

**CATALOG OF STATE FINANCIAL ASSISTANCE (CSFA)
AGENCY REQUEST FORM FOR NEW CSFA PROJECT NUMBER**

*FLORIDA SINGLE AUDIT ACT
SECTION 215.97, FLORIDA STATUTES*

(Sections (1) through (4) are to be completed electronically by the Agency. Click in the shaded boxes to begin entering data. See further instructions below.)

(1)

Name			
Title			
Agency			
Telephone		SUNCOM	
E-Mail			
Fax			

(2)

State Project Name/Title	
Budget Program	
Budget Entity (Service)	
Appropriation Category Code	
Legal Authority	

Recipient Type ("X" all that apply):

<input type="checkbox"/>	Local Government	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	For-Profit
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Classes of Financial Assistance ("X" all that apply):

<input type="checkbox"/>	Cooperative Agreements	<input type="checkbox"/>	Investments
<input type="checkbox"/>	Direct Appropriations	<input type="checkbox"/>	Loans and Loan Guarantees
<input type="checkbox"/>	Food Commodities	<input type="checkbox"/>	Property
<input type="checkbox"/>	Grants	<input type="checkbox"/>	Tax Credits and Tax Refunds
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Other

(3)

Objectives of the Project:

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Project Restrictions:

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Pre-Application Notice:

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Application Procedures:

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Award Procedures:

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Application/Award Deadlines:

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Other relevant information:

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(4) Project Contact Information:

Name			
Title			
Office			
Address			
Phone Number		SUNCOM	
E-mail			
Web Address(es)			

(Sections (5) and (6) are to be completed by the Governor's Office.)

(5) CSFA # assigned: _____

(6) Authorized by: _____ Date: _____
Request Denied: (check) ____ Reason: _____

INSTRUCTIONS FOR COMPLETING THE AGENCY REQUEST FORM FOR NEW CSFA PROJECT NUMBER

Agencies must follow these instructions for completing the *Agency Request Form for New CSFA Project Number* when requesting a new Catalog of State Financial Assistance project number.

When a new state project is identified as state financial assistance under the Florida Single Audit Act (Section 215.97, Florida Statutes), the agency must complete the *Agency Request Form for New CSFA Project Number* and submit the Form to the Governor's Office, Office of Policy and Budget (OPB). Following are the section-by-section instructions for completing the Form:

- (1) Enter the following information for the person who is requesting a new CSFA number: name, title, agency, telephone numbers, e-mail address, and fax number.
- (2) Enter the appropriate state project name/title.

Enter the title and eight (8) digit code of the program and budget entity that administers the project (*i.e.*, *Cultural Affairs 45500000*, *Cultural Support and Development Grants 45500200*).

Enter the six (6) digit appropriation category from which the project is funded.

Enter a statutory reference or other legal authorization for the project.

Check the appropriate recipient types and classes of financial assistance.
- (3) Provide a narrative description of the objectives, restrictions, application and awarding procedures (including any pre-application notices and pertinent deadlines), and any other relevant information that pertain to the project.
- (4) Provide the name and telephone numbers of the individual and office to be contacted for additional information regarding this project. Include any pertinent internet web addresses.
- (5)(6) These sections will be completed by the Governor's Office/OPB upon assigning or denying a new CSFA project number.

Email completed forms to the FSAA Coordinator at the Governor's Office/ OPB/Budget Management Policy Unit (BMP). Please contact BMP at (850)487-1880 (SUNCOM 277-1880). Forms may also be faxed to 488-9005 (SUNCOM 278-9005).