’ FAMIS appropriation accounts that record federal expenditures.
- Certification – This worksheet is the departments’ assertion to the State Comptroller that the financial information submitted is complete and correct. An “authorized official” refers to department head, administrative services officer, or other individual who is authorized to submit financial reports to DAGS for CAFR and Single Audit purposes. The certification should be emailed along with the SEFA Data Sheet package.

# SEFA PREPARATION INSTRUCTIONS

## FYE JUNE 30, 2020

The SEFA is an essential document for planning and conducting the single audit of State departments and agencies. It also provides assurance to Federal and State agencies awarding financial assistance that their programs or grants were included in the single audit. It is important to prepare this schedule carefully to ensure that it is **accurate** and **complete**. Any program or grant omitted from this schedule will be considered unaudited. This schedule should be prepared on the basis of accounting as designated by DAGS.

### SEFA Preparation Procedures

#### Understanding the State's Policy

1. Read and become familiar with the Comptroller's Memorandum No. 2011-34 establishing a statewide policy regarding the preparation of the SEFA by certain State departments and agencies included in the State's Single Audit Report.

#### **Preparing the SEFA Data Sheet (SEFA Data Sheet tab)**

1. In accordance with Comptroller's Memorandum No. 2011-34, the expenditures included on the SEFA Data Sheet shall be prepared on a **cash basis of accounting**.
2. Include on this schedule all federal awards with federal expenditures for the fiscal year. Federal awards expended include the following:
  - Expenditure transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and direct appropriations.
  - Disbursement of funds passed through to subrecipients.
  - Receipt of loan proceeds under loan and loan guarantee programs.
  - Receipt of federal property and surplus property.
  - Receipt or use of program income (see revolving loan exception below).
  - Distribution or consumption of food commodities.
  - Disbursement of amounts entitling a non-federal entity to an interest subsidy.
  - Insurance contracts in force during the period under audit.

#### Do not include:

- Expenditures that are not eligible for federal reimbursement or which make up the State Share of a program.
- Programs with total expenses that are negative. (A program with net negative expenses is a prior year adjustment and is not reported on this year's SEFA).

#### Special Instructions for **SEFA Entity departments**:

- All departments included in the State's SEFA will be treated as one reporting entity and known as the "SEFA Entity".
- All departments listed on the Grant Notification or similar documents as the recipient will be known as the "Original Receiving Entity".
- Federal expenditures or transfers from one department to another department within the SEFA Entity shall be reported on the Original Receiving Entity's SEFA as federal expenditures. The receiving department within the SEFA Entity shall not report the federal expenditures or transfers on its SEFA.

- Federal expenditures or transfers from one department to another department within the SEFA Entity shall not be reported on the Original Receiving Entity's SEFA as Amount Provided to Subrecipient.
  - Federal expenditures or transfers from a department within the SEFA Entity to a department outside the SEFA Entity shall be reported by the Original Receiving Entity's SEFA as federal expenditures. It shall also report the federal expenditures or transfers as Amount Provided to Subrecipient.
  - Federal expenditures or transfers from a department outside the SEFA Entity to a department within the SEFA Entity shall be reported by the department within the SEFA Entity as Pass-through federal expenditures.
3. List all financial assistance from the same federal agency together on the schedule (for example, group all DOD awards together). Within each federal agency grouping:
- a. List separately federal awards received directly from the federal agency by Catalog of Federal Domestic Assistance (CFDA) and grant number.
  - b. List separately federal awards that are clusters by CFDA number. For more information on clusters, refer to CFR Uniform Guidance Sections 200.17 and 200.510(b)(1) and (3), found at the CFR website: <http://www.ecfr.gov/>. Browse Title 2 – Grants and Agreements, Chapter II, Part 200.
  - c. List separately federal awards that are research and development (RD) clusters by CFDA number. If federal award includes both program activities and RD activities, list all of federal award as RD if RD portion is greater than 5%. If 5% or less, do not list grant as RD cluster. Retain justification and supporting documentation of RD portion determination.
  - d. List separately all amounts provided to subrecipients by grant number. This should include only those federal awards provided ("sub-granted") pursuant to a subrecipient relationship. It should not include federal awards provided pursuant to a contractor relationship. See CFR Uniform Guidance Sections 200.330 and 200.501(f), for subrecipient and contractor relationship determinations **(Expenditures related to sub-awards or subrecipients - Object Code is 65XX and 66XX)**.
  - e. List separately all indirect federal awards from a state agency, local government or non-government agencies (Corporations, Non-Profit Organizations, etc.) by CFDA number. Indirect federal awards are federal awards received indirectly from a pass-through entity.
  - f. Enter an identifying number assigned by the pass-through entity, if assigned. If none enter "N/A" as not applicable.
  - g.** If the three-digit CFDA extension is unknown or .000, enter other data used to identify the award, such as program year, contract number, or state issued numbers. **If the Grant or payment is under the Coronavirus Relief Fund (CRF) established by the Coronavirus Aid, Relief and Economic Security Act (CARES) and the CFDA number is not available in the grant award documents, the CFDA No. to be entered is 21.019.**
  - h. Loan/loan guarantee – if the program is a Federal loan or a Federal loan guarantee, enter the loan or loan guarantee (loan) balance outstanding at the end of the audit period for loan programs.

- i. Provide subtotals for programs with the same CFDA number. Also provide subtotals for assistance received directly and assistance received indirectly. Provide a total for each federal agency. Provide a grand total for the department.
4. If your department is the recipient of federal funds and transfers funds to a member of the SEFA Entity, your department, as the Original Receiving Entity, should report the amount transferred under the federal expenditure column and not under the “Amount passed-through to Subrecipients” column.
5. If your department is a subrecipient of federal funds from a member of the SEFA Entity, make sure that the amount is listed in the “Total per SEFA Data Sheet” column but not the direct, indirect or passed-through to subrecipients columns. The expenditure amount should be a reconciling item between the department SEFA and FAMIS.
6. It is important to note that the expenses reported on the SEFA will not necessarily tie to those reported on the operating statement, especially if the federal awards include loans, insurance, or commodities. However, **amounts should agree or reconcile to records maintained by DAGS (FAMIS).** Departments’ records should always reconcile to FAMIS on a quarterly basis. Indirect costs, restricted or unrestricted as applicable, should be included in the expenditure amounts.

#### **Preparing List of FAMIS Appropriations of Federal Expenditures (FAMIS List tab)**

1. From DATAMART’s Account Summary for your department/agency:
  - a. Locate the listing of appropriations for the department/agency.
  - b. Copy this listing to an Excel spreadsheet.
2. Sort the listing by MOF column.
  - a. Identify all the appropriations with expenditure amounts having a MOF code of “N” (Federal funds) and “P” (Other federal funds).
  - b. Identify all other appropriations with federal expenditures that have a MOF code other than those mentioned in 2a, if any (ex. “V” – Federal stimulus funds).
  - c. In some cases, there are appropriations which were not coded “N”, “P” and “V” but should be identified as federal expenditure and should be included in the list.
  - d. Copy these appropriations to a new excel spreadsheet.
3. Sort the listing by Acct.
  - a. Hide or delete columns, except for Dept, MOF, F-FY-Acct, Account Title, Transfer out and Expenditure.
  - b. Subtotal appropriation expenditures by Acct.
  - c. Copy the SEFA total balance per the SEFA Data Sheet tab to the SEFA Data Sheet Total column.
  - d. Explain any differences by Acct between the FAMIS total column and SEFA Data Sheet total column.
  - e. The difference explanations are used in the Reconciliation between SEFA and FAMIS (Recon FAMIS tab).

#### **Reconciliation between SEFA and FAMIS Procedures (Recon FAMIS tab)**

1. Copy the SEFA total balance per the SEFA Data Sheet, to the “Federal Expenditures per SEFA” amount column.

2. Copy the expenditure total balance per the FAMIS List, to the “Federal Expenditures recorded in FAMIS” amount column.
3. List reconciling items (from the FAMIS List tab) under the respective section:
  - Expenditure items that are in FAMIS but not in the SEFA Data Sheet. Explain reconciling item.
  - Expenditure items that are in the SEFA Data Sheet but not in FAMIS. Explain reconciling item.
4. If no reconciling items, the reconciliation is completed.
5. If reconciling items have been explained to your satisfaction, the reconciliation is completed.
6. Data supporting reconciling items must be retained and provided to the auditors upon request.

**Reconciliation of Differences between SEFA Data Sheet and Federal Form SF-425 procedures (Recon SF-425 tab)**

1. The SEFA Data Sheet tab column 14 calculates the differences between the federal expenditures per the SEFA data sheet and the total expenditures reported on the federal quarterly SF-425 reports.
2. Investigate any differences to ensure that the federal expenditures listed in columns 10 and 11 are correct. Correct the SEFA data sheet as necessary.
3. If no differences or reconciling items, the reconciliation is completed.
4. For grants with differences, document the explanations on the Reconciliation of Differences between SEFA Data sheet and Federal SF-425 Grant Reports or other federal reports worksheet.
5. If reconciling items have been explained to your satisfaction, the reconciliation is completed.
6. Data supporting reconciling items must be retained and provided to the auditors upon request.

**Preparing List of SF-425 or Other Appropriate Federal Reports Federal Expenditures (Recon SF-425 tab)**

1. Only for grants with differences, obtain the quarterly SF-425 reports (or other federal reports) submitted to the federal agency by your department/agency for the four quarters (Sept, Dec, Mar, Jun) in the fiscal year:
  - a. Locate the federal expenditure amount reported for the quarter.
2. List all four quarters’ federal expenditure amounts on the reconciliation.
  - a. Add all four quarters and provide a total.
3. Use total expenditures in the reconciliation between SEFA and SF-425 (or other federal reports).

**Valuation of Federal Loans and Noncash Assistance**

Federal Loan Programs

Use the following guidelines to calculate the value of “federal awards expended” under loan programs:

1. Amount of new loans received during the fiscal year; plus
2. Balance of loans from previous years for which the federal government imposes continuing compliance requirements; plus
3. Any interest subsidy, cash, or administrative cost allowance received. [CFR section 200.502(a) and (b)]

**NOTE:** Loans, the proceeds of which were received and expended in prior years, are not considered federal awards expended when the Federal statutes, regulations, and the provisions of contracts or grant agreements pertaining to such loans impose no continuing compliance requirements other than to repay the loans. [CFR section 200.502(d)]

### Noncash Assistance

Free rent, food stamps, food commodities, donated property, and donated surplus property should be valued at fair market value at the time of receipt or the assessed value provided by the federal agency [CFR section 200.502(g)]. The Notes to the Schedule should disclose the nature of the amounts reported.

### **Other Preparation Hints for SEFA Data Sheets**

Often, federal financial assistance received indirectly is a mix of federal and state or local money. List only the federal share on the SEFA Data Sheet. If the state or local portion cannot be identified, list the entire amount on the SEFA Data Sheet, and describe the commingled nature of the funds in the Notes to the Schedule.

### **Supporting Documentation**

Departments/Agencies are required to retain readily available supporting documentation for the expenditures reported in the SEFA Data Sheet including copies of federal financial reports. The supporting documentation for subrecipient information should include the names of the subrecipients, project/award numbers, expenditures, etc. which makes up the total expenditures reported. This supporting documentation must be made available to the external auditors upon request.

**Section 2**

**SEFA Data Sheet Forms**

State of Hawaii  
 Department of XYZ  
 EIN(S) \_\_\_\_\_

SEFA Data Sheet

For the Fiscal Year Ended June 30, 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
									FY20 Federal Expenditures						
Duns #	Award Type Direct (D), Cluster (C), R&D (RD), Pass through (PT), Non-monetary (NM)	CFDA #	If CFDA# is .000 or unknown, Additional Award ID	Federal Agency Name	Pass-through Entity Name	ID # Assigned by the Pass-through Entity, if assigned	CFDA Program Title	Grant/Contract Number	Total Amount Expended Direct Awards	Total Amount Expended from Pass-through Entity (Indirect Awards)	Total Per SEFA Data Sheet (Sum of Direct + Indirect Awards)	Total Federal Expenditures reported on Federal Qtrly SF-425 Reports	Difference: Total Per SEFA Data Sheet minus Total Fed Exp reported on Fed Qtrly SF-425 Rpts *	If Loan/Loan Guarantee, End of Audit Period Outstanding Loan Balance	If Award Passed-through to Subrecipient, Total Amount Passed-through to Subrecipients
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
											\$ -		\$ -		
									<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -		\$ -

\* Explain differences on "Recon SF-425" tab

# SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

## DATA SHEET

### INSTRUCTIONS

This schedule should be prepared for the year in which federal awards are **expended**. Preparation of this schedule should not be based on the date(s) that funds are received (e.g., advances or reimbursement).

Column 1 **DUNS #**—Enter the Agency’s DUNS Number used when applying for a federal grant.

Column 2 **Award Type**—Enter the Award Type, Direct (D), including Clusters (C), Research and Development (RD), Non-Monetary (NM), and Indirect, including Pass Through (PT) designated for each program. If federal award includes both program activities and RD activities, list all of federal award as RD if RD portion is greater than 5%. If 5% or less, do not list grant as an RD cluster. Retain justification and supporting documentation of RD portion determination.

Columns 3 and 4 **CFDA Number**—The CFDA number is a five-digit (XX.XXX) identification number that identifies the federal granting agency and the program. For example, the CFDA number for the U.S. Department of Agriculture (USDA) School Breakfast Program is 10.553. **Every effort should be made to obtain the CFDA number.**

If the number cannot be obtained, or if an award has not been assigned a CFDA number, use the following number naming convention. The first two digits of the number should identify the federal agency. A list of the two-digit prefixes for all federal agencies is provided in the instruction’s Appendix. Once you determine the first two digits, enter “U” followed by a two digit number in the CFDA extension to identify one or more award lines which form the program (ex. U01, U02). Enter in column 4 the grant agreement number, contract number, program year, state issued number, or additional award information to help identify the award. For example, the first award from the U.S Department of Health and Human Services with no CFDA number, but with a contract number of “04356WA,” can be entered on column 3 as “93.U01” and column 4 as “04356WA”. The second award would be entered “93.U02”.

Column 5 **Federal Agency Name**—Enter the name of the federal granting agency that administers the program (for example, the federal grantor for Title I is the U.S. Department of Education).

Column 6 **Pass – Through Entity Name**—Enter the name of the pass through agency that awarded the funding to your department (for example, HI DHS, HI DLIR, HI DBEDT, HI DOD, etc.). A pass-through entity is a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

**Note: Leave this column blank if the award is received directly from a federal agency.**

Column 7 **Identification Number Assigned by the Pass – Through Entity**—Enter the identifying number assigned by the pass-through entity, if assigned. If a number is not applicable, enter “N/A”.

Column 8 **CFDA Federal Program Title**—Enter the name of the federal program as listed in the Catalog of Federal Domestic Assistance (CFDA). If the program is not listed in the CFDA, a description of the award recognizable by the Federal awarding agency should be entered. Please do not use common names or nicknames in this column. The CFDA # is available in hard copy or can be viewed at [www.cfda.gov/](http://www.cfda.gov/).

Column 9 **Grant/Contract Number**—Enter the grant agreement or contract number/code assigned by the federal grantor or pass through agency for grants with no CFDA # and for pass - through grants. If a number is not available or applicable, enter “N/A”.

Columns 10 and 11 **Federal Expenditures**

- **Direct Awards**—Enter the amount of **expenditures** for assistance received **directly** from a federal agency. In calculating the amount expended for each program, be sure to include both direct costs and indirect costs (restricted or unrestricted).

*NOTE: Any amounts your department passes through (i.e., a subgrant) to other departments are considered expenditures. Consequently, the total amount expended for a particular federal award includes all amounts expended by your department and any amounts awarded to other State departments.*

- **Indirect Awards**—Enter the amount of expenditures for federal assistance received as a pass through award from a state agency, local government, non-profit organization, etc. Note: In calculating the amount expended for each program, be sure to include both direct costs and indirect costs (restricted or unrestricted).

*NOTE: Any amounts your department passes through (i.e., a subgrant) to other State departments are considered expenditures. Consequently, the total amount expended for a particular federal award includes all amounts expended by your department and any amounts awarded to other State departments.*

Column 12 **Total Per SEFA Data Sheet**—This is the total of the Federal Expenditures direct and indirect awards (summation of columns 10 and 11). It represents the total of the departments’ grant expenditures and total federal expenditures to be included in the SEFA.

Column 13 **Total Federal Expenditures Reported on the Federal Quarterly SF-425 Reports**—Enter the total federal expenditures reported to the federal agency through the quarterly SF-425 reports (or other appropriate federal reports) for each grant number.

Column 14 **Difference of Total per SEFA Data Sheet and Total Federal Expenditures Reported on the Federal Quarterly SF-425 Reports.** Any differences should be carried forward and explained on the “Recon SF-425” tab of the SEFA Data Sheet Package excel workbook.

Column 15 **Loan/Loan Guarantee End of Audit Period Outstanding Loan Balance**—Enter the loan or loan guarantee (loan) balances outstanding at the end of the audit period for loan programs.

Column 16 **Total Amount Passed-Through to Subrecipients**—Enter amount of expenditures passed through or provided to subrecipients for each grant number.

### **Notes to the Schedule**

Exhibit illustrates footnotes that should be included in the SEFA if applicable to your department.

State of Hawaii  
Department XYZ  
Reconciliation Between SEFA Data Sheet and FAMIS  
For the Fiscal Year Ended June 30, 2020

<u>Description</u>	<u>Amount</u>
Federal Expenditures (per SEFA Data Sheet tab – SEFA data sheet total)	
Reconciling items (per “FAMIS List” tab):	
Additions:	
Explanation of Items in FAMIS not in SEFA Data Sheet:	
1.	
2.	
Subtractions:	
Explanation of Items in SEFA Data Sheet not in FAMIS:	
1.	
2.	
Federal Expenditures recorded in FAMIS (per FAMIS List tab – FAMIS total)	

Note: Data supporting the reconciling items must be retained and provided to the external auditors upon request.



State of Hawaii  
Department of XYZ

Reconciliation of Differences between SEFA Data Sheet and SF-425 Grant  
Reports  
For the Fiscal Year Ended June 30, 2020

<u>Description</u>	<u>Grant #1</u>	<u>Grant #2</u>	<u>Grant #3</u>	<u>Grant #4</u>	<u>Grant #5</u>	<u>Grant #6</u>	<u>Grant #7</u>
Federal Expenditures (from SEFA data sheet tab)							
Additions: Explanation of Items in SF-425 not in SEFA Data Sheet:							
1.							
2.							
Subtractions: Explanation of Items in SEFA Data Sheet not in SF-425:							
1.							
2.							
Federal Expenditures per SF-425 (agrees to total SF-425 qtrly reports below)							

Note: List only grants with differences from "SEFA Data Sheet" tab (column 14).

**Federal Expenditures reported on SF-425 quarterly reports:**

September 2019							
December 2019							
March 2020							
June 2020							
Total (agrees to Fed Exp per SF-425 total above)							

Note: Data supporting the reconciling items must be retained and provided to the auditors upon request.

**Section 3**  
**SEFA Checklist**

# Schedule of Expenditures of Federal Awards CHECKLIST FY 2020

The purpose of this checklist is to assist in the completion of the Schedule of Expenditures of Federal Awards (SEFA) for the year ended June 30, 2020 in accordance with CFR Uniform Guidance and the State of Hawaii SEFA preparation Instructions. *It is essential that the SEFA Form is completed by the deadline in order for the external auditors to perform test work as required by federal regulations.*

All Agencies/Departments who expend federal funds must complete the SEFA Form by the due date. This checklist should be completed prior to submitting the SEFA to the Department of Accounting and General Services (DAGS). This Checklist does not need to be submitted to DAGS, but it should be completed internally and kept on file.

**Due Date:** The SEFA Data Sheet Package is due no later than **August 31, 2020**.

### Checklist Instructions:

- Complete all items in Part A before submitting the SEFA Data Sheet Package.
- Complete all applicable items in Part B before submitting the SEFA Data Sheet Package. Not all items in this section will apply to all agencies/departments.
- The completed Checklist does not need to be submitted to DAGS. It is for your use to ensure that your SEFA Data Sheet Package submission is complete and accurate.
- Contact Lenora D. Fisher at 586-0600 if there are any questions about the Checklist or the SEFA Data Sheet Package.

**Part A - Required Information:** Items in this section must be completed by **all departments/agencies** before submitting the SEFA Data Sheet Package.

1. The DUNS Number associated with the award was entered for each grant.
2. The Award Type (Direct, Clusters, R&D, Pass-Through, and Non-monetary) was designated for each grant.
3. The Expenditures per FAMIS (columns 10, 11 & 12) on the SEFA Data sheet was completed for each grant.
4. Programs with net negative expenditures were included on the SEFA Data sheet. List expenditures and federal reimbursement cash receipt separate. If federal reimbursement was for State funds expended in previous fiscal year, State law requires the reimbursement to be deposited to the General Fund.

5. All expenditures have been rounded to the nearest dollar. **Pennies have not been reported.**
6. The two reconciliation sheets have been completed per the SEFA Instructions. It agrees or reconciles 1) federal expenditures on the SEFA Data sheet to FAMIS and 2) the federal expenditures on the SEFA Data sheet to the federal SF-425 quarterly reports.

**Part B - Supplemental Information:** Items in this section will only apply to some departments. If an item does not apply to you, mark it NA. Otherwise, complete it before submitting the SEFA Data Sheet Package.

Yes NA

1. All expenditures pertaining to clusters were separately identified and coded with a "C" in the Award Type column.
2. All expenditures pertaining to research and development were separately identified and coded with a "RD" in the Award Type column.
3. All expenditures pertaining to pass - through were separately identified and coded with a "PT" in the Award Type column.
4. All expenditures from noncash awards were separately identified as Non-Monetary and coded with a "NM" in the Award Type column.
5. Federal financial assistance received from a non-federal entity, such as a non- profit organization were reported on the SEFA Data sheet.
6. **No "State matching share" of grant expenditures** is included in the SEFA Data Sheet.

**Section 4**  
**Department Certification**

DEPARTMENT OF XYZ  
For the Fiscal Year Ended  
June 30, 2020

To: Curt T. Otaguro, Comptroller

**Certification of Completeness and Accuracy of the  
Schedule of Expenditures of Federal Awards (SEFA) Data Sheet Package**

I certify:

- 1) that I am the department's "authorized official" as defined in the SEFA preparation instructions.
- 2) that the department has completed the SEFA checklist.
- 3) that the department has completed the SEFA Data Sheet Form.
- 4) that the department has completed the reconciliation between the SEFA and FAMIS.
- 5) that the department has completed the listing of appropriations of federal expenditures from FAMIS.
- 6) that the department has completed the reconciliation between the SEFA and the federal quarterly SF-425 reports.
- 7) that the financial information provided is complete and accurate.

Certifying Signature:

Print Name:

Title:

Date:

Note: Type in individual's name and title as a valid signature. Email with SEFA Data Sheet package.

**Exhibits**

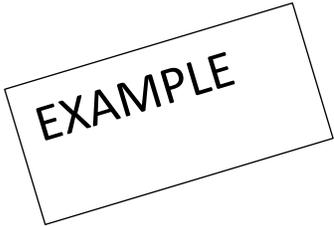
**SEFA Data Sheet Form Examples**

Department of ABC  
SEFA Data Sheet  
Fiscal Year Ended June 30, 2020

Example

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
									FY20 Federal Expenditures						
Duns #	Award Type Direct (D), Cluster (C), R&D (RD), Pass through (PT), Non- monetary (NM)	CFDA #	If CFDA # is .000 or unknown, Additional Award ID	Federal Agency Name	Pass- through Entity Name	ID # Assigned by the Pass- through Entity, if assigned	CFDA Program Title	Grant/ Contract Number	Total Amount Expended Direct Awards	Total Amount Expended from Pass- through Entity (Indirect Awards)	Total Per SEFA Data Sheet (Sum of Direct + Indirect Awards)	Total Federal Exp reported on Federal Qtrly SF-425 Reports	Difference: Total Per SEFA Data Sheet minus Total Fed Exp reported on Fed Qtrly SF-425 Rpts *	If Loan/Loan Guarantee, End of Audit Period Outstanding Loan Balance	If Award Passed- through to Subrecipient, Total Amount Passed- through to Subrecipients
824671 200	D	11.U01	2015 JEA	Dept of Comm			Mgt Support for Hawaiian Islands Humpback Whale JEA		15,000.00	0.00	15,000.00	13,250.00	1,750.00	NA	-
824671 200	PT	11.U02	MOA- 2013- 0118740	Dept of Comm	HI DOH	MOA- 2013- 0118740	Japan Tsunami Marine Debris Removal Grant		0.00	192,080.00	192,080.00	192,080.00	-	NA	-
	Subtotal	11.U0							15,000.00	192,080.00	207,080.00	205,330.00	1,750.00		0.00
											-		-		
036699 486	D	81.041		Dept of Energy			State Energy Program	DE- EE00928	376,338.93	0.00	376,338.93	376,338.93	-	NA	250,000.00
											-		-		
											-		-		
090161 246	PT	97.056		Home land Sec	HI DOT	PS3	Port Security Grant Program	2008GBT 8K069		6,000.00	6,000.00	-	6,000.00	NA	-
											-		-		
								<b>TOTAL</b>	391,338.93	198,080.00	589,418.93	581,668.93	7,750.00		250,000.00

State of Hawaii  
Department of ABC  
Reconciliation Between SEFA and FAMIS  
For the Fiscal Year Ended June 30, 2020



<u>Description</u>	<u>Amount</u>
Federal Expenditures (per SEFA Data Sheet tab – SEFA data sheet total)	4,794,547
Reconciling items (per “FAMIS List” tab):	
Additions:	
Explanation of Items in FAMIS not in SEFA Data Sheet:	
1. Amount received from DBEDT as a vendor for the Electronic Vendor Rebate Program	32,701
Subtractions:	
Explanation of Item in SEFA Data Sheet not in FAMIS:	
1.	
2.	
Federal Expenditures recorded in FAMIS (per FAMIS List tab – FAMIS total)	4,827,248

State of Hawaii  
 Department of ABC  
 Listing of FAMIS Appropriations  
 For the Fiscal Year Ended June 30, 2020

Example

<u>Dept</u>	<u>MOF</u>	<u>F-FY-ACCT</u>	<u>Account Title</u>	<u>Transfers- out</u>	<u>Expenditure</u>	<u>FAMIS Total</u>	<u>SEFA Data Sheet Total</u>	<u>Diff: FAMIS Total minus SEFA Data Sheet Total**</u>	<u>Difference Explanation **</u>
R	V	S-18-201	STATE BROADBAND DATA & DEVELOPMENT GRANT	-	-	-	-	-	
R	V	S-19-201	STATE BROADBAND DATA & DEVELOPMENT GRANT	-	-	-	-	-	
R	V	S-20-201	STATE BROADBAND DATA & DEVELOPMENT GRANT	-	432,586.46	432,586.46	432,586.46	-	
R	V	S-19-202	ELECTRIC VEHICLE REBATE PROGRAM	-	-	-	-	-	
R	V	S-20-202	ELECTRIC VEHICLE REBATE PROGRAM	-	32,700.72	32,700.72	-	32,700.72	Inactive accounts. Funds returned back to state agency.
R	N	S-19-203	GRANTS TO STATES HEALTH INS PREM REVIEW	-	-	-	-	-	
R	N	S-20-203	GRANTS TO STATES HEALTH INS PREM REVIEW	-	-	-	-	-	
R	N	S-19-204	PLNG & EST AFFORDABLE CARE ACT'S EXCHNGE	-	-	-	-	-	
R	N	S-20-204	PLNG & EST AFFORDABLE CARE ACT'S EXCHNGE	-	541,941.28	541,941.28	541,941.28	-	
R	N	S-19-205	STATES IN HEALTH INS RATE REVIEW GRANT	-	-	-	-	-	
R	N	S-20-205	STATES IN HEALTH INS RATE REVIEW GRANT	-	137,074.05	137,074.05	137,074.05	-	
R	N	S-19-206	COOP AGRMTS STATE OPERATED HLTH INS EXCH	-	26,279.78	26,279.78	26,279.78	-	
R	N	S-20-206	COOP AGRMTS STATE OPERATED HLTH INS EXCH	-	3,606,117.01	3,606,117.01	3,606,117.01	-	
R	N	S-19-207	HAWAII HEALTH CONNECTOR	-	50,548.32	50,548.32	50,548.32	-	
			TOTAL	-	4,827,247.62	4,827,247.62	4,794,546.90	32,700.72	

**\*\* Use to explain any differences in the "Recon FAMIS" tab.**

State of Hawaii  
 Department of ABC  
 Reconciliation of Differences between SEFA and SF-425 Grant Reports  
 For the Fiscal Year Ended June 30, 2020

**Example**

Description	Grant #1	Grant #2	Grant #3	Grant #4	Grant #5	Grant #6
	G-88H					
Federal Expenditures (from SEFA data sheet tab)	52,000.00					
Additions: Explanation of Items in SF-425 not in SEFA Data Sheet:						
1. Expenditures claimed in SF-425 not yet paid	1,500.00					
2.						
Subtractions: Explanation of Items in SEFA Data Sheet not in SF-425:						
1. Expenditure paid as of 6/30/20 not incl in SF-425	(6,000.00)					
2.						
Federal Expenditures per SF-425 (agrees to total SF-425 qtrly reports)	47,500.00					

Note: List only grants with differences from "SEFA Data Sheet" tab.

**Federal Expenditures reported on SF-425 quarterly reports:**

September 2019	47,500.00					
December 2019						
March 2020						
June 2020						
Total (agrees to Fed Exp per SF-425 total above)	47,500.00					

Note: Data supporting the reconciling items must be retained and provided to the external Auditors upon request.

## NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Example)

Include the following notes to the schedule or as an attachment to the schedule. The notes should disclose the basis of accounting, definitions of abbreviations, and any other information that might be needed by the reader. Each department should prepare notes that describe their particular programs and circumstances, as required.

**The following notes are considered examples only:**

**NOTE 1—BASIS OF PRESENTATION**

The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Expenditures reported in the schedule are reported on the cash basis of accounting.

**NOTE 2—RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS**

The regulations and guidelines governing the preparation of federal and State financial reports vary by State and federal agency and among programs administered by the same agency. Accordingly, the amounts reported in the federal and State financial reports do not necessarily agree with the amounts reported in the accompanying SEFA which is prepared on the cash basis of accounting.

**NOTE 3—PROGRAM COSTS/MATCHING CONTRIBUTIONS**

The amounts shown as current year expenses represent only the (*federal/state/local*) grant portion of the program costs. Entire program costs, including the *department's* portion, may be more than shown.

**NOTE 4—NONMONETARY ASSISTANCE**

The SEFA contains values of a nonmonetary assistance program. As provided by program regulations, property received under the Donation of Federal Surplus Personal Property program (CFDA No. 39.003) is presented at the estimated fair value at the time of donation.

**NOTE 5—UNEMPLOYMENT INSURANCE**

State unemployment tax revenues and government contributions are used to pay benefits under federally approved State unemployment law. Of the \$\_\_\_\_\_ reported as expenditures for the Unemployment insurance program (CFDA No. 17.225), \$\_\_\_\_\_ represented expenditures of the State of Hawaii.

**NOTE 6—INDIRECT COSTS**

The State of Hawaii does not use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

## **APPENDIX**



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
P.O.BOX 119, HONOLULU, HAWAII 96810.0119

December 22, 2011

COMPTROLLER'S MEMORANDUM NO. 2011-34

TO: Heads of Departments and Agencies

Jan S. Gouveia, Acting Comptroller

A handwritten signature in black ink, appearing to read "Jan S. Gouveia", written over the printed name.

FROM:

SUBJECT: State of Hawaii Single Audit Report

The purpose of this memorandum is to establish a statewide policy regarding the preparation of the Schedule of Expenditures of Federal Awards (SEFA) by State departments and agencies that are included in the State's Single Audit Report.

I. POLICY

Beginning with fiscal year 2010, State departments and agencies (Departments) that are included in the State's Single Audit Report are subject to the following policies.

- A. The preparation of the Departments' SEFA is subject to the requirements of the Federal Office of Management and Budget, Circular A-133.
- B. All Departments included in the State's SEFA will be treated as one reporting entity and known as the "SEFA Entity".
- C. All Departments listed on the Grant Notification or similar documents as the recipient will be known as the "Original Receiving Entity".
- D. Federal expenditures or transfers from one Department to another Department within the SEFA Entity shall be reported on the Original Receiving Entity's SEFA as Federal Expenditures. The receiving Department within the SEFA Entity shall not report the federal expenditures or transfers on its SEFA.
- E. Federal expenditures or transfers from one Department to another Department within the SEFA Entity shall not be reported on the Original Receiving Entity's SEFA as Amount Provided to Subrecipient.

- F. Federal expenditures or transfers from a Department within the SEFA Entity to a Department outside the SEFA Entity shall be reported by the Original Receiving Entity's SEFA as Federal Expenditures. It shall also report the Federal expenditures or transfers as Amount Provided to Subrecipient.
- G. Federal expenditures or transfers from a Department outside the SEFA Entity to a Department within the SEFA Entity shall be reported by the Department within the SEFA Entity as a Pass-through Federal Expenditures.
- H. The Agency's SEFA shall be prepared on a cash basis.
- I. Agencies within the SEFA Entity must not duplicate expenditures within and across fiscal years.

## II. RATIONALE

Previously, State departments and agencies prepared separate Single Audit reports with separate SEFAs. To provide uniformity in reporting presentation, the State needs to establish reporting guidelines for State departments and agencies regarding the preparation of one State SEFA.

## III. DEFINITIONS

**State** – State of Hawaii.

**DAGS** -Department of Accounting and General Services.

**Single Audit**- In the United States, the Single Audit, also known as the OMB A-133 audit, is a rigorous, organization-wide audit or examination of an entity that expends \$500,000.00 or more of Federal assistance (commonly known as Federal funds, Federal grants, or Federal awards) received for its operations. Usually performed annually, the Single Audit's objective is to provide assurance to the federal government as to the management and use of such funds by recipients such as states, cities, universities, and non-profit organizations. The audit is typically performed by an independent certified public accountant and encompasses both financial and compliance components. The Single Audits must be submitted to the Federal Audit Clearinghouse along with a data collection form, Form SF-SAC.

#### **IV. SCOPE**

This policy applies to all State Executive Branch departments of the Hawaii State Government that are included in the State's Single Audit Report.

#### **V. BACKGROUND**

With state governments receiving greater amounts of federal financial assistance, the federal government needed to monitor that federal funds are spent correctly. As a result, the federal government passed the Single Audit Act of 1984. The Single Audit Act requires state governments to have a financial and compliance audit conducted by an independent auditor of the federal expenditures made during a fiscal year. The State had a choice either to have the audit cover the entire state government's operations or the audit may cover only each department or agency which received, expended or otherwise administered federal financial assistance during the fiscal year. In 1985, the Hawaii State government elected to conduct Single Audits at the department level. This practice continued up until FY2008-2009. Comptroller's Memorandum No. 2009-17 changed the State's policy regarding the State's Single Audit that effective for the FY2009-2010 and thereafter, the State's Single Audit would cover the entire state government's operations. State departments and agencies that requested to continue preparing departmental Single Audit reports were allowed to by the State Comptroller.

#### **VI. GENERAL PROVISIONS**

##### **A. MONITORING AND ENFORCEMENT**

The State Comptroller shall ensure the departments' compliance with this policy and procedures through inquiries, reviews, investigations, and audits.

##### **B. STATE COMPTROLLER'S EXCEPTION**

If the policy or procedures result in undue hardship for a department or agency, the State Comptroller may, upon written request of the head of the department or agency, grant an exception to the policy or procedure. Each exception granted shall be by written memorandum.

##### **C. AMENDMENTS AND REVISIONS OF THIS POLICY**

The State Comptroller reserves the right to amend or revise this policy from time to time, as the need arises.

**VII. RESPONSIBILITIES**

**A. ACCOUNTING DIVISION, DAGS**

The Accounting Division shall be responsible to develop procedures regarding the department's assistance in preparing the State's Single Audit report.

**B. HEADS OF DEPARTMENTS AND AGENCIES**

The heads of departments and agencies or designees shall be responsible to ensure that the Single Audit information submitted to DAGS is accurate, complete, and on time.

**VIII. PROCEDURES**

**A. ACCOUNTING DIVISION, DAGS**

The Accounting Division shall be responsible to:

1. Develop procedures to prepare the State's Single Audit Report;
2. Provide training to instruct State departments and agencies to prepare Single Audit information in accordance with DAGS' policy and procedures;
3. Monitor and enforce compliance with this policy.

**B. HEADS OF DEPARTMENTS AND AGENCIES**

The heads of departments and agencies or designees shall be responsible to:

1. Ensure preparation of Single Audit information timely and in accordance with DAGS' policies and procedures.
2. Require cooperation of department staff to implement the policy and procedures.
3. Support training programs so that employees responsible for the implementation of the policy and procedures are knowledgeable and responsible.
4. Periodically assess the implementation of the policy and procedures to determine that they are working as intended and achieving desired results.

**IX. AUTHORITIES AND REFERENCES**

State Comptroller's Memorandum No. 2009-17  
Single Audit Act of 1984 (Public Law 98-502)  
OMB Circular A-133

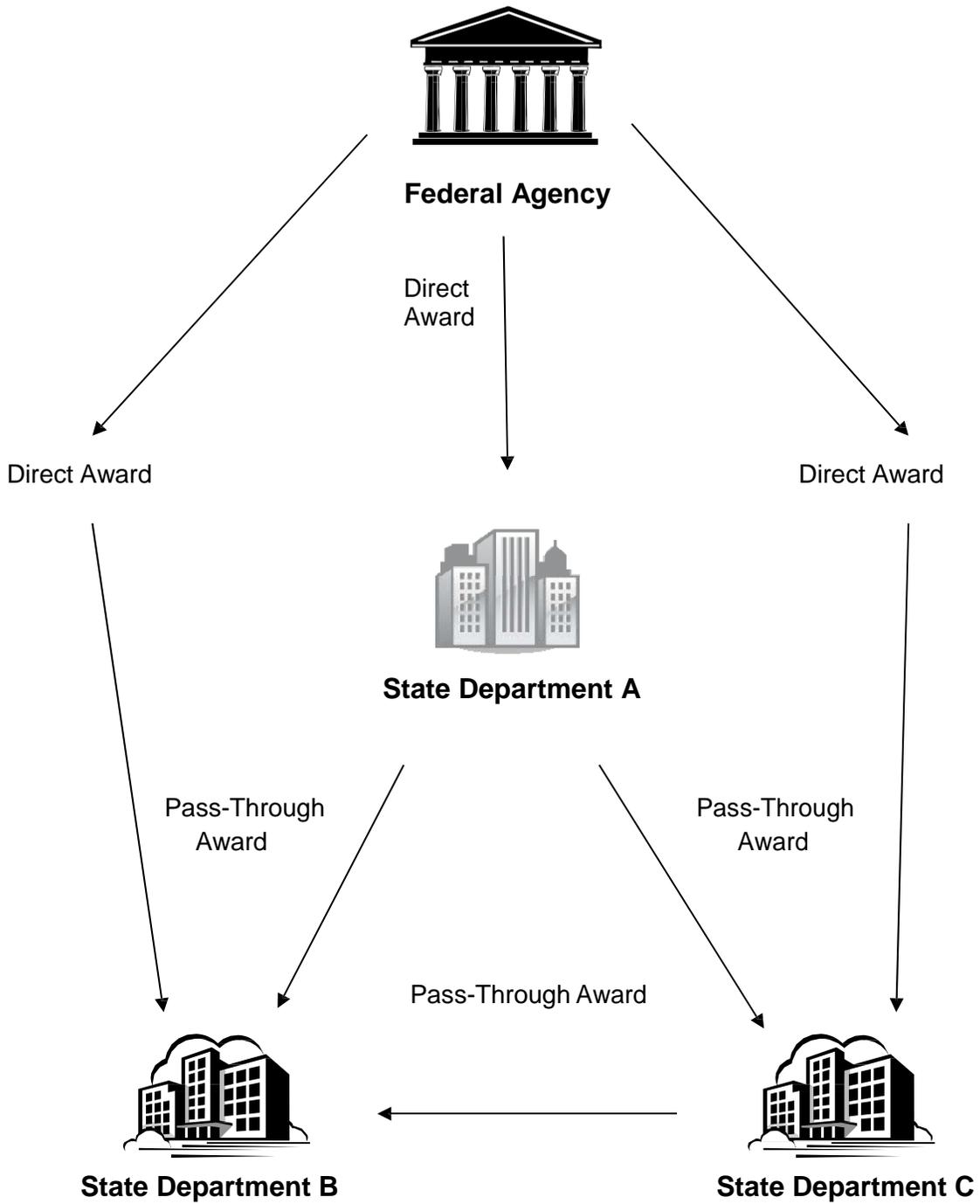
**X. EFFECTIVE DATE**

This statewide accounting policy and procedures are effective July 1, 2009 and thereafter.



JAN S. GOUVEIA  
Acting Comptroller

# ILLUSTRATION OF DIRECT AND PASS-THROUGH AWARDS FROM THE FEDERAL GOVERNMENT



## FEDERAL AGENCY TWO-DIGIT PREFIX LIST

01* African Development Foundation	47 National Science Foundation
04* Inter-American Foundation	57 Railroad Retirement Board
07* Office of National Drug Control Policy	58 Securities and Exchange Commission
08* Peace Corps	59 Small Business Administration
09* Legal Services Corporation	60 Smithsonian Institution
10 Department of Agriculture	61* International Trade Commission
11 Department of Commerce	62 Tennessee Valley Authority
12 Department of Defense	64 Department of Veterans Affairs
13 Central Intelligence Agency	66 Environmental Protection Agency
14 Department of Housing and Urban Development	68 National Gallery of Art
15 Department of Interior	70 Overseas Private Investment Corporation
16 Department of Justice	77 Nuclear Regulatory Commission
17 Department of Labor	78 Commodity Futures Trading Commission
18 Federal Reserve System	81 Department of Energy
19 Department of State	84 Department of Education
20 Department of Transportation	85 Scholarship Foundations
21 Department of the Treasury	86 Pension Benefit Guaranty Corporation
23 Appalachian Regional Commission	87 Consumer Product Safety Commission
27 Office of Personnel Management	88 Architectural & Transportation Barriers Compliance Board
29 Commission on Civil Rights	89 National Archives & Records Administration
30 Equal Employment Opportunity Commission	90 Delta Regional Authority
32 Federal Communications Commission	90 Denali Commission
33 Federal Maritime Commission	90 Election Assistance Commission
34 Federal Mediation and Conciliation Service	90 Japan – U.S. Friendship Commission
36 Federal Trade Commission	91 United States Institute of Peace
39 General Services Administration	92 National Council on Disability
40 Government Printing Office	93 Department of Health and Human Services
42 Library of Congress	94 Corporation for National and Community Service
43 National Aeronautics & Space Administration	96 Social Security Administration
44 National Credit Union Administration	97 Department of Homeland Security
45 National Foundation on the Arts and the Humanities	98 U.S. Agency for International Development
46 National Labor Relations Board	99* Miscellaneous

\* Note: These prefixes are not assigned by the Catalog of Federal Domestic Assistance, and are only used for OMB Uniform Guidance reporting purposes only.