

**Cash Management Improvement Act Agreement**  
**between**  
**The State of Maine**  
**and**  
**The Secretary of the Treasury,**  
**United States Department of the Treasury**

The Secretary of the Treasury, United States Department of the Treasury (hereafter 'Secretary'), and the State of Maine (hereafter 'State'), in order to implement Section 5 of the Cash Management Improvement Act of 1990, as amended (hereafter 'Act'), agree as follows:

**1.0 AGENTS OF THE AGREEMENT**

1.1 The Authorized Official(s) for the State of Maine shall be the Deputy State Treasurer in all matters concerning this Agreement.

1.2 The Assistant Commissioner, Federal Finance, Financial Management Service (FMS), U.S. Department of the Treasury, shall act as the Secretary's representative in all matters concerning this Agreement.

**2.0 AUTHORITY**

2.1 The authority for this Agreement is the Cash Management Improvement Act of 1990 (Public Law 101-453), as amended by the Cash Management Improvement Act of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503.

2.2 The regulations codified at 31 CFR Part 205 shall apply to all matters pertaining to this Agreement, and are incorporated herein by reference herein. In the event of any inconsistency between this Agreement and 31 CFR Part 205, the regulations shall govern.

**3.0 DURATION, AMENDING, TERMINATING, AND MISCELLANEOUS PROVISIONS**

3.1 This Agreement shall take effect on 7/1/2006 and shall remain in effect until 6/30/2007.

3.2 This Agreement may be amended at any time by written, mutual consent of the State and FMS. This Agreement shall be amended annually to incorporate new programs that qualify as major Federal assistance programs and remove programs that no longer qualify as major Federal assistance programs. A State must notify FMS in writing within 30 days of the time the State becomes aware of a change that involves additions or deletions of programs subject to Subpart A, changes in funding techniques, and/or changes in clearance patterns. The notification must include a proposed amendment for review by FMS.

3.3 Notwithstanding section 3.2, in the event of Federal or State non-compliance with Subpart B of 31 CFR, Part 205, FMS may amend this Agreement at any time to incorporate additional programs and the entities that administer those programs.

3.4 This Agreement may be terminated by either party with 30 days' written notice. If this Agreement is terminated, FMS will prescribe the funding techniques, clearance patterns, and methods for calculating interest liabilities to be used by the State.

**4.0 PROGRAMS COVERED**

4.1 The State's threshold and its major Federal assistance programs shall be determined based on the Schedule of Expenditures of Federal Awards for fiscal year ending 6/30/2005.

All major Federal assistance programs shall be covered by this Agreement, unless otherwise specified in section 4.4 of this Agreement.

4.2 The State's threshold for major Federal assistance programs is \$16,058,741.

The following programs meet or exceed the threshold and are not excluded in Section 4.4:

10.551 Food Stamps  
10.555 National School Lunch Program for Children  
14.228 Community Development Block Grants/State's Program  
17.225 F Unemployment Insurance -- Federal Benefit Account and Administrative Costs  
17.225 S Unemployment Insurance -- State Benefit Account  
20.205 Highway Planning and Construction  
84.010 Title I Grants to Local Educational Agencies  
84.027 Special Education -- Grants to States  
93.558 Temporary Assistance for Needy Families  
93.563 Child Support Enforcement  
93.575 Child Care and Development Block Grant  
93.767 Child Health Insurance Program  
93.778 Medical Assistance Program  
97.004 State Domestic Preparedness Equipment Support Program

4.3 The following programs fall below the State's threshold but have been required to be covered by FMS in accordance with the non-compliance provisions of Subpart B of 31 CFR Part 205:

There are no programs listed for section 4.3

4.4 The following programs exceed the State's threshold but have been excluded from coverage for the reason indicated:

There are no programs listed for section 4.4

## 5.0 ENTITIES COVERED

5.1 State agencies and instrumentalities that meet the definition of a State per 31 CFR Part 205, shall be subject to the terms of this Agreement. The following is a list of such entities that administer funds under the programs listed in Section 4.0 of this Agreement:

Defense  
Economic and Community Development  
Education  
Health and Human Services  
Labor  
Public Safety  
Transportation

5.2 Entities that meet the definition of a Fiscal Agent per 31 CFR Part 205 shall be subject to the terms of this Agreement. The following is a list of Fiscal Agents that administer funds under the programs listed in Section 4.0 of this Agreement:

Affiliated Computer Services (ACS) 93.558 TANF  
Affiliated Computer Services (ACS) 10.551 Food Stamps

## 6.0 FUNDING TECHNIQUES

### 6.1 General Terms

6.1.1 The State shall request Federal funds in accordance with the appropriate cut-off times shown in Exhibit I to ensure funds will be received and credited to a State account by the times specified in the funding techniques. Exhibit I is incorporated by reference herein.

6.1.2 The State shall schedule the receipt of Federal funds such that the funds are received and credited to a State account in accordance with the clearance patterns specified in Exhibit II - List of State Clearance Patterns. Exhibit II is incorporated by reference herein.

6.1.3 In instances where the receipt of funds is scheduled for a Saturday, the State shall request funds for deposit on Friday. In instances where the receipt of funds is scheduled for a Sunday, the State shall request funds for deposit on Monday. In instances where the receipt of Federal funds is scheduled for deposit on a day when the State is not open for business, the State shall request funds for deposit the day following the scheduled day; in instances where the receipt of Federal funds is scheduled for deposit on a day when the Federal Government is not open for business, the State shall request funds for deposit the day prior to the scheduled day.

### 6.1.4 Estimates and Reconciliation of Estimates:

Where estimated expenditures are used to determine the amount of the drawdown, the State will indicate in the terms of the State unique funding technique how the estimated amount is determined and when and how the State will reconcile the difference between the estimate and the State's actual expenditures.

### 6.1.5 Supplemental Funding:

Unless otherwise defined by program rules, Supplemental Funding is the award of additional funds to provide for an increase in costs due to unforeseen circumstances.

The State will comply with all Federal program agency policies and procedures for requesting supplemental grant funding.

The State will comply with the following guidelines when requesting supplemental funding for the Medical Assistance Program and associated administrative payments (CFDA 93.778):

The State must submit a revised Medicaid Program Budget Report (CMS-37) to request supplemental funding. The CMS guidelines and instructions for completing the CMS-37 are provided in Section 2600F of the State Medicaid Manual (SMM). The CMS/CO must receive the revised Form CMS-37 through the Medicaid Budget Expenditure System/Children's Budget Expenditure System (MBES/CBES) no later than 10 calendar days before the end of the quarter for which the supplemental grant award is being requested.

Additional guidance on this policy is available from the respective CMS Regional Office, U.S. Department of Health & Human Services.

The State will comply with the following guidelines when requesting supplemental funding for TANF (CFDA 93.558), CCDF (CFDA 93.575), CSE (93.563), and the FC/AA (CFDA 93.658 and CFDA 93.659) programs administered by the U.S. Department of Human Services, Administration for Children and Families (HHS/ACF):

#### a. Timing of the Request

A State should initiate its request for supplemental funding during a quarter as soon as it becomes aware of the fact that a shortfall does/will exist. For the TANF and CCDF grants, supplemental funding requests (estimates) may be submitted by a State, for consideration by ACF, up through and including the 15th day of the third month of the first, second or third quarter of any fiscal year. Since TANF and CCDF are block grant programs, all unawarded portions of the annual allotment will automatically be issued at the beginning of the fourth quarter. Therefore, supplemental funding requests will not be available during the fourth quarter for these programs. For the CSE and FC/AA programs, supplemental funding requests may be submitted by a state, for consideration by ACF, up through and including the 15th day of the third month of any quarter of a fiscal year.

#### b. Justification for the Request

The request for a supplemental funding for any of the above mentioned programs should contain a justification clearly documenting the need for the additional funding authority during the current quarter. This documentation should be in the form of State accounting records or similar documents that will show the actual expenditures through the most recent month for which such data are available, as well as the State's most accurate projection of its anticipated expenditures during the remaining month(s) of the quarter. For either the TANF or the CCDF program, the State's justification should also include an explanation of the activities requiring the obligation

and/or expenditure of amounts that exceed the normal quarterly grant award restrictions and why these activities could not have been delayed until the next quarter.

#### c. Form Submittal

Supplemental funding requests should be made by completing the appropriate ACF quarterly report of expenditures and estimates applicable to the particular program for which the grant award request is being made.

#### d. Approval Process

Upon receipt of the state's request for additional funding authority for a quarter, the ACF Regional Office will promptly review the supporting documentation. If the request is properly justified, so long as ACF has adequate funding availability, the State's request will be expedited and supplemental funding will be issued within 5 days of ACF receiving the request. The State will be notified by the Regional Office when the supplemental award has been transmitted to the Payment Management System (PMS) and when it may initiate drawdowns against the supplemental funding.

Additional guidance on this policy is provided in the U.S. Department of Health & Human Services, Administration for Children and Families, letter (May 19, 2004) to State Administrators from the Deputy Assistant Secretary for Administration.

### 6.2 Description of Funding Techniques

6.2.1 The following are terms under which standard funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

#### Actual Clearance, ZBA - ACH

The State shall request funds such that they are deposited by ACH in a State account on the settlement date of payments issued by the State. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be for the amount of funds that clear the State's account on the settlement date. This funding technique is interest neutral.

#### Average Clearance

The State shall request funds such that they are deposited by ACH on the dollar-weighted average day of clearance for the disbursement, in accordance with the clearance pattern specified in Exhibit II. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be for the exact amount of that disbursement. This funding technique is interest neutral.

#### Pre-Issuance

The State shall request funds such that they are deposited in a State account not more than three business days prior to the day the State makes a disbursement. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be the amount the State expects to disburse. This funding technique is not interest neutral.

6.2.2 The following are terms under which funding techniques for administrative costs shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

There are no funding techniques listed in Section 6.2.2

6.2.3 The following are terms under which miscellaneous funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

There are no funding techniques listed in Section 6.2.3

6.2.4 The following are terms under which State unique funding techniques shall be implemented for all transfers of funds to which the funding technique is applied in section 6.3 of this Agreement.

#### Estimated Allocation - Weekly

The State shall request funds on a specific day of each week. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request for each weekly period shall be an estimate based on the cost allocation of the prior quarter and immediate cash needs. The weekly draws will be adjusted to actual once a month when cost allocation is completed. This adjustment will be made by reducing or increasing the subsequent drawdown. This funding technique is interest neutral.

#### Actual Drawdown - Weekly

The State will drawdown funds on a weekly basis based on the actual expenditures which occurred in the past weekly period. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. This funding technique is interest neutral.

## Prorated Drawdown

The State shall request funds such that they are deposited on the dollar weighted average date of clearance for payroll payments, as specified in Exhibit I. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the drawdown shall be 1/26th of the personal services costs for the prior year. This draw shall then be adjusted to actual once a month after cost allocation has been completed. This funding technique is interest neutral.

## Estimated Allocation - Bi-Weekly

The State shall request funds at bi-weekly intervals, such that they are deposited on the dollar-weighted average day of clearance for payroll payments, as specified in the appropriate clearance pattern in Exhibit II. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request for each bi-weekly period shall be an estimate based on the cost allocation of the prior six months and immediate cash needs. An adjustment to actual costs will be done on a monthly basis. The adjustment will either reduce or increase the subsequent drawdown. This funding technique is interest neutral.

## 6.3 Application of Funding Techniques to Programs

6.3.1 The State shall apply the following funding techniques when requesting Federal funds for the component cash flows of the programs listed in sections 4.2 and 4.3 of this Agreement.

### 6.3.2 Programs

Below are programs listed in Section 4.2 and Section 4.3.

#### 10.551 Food Stamps

Recipient: Health and Human Services

% of Funds Agency Receives: 100

Component: Payments to Beneficiaries

Technique: Actual Clearance, ZBA - ACH

Clearance Pattern: 0 Days

#### 10.555 National School Lunch Program

Recipient: Education

% of Funds Agency Receives: 100

Component: Payments to Local Educational Agencies

Technique: Average Clearance

Clearance Pattern: 3 Days

#### 14.228 Community Development Block Grants/State's Program

Recipient: Economic and Community Development

% of Funds Agency Receives: 97

Component: Grants to Cities, Towns & Municipalities

Technique: Average Clearance

Clearance Pattern: 3 Days

Recipient: Economic and Community Development

% of Funds Agency Receives: 3

Component: Administrative (Payroll)

Technique: Average Clearance

Clearance Pattern: 1 Day

Recipient: Economic and Community Development

% of Funds Agency Receives: 0

Component: Administrative (Other)

Technique: Actual Drawdown - Weekly

Clearance Pattern: N/A

#### 17.225F Unemployment Insurance -- Federal Benefit Account and Administrative Costs

Recipient: Labor

% of Funds Agency Receives: 91

Component: Payments to Beneficiaries

Technique: Average Clearance

Clearance Pattern: 5 Days

Recipient: Labor

% of Funds Agency Receives: 2

Component: Administrative (Other)

Technique: Estimated Allocation - Weekly  
Clearance Pattern: N/A

Recipient: Labor  
% of Funds Agency Receives: 7  
Component: Administrative (Payroll)  
Technique: Prorated Drawdown  
Clearance Pattern: 1 Day

17.225S Unemployment Insurance -- State Benefit Account  
Recipient: Labor  
% of Funds Agency Receives: 100  
Component: Payments to Beneficiaries  
Technique: Average Clearance  
Clearance Pattern: 5 Days

20.205 Highway Planning and Construction  
Recipient: Transportation  
% of Funds Agency Receives: 88  
Component: Direct Costs  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Transportation  
% of Funds Agency Receives: 1  
Component: Administrative (Other)  
Technique: Actual Drawdown - Weekly  
Clearance Pattern: N/A

Recipient: Transportation  
% of Funds Agency Receives: 11  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

84.010 Title I Grants to Local Educational Agencies  
Recipient: Education  
% of Funds Agency Receives: 0  
Component: Administrative (Other)  
Technique: Actual Drawdown - Weekly  
Clearance Pattern: N/A

Recipient: Education  
% of Funds Agency Receives: 97  
Component: Payments to Local Educational Agencies  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Education  
% of Funds Agency Receives: 1  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Education  
% of Funds Agency Receives: 2  
Component: Program Improvements  
Technique: Actual Drawdown - Weekly  
Clearance Pattern: N/A

84.027 Special Education -- Grants to States  
Recipient: Education  
% of Funds Agency Receives: 94  
Component: Payments to LEA & Discretionary  
Technique: Average Clearance

Clearance Pattern: 3 Days

Recipient: Education  
% of Funds Agency Receives: 1  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Education  
% of Funds Agency Receives: 5  
Component: Administrative (Other)  
Technique: Actual Drawdown - Weekly  
Clearance Pattern: N/A

Recipient: Education  
% of Funds Agency Receives: 0  
Component: Payments for Capacity Building  
Technique: Average Clearance  
Clearance Pattern: 3 Days

93.558 Temporary Assistance for Needy Families  
Recipient: Health and Human Services  
% of Funds Agency Receives: 9  
Component: Administrative (Other)  
Technique: Estimated Allocation - Bi-Weekly  
Clearance Pattern: N/A

Recipient: Health and Human Services  
% of Funds Agency Receives: 26  
Component: Aspire Payments  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Health and Human Services  
% of Funds Agency Receives: 62  
Component: Payments to Clients  
Technique: Actual Clearance, ZBA - ACH  
Clearance Pattern: 0 Days

Recipient: Health and Human Services  
% of Funds Agency Receives: 3  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

93.563 Child Support Enforcement  
Recipient: Health and Human Services  
% of Funds Agency Receives: 100  
Component: Administrative  
Technique: Pre-Issuance  
Clearance Pattern: 1 Day

93.575 Child Care and Development Block Grant  
Recipient: Health and Human Services  
% of Funds Agency Receives: 98  
Component: Payments to Service Providers  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Health and Human Services  
% of Funds Agency Receives: 1  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Health and Human Services  
% of Funds Agency Receives: 1

Component: Administrative (Other)  
Technique: Estimated Allocation - Bi-Weekly  
Clearance Pattern: N/A

93.767 State Children's Insurance Program  
Recipient: Health and Human Services  
% of Funds Agency Receives: 10  
Component: Administrative (Other)  
Technique: Estimated Allocation - Bi-Weekly  
Clearance Pattern: N/A

Recipient: Health and Human Services  
% of Funds Agency Receives: 90  
Component: Payments to Service Providers  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Health and Human Services  
% of Funds Agency Receives: 0  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

93.778 Medical Assistance Program  
Recipient: Health and Human Services  
% of Funds Agency Receives: 2  
Component: Administrative (Other)  
Technique: Estimated Allocation - Bi-Weekly  
Clearance Pattern: N/A

Recipient: Health and Human Services  
% of Funds Agency Receives: 97  
Component: Payments to Service Providers  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Health and Human Services  
% of Funds Agency Receives: 1  
Component: Administrative (Payroll)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

97.004 State Domestic Preparedness Equipment Support Program  
Recipient: Defense  
% of Funds Agency Receives: 89  
Component: Direct Costs  
Technique: Average Clearance  
Clearance Pattern: 3 Days

Recipient: Defense  
% of Funds Agency Receives: 7  
Component: Administrative (Payrol)  
Technique: Average Clearance  
Clearance Pattern: 1 Day

Recipient: Defense  
% of Funds Agency Receives: 4  
Component: Administrative (Other)  
Technique: Actual Drawdown - Weekly  
Clearance Pattern: N/A

### 6.3.3 Materiality Exemptions

Agencies exempt from coverage on the basis of materiality:

No exempt agencies.

## 7.0 CLEARANCE PATTERNS

7.1 The State shall develop separate clearance patterns for each of the following:

The State of Maine has developed clearance patterns for three centralized accounts:

### Primary Disbursement Account #335

This is the primary disbursement account for the State of Maine excluding state payroll and unemployment benefits. The clearance pattern for this account also factors in the clearance pattern of EFT payments issued from the #400 (EFT Primary Disbursement) account.

### Payroll Checking Account #343

This is the State of Maine payroll account for employee payroll payments. The clearance pattern for this account also factors in the clearance pattern of direct deposit (EFT) payments issued from the #434 (EFT Payroll) account.

### Unemployment Compensation #369

This is the benefit payment account used for unemployment compensation payments in CFDA 17.225.

7.2 The following shall develop the State's clearance patterns:

Banknorth Group Inc.

7.3 The sources of data the State shall use when developing its clearance patterns are as follows:

1. Range of check numbers for checks issued during specified 90-calendar-day time period.
2. Total number of payments and total amount of payments during time period.
3. Total of daily checks presented that fall within the predefined check number range.
4. The number of days from the date of issue by the State to the day the dollars were removed from the State's bank account. Percentage of daily checks presented (number and amount) compared against the total issuance of the period.
5. Dollar-weighted factor created by applying percentage against number of days before check presentation.

The sum of dollar-weighted factors represents the average amount of time for a check to be presented for payment to the bank after the check issuance date.

7.4 The State shall use the following methodology when developing its clearance patterns:

When developing each clearance pattern, the State shall track at least 99% of the funds disbursed, from issuance to clearance, for a period of at least three months.

7.5 The State shall identify for each check or warrant (hereafter, check) in the population: (1) the date the check was released for payment; (2) the date the check was debited from the State's account, and, (3) the amount of the check.

7.6 The State shall use the following method to calculate the dollar-weighted average day of clearance:

To determine the number of days each check was outstanding (clearance time), the issue date shall be subtracted from the date the check cleared the State's account.

To determine the percentage of the disbursement paid out each day following issuance, the amount of the checks that clear the State's account each day shall be summed and then divided by the amount of the total disbursement.

For each day following issuance, the clearance time of the checks paid out that day shall be multiplied by the percentage of the total disbursement those checks represent. This product is the clearance factor.

The dollar-weighted average day of clearance for the disbursement shall be determined by summing the clearance factor of each day following the disbursement.

7.7 The State shall adjust each clearance pattern to reflect the dollar-weighted proportion of funds paid out by EFT/Direct payroll, with the following exceptions:

None.

The State shall also adjust each clearance pattern to reflect:

N/A

7.8 Each of the State's clearance patterns is calculated in calendar days.

7.9 An authorized State official shall certify that each clearance pattern developed by the State accurately corresponds to the clearance activity of the programs to which it is applied. This certification shall be provided to FMS prior to the effective date of the Agreement. The State shall recertify its clearance patterns at least every five years.



7.10 The State shall follow the procedures of 31 CFR 205 if it has actual or constructive knowledge, at any time, that a clearance pattern does not correspond to a program's clearance activity.

## 8.0 INTEREST CALCULATION METHODOLOGY

8.1.1 The State and the Secretary agree that no interest liabilities will be incurred for transfers of funds made in accordance with the procedures specified in section 6 of this Agreement where the following funding techniques are applied:

Actual Clearance, ZBA - ACH  
Average Clearance  
Prorated Drawdown  
Estimated Allocation - Bi-Weekly  
Estimated Allocation - Weekly  
Actual Drawdown - Weekly

8.1.2 The State shall maintain information on disbursements and receipts of funds to verify the implementation of any funding technique and document interest liabilities.

For each disbursement, the State shall be able to identify:

- (1) amount of the issuance
- (2) date of issuance
- (3) date Federal funds are received and credited to a State account
- (4) amount of Federal funds received
- (5) date funds were requested

## 8.2 Federal Interest Liabilities

8.2.1 A Federal interest liability shall accrue from the day the State pays out its own funds for program purposes to the day Federal funds are credited to a State account. With regard to funds transferred out of the Federal Highway Trust Fund, if a State does not bill at least weekly for current project costs, the Federal interest liability shall not accrue prior to the day the State submits a request for funds.

8.2.2 The State shall use the following method to calculate Federal interest liabilities:

For all transactions where the State pays out its own funds for program purposes prior to receiving Federal funds, the State shall track each payment from the date it is paid out of a State account to the date Federal funds are subsequently credited to a State account to cover that outlay. The Federal interest liability on each payment shall be based on the difference in whole days between the two events. With Federal-State matching programs, interest shall be calculated on the Federal percentage of the disbursement.

## 8.3 The Unemployment Trust Fund

8.3.1 The State shall use the following method to calculate State interest liabilities on funds withdrawn from the several accounts in the Unemployment Trust Fund:

Federal and State Funds are Interest Neutral:

There are no interest earnings on funds withdrawn from the State account, as the State has implemented average clearance, an interest-neutral funding technique, for such transfers. For UTF transfers that do not follow the technique specified in section 6.2 and result in a positive balance of funds in a State account, the State's liability for interest on funds withdrawn from its account in the UTF shall consist of the actual interest earnings of the benefit payment account on the pro-rata share less the related banking costs attributed to such funds.

## 8.4 Refund Liabilities

8.4.1 The State shall be liable for interest on refunds from the date the refund is credited to a State account until the date the refund is debited from the State account for program purposes. The State shall apply a \$50,000 refund transaction threshold below which the State shall not incur or calculate interest liabilities on refunds. A transaction is defined as a single deposit.

8.4.2 For each refund, the State shall maintain information identifying:

- (1) date a refund is credited to a State account
- (2) date of the subsequent deposit of Federal funds against which the refund is offset
- (3) amount of the refund

8.4.3 The State shall use the following methodology to calculate interest liabilities on refunds:

With programs to which applicable interest neutral funding techniques are applied, the State interest liability shall be based on the difference in whole days between the date the refund is deposited in a State account and the date the refund is offset against a subsequent deposit of Federal funds or paid out for program purposes.

## 8.5 Exemptions

8.5.1 Where more than one State agency is a recipient of Federal funds under a program, a particular State agency's funding may be excluded from interest calculation procedures if the State agency receives an amount of funds less than 5 % of the State's threshold for major Federal assistance programs. Notwithstanding this potential exemption, however, in no case shall less than 90% of a program's total funding be subject to interest calculation procedures.

Proration of calculations: If less than total program funding is subject to interest calculation procedures, the resulting interest liability calculations shall be prorated to 100% of program funding.

## 8.6 State Interest Liabilities

8.6.1 The State shall be liable for interest on Federal funds from the date Federal funds are credited to a State account until the date those funds are paid out for program purposes.

8.6.2 The State shall use the following method to calculate State interest liabilities on Federal funds:

### 8.6.3 Measuring Time Funds Are Held

Deposit to Clearance:

To determine the total time Federal funds are held, the State shall measure the time between the date Federal funds are received and credit to a State's account and the date those funds are debited from the State's account.

### 8.6.4 Source of Data

Central Accounting System:

The time period from deposit to issuance shall be determined from information captured by TAMI (Treasury Automated Management Information System). TAMI is an electronic cash receipt system that provides bank validation dates for accounting transactions and can be used to determine when a deposit was made. MFASIS (State accounting system) and the MFASIS warehouse (Database of archived accounting transactions) can be queried to provide dates of check issuance/s in relation to the date of deposit.

### 8.6.5 Standards Applied

Census (Average Daily Balance):

The average daily cash balance of Federal Funds in the program's account reflects the actual activity of each draw from the date of deposit to the date of issuance or clearance, whichever is pertinent.

### 8.6.6 Calculation Procedure

$I = ADB \times R/365 \times T$ , where

I = State's total interest liability

ADB = Average Daily Balance of cash in a program's account, measured from deposit to clearance

R = Annualized rate equal to the average equivalent yields of 13-week Treasury bills auctioned during a State's fiscal year

365 = Calendar days

T = Days of State Liability

## 9.0 Reverse Flow Programs

State Exempt - Non-Participation

The State is not required to cover any reverse flow programs under the terms of this Agreement because the State does not participate in the program.

## 10.0 INTEREST CALCULATION COSTS

10.1 As set forth in 31 CFR 205.27, interest calculation costs are defined as those costs necessary for the actual calculation of interest, including the cost of developing and maintaining clearance patterns in support of the interest calculations. Interest calculation costs do not include expenses for normal disbursing services, such as processing of checks or maintaining records for accounting and reconciliation of cash balances, or expenses for upgrading or modernizing accounting systems. Interest calculation costs in excess of \$50,000 in any year are not eligible for reimbursement, unless the State provides justification with the annual report.

10.2 The State expects to incur the following types of interest calculation costs:

Development of check patterns and Interest Calculations.

10.3 The State shall submit all claims for reimbursement of interest calculation costs with its Annual Report in accordance with 31 CFR 205.

## 11.0 NON-COMPLIANCE

11.1 The provisions of 31 CFR Part 205.29 and 31 CFR Part 205.30 shall apply in cases of non-compliance with the terms of this Agreement.

12.0 AUTHORIZED SIGNATURES

Barbara Rath  
Deputy State Treasurer

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Date Submitted 6/1/2006

Gary E. Grippo  
Assistant Commissioner  
Federal Finance  
Financial Management Service  
U.S. Department of the Treasury

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Exhibit I - Funds Request and Receipt Times Schedule  
The State of Maine**

Federal Agency	Payment Type	Request Cut-Off Time	Receipt Window
Agriculture-FS	ACH	3:00 pm, EST	Next Day
Agriculture-FNS	ACH	11:59 pm, EST	Next Day
	Fedwire	5:45 pm, EST	Same Day
Commerce-NOAA	ACH	2:00 pm, EST	Next Day
Education	ACH	3:00 pm, EST	Next Day
	Fedwire	2:00 pm, EST	Same Day
Energy	ACH	4:00 pm, EST	Next Day
	Fedwire	3:00 pm, EST	Same Day
EPA	ACH	2:00 pm, EST	Two Days
	Fedwire	2:00 pm, EST	Same Day
HHS	ACH	6:30 pm, EST	Next Day
	Fedwire	3:00 pm, EST	Same Day
HUD	ACH	6:00 pm, EST	Two Days
	Fedwire	3:00 pm, EST	Same Day
Interior-FWS	ACH	6:30 pm, EST	Next Day
Interior-OSM	ACH	3:00 pm, EST	Next Day
	Fedwire	1:00 pm, EST	Same Day
Justice	ACH	2:00 pm, EST	Two Days
	Fedwire	2:00 pm, EST	Two Days
Labor-UTF	ACH/Fedwire	3:00 pm, EST	Next Day/Same Day
Labor-Non-UTF	ACH	3:00 pm, EST	Next Day
National Science Foundation (NSF)	ACH	8:00 pm, EST	Next Day
	Fedwire	5:45 pm, EST	Same Day
Social Security Administration	ACH	11:59 pm, EST	Next Day
	Fedwire	5:45 pm, EST	Same Day
Transportation (FTA)	ACH	12:00 Noon, EST	Next Day
Transportation (FAA)	ACH	2:00 pm, EST	Next Day
Transportation (FHWA)	ACH/Fedwire	12:00 Noon, EST	Three Days/Same Day
Veterans Administration	ACH	12:00 Noon, EST	Three Days
Army National Guard	ACH	12:00 Noon, EST	15 Days
Air National Guard	ACH	12:00 Noon, EST	15 Days
Dept of Homeland Security, (ODP)	ACH/Fedwire	2:00 pm, EST/2:00 pm, EST	Two Days/Two Days
Dept of Homeland Security, (FEMA)	Fedwire	2:00 pm, EST	Same Day

**Exhibit II - The State of Maine**  
**LIST OF STATE CLEARANCE TIMES**  
**(Rounded Dollar-Weighted Average Day of Clearance)**  
**Clearance Times Where the Timing of A Draw Down Is Based on A Clearance Pattern**

CFDA	Program Name	Recipient	%	Component	Technique	Rounded days
10.551	Food Stamps	Health and Human Services	100	Payments to Beneficiaries	Actual Clearance, ZBA - ACH	0 Days
10.555	National School Lunch Program	Education	100	Payments to Local Educational Agencies	Average Clearance	3 Days
14.228	Community Block Development Program	Economic and Community Development	97	Grants to Cities, Towns & Municipalities	Average Clearance	3 Days
14.228	Community Block Development Program	Economic and Community Development	3	Administrative (Payroll)	Average Clearance	1 Day
14.228	Community Block Development Program	Economic and Community Development	0	Administrative (Other)	Actual Drawdown Weekly	N/A -
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs	Labor	91	Payments to Beneficiaries	Average Clearance	5 Days
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs	Labor	2	Administrative (Other)	Estimated Allocation Weekly	N/A -
17.225	Unemployment Insurance -- Federal Benefit Account and Administrative Costs	Labor	7	Administrative (Payroll)	Prorated Drawdown	1 Day
17.225	Unemployment Insurance -- State Benefit Account	Labor	100	Payments to Beneficiaries	Average Clearance	5 Days
20.205	Highway Planning and Construction	Transportation	88	Direct Costs	Average Clearance	3 Days
20.205	Highway Planning and Construction	Transportation	1	Administrative (Other)	Actual Drawdown Weekly	N/A -
20.205	Highway Planning and Construction	Transportation	11	Administrative (Payroll)	Average Clearance	1 Day
84.010	Title I Grants to Local Educational Agencies	Education	0	Administrative (Other)	Actual Drawdown Weekly	N/A -
84.010	Title I Grants to Local Educational Agencies	Education	97	Payments to Local Educational Agencies	Average Clearance	3 Days
84.010	Title I Grants to Local Educational Agencies	Education	1	Administrative (Payroll)	Average Clearance	1 Day
84.010	Title I Grants to Local Educational Agencies	Education	2	Program Improvements	Actual Drawdown Weekly	N/A -
84.027	Special Education -- Grants to States	Education	94	Payments to LEA & Discretionary	Average Clearance	3 Days

CFDA	Program Name	Recipient	%	Component	Technique	Rounded days
84.027	Special Education -- Grants to States	Education	1	Administrative (Payroll)	Average Clearance	1 Day
84.027	Special Education -- Grants to States	Education	5	Administrative (Other)	Actual Drawdown Weekly	N/A -
84.027	Special Education -- Grants to States	Education	0	Payments for Capacity Building	Average Clearance	3 Days
93.558	Temporary Assistance for Needy Families	Health and Human Services	9	Administrative (Other)	Estimated Allocation Bi-Weekly	N/A -
93.558	Temporary Assistance for Needy Families	Health and Human Services	26	Aspire Payments	Average Clearance	3 Days
93.558	Temporary Assistance for Needy Families	Health and Human Services	62	Payments to Clients	Actual Clearance, ZBA - ACH	0 Days
93.558	Temporary Assistance for Needy Families	Health and Human Services	3	Administrative (Payroll)	Average Clearance	1 Day
93.563	Child Support Enforcement	Health and Human Services	100	Administrative	Pre-Issuance	1 Day
93.575	Child Care and Development Block Grant	Health and Human Services	98	Payments to Service Providers	Average Clearance	3 Days
93.575	Child Care and Development Block Grant	Health and Human Services	1	Administrative (Payroll)	Average Clearance	1 Day
93.575	Child Care and Development Block Grant	Health and Human Services	1	Administrative (Other)	Estimated Allocation Bi-Weekly	N/A -
93.767	State Children's Insurance Program	Health and Human Services	10	Administrative (Other)	Estimated Allocation Bi-Weekly	N/A -
93.767	State Children's Insurance Program	Health and Human Services	90	Payments to Service Providers	Average Clearance	3 Days
93.767	State Children's Insurance Program	Health and Human Services	0	Administrative (Payroll)	Average Clearance	1 Day
93.778	Medical Program Assistance	Health and Human Services	2	Administrative (Other)	Estimated Allocation Bi-Weekly	N/A -
93.778	Medical Program Assistance	Health and Human Services	97	Payments to Service Providers	Average Clearance	3 Days
93.778	Medical Program Assistance	Health and Human Services	1	Administrative (Payroll)	Average Clearance	1 Day
97.004	State Preparedness Domestic Equipment Support Program	Defense	89	Direct Costs	Average Clearance	3 Days
97.004	State Preparedness Domestic Equipment Support Program	Defense	7	Administrative (Payrol)	Average Clearance	1 Day

CFDA	Program Name	Recipient	%	Component	Technique	Rounded days
97.004	State Preparedness Support Program	Domestic Equipment Defense	4	Administrative (Other)	Actual Drawdown Weekly	N/A -

**I hereby certify that an authorized State official has certified at least every five years that the “Rounded Days of Clearance” listed in Exhibit 2 of this Treasury-State Agreement:**

- 1. Have been prepared in accordance with the standards provided in 31 CFR 205.20;**
- 2. Accurately represent the flow of Federal funds under the Federal assistance programs to which they apply;**
- 3. Reflect seasonal or other periodic variations in the clearance activities; and,**
- 4. Are auditable.**

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Certifying Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_