

**PRINCIPAL RESPONSIBILITIES****8013**

(Revised 06/10)

1. The principal responsibilities of DOF:
  - a. Establish the annual CMIA threshold amount. Identify the state departments and federal assistance programs that will be impacted by CMIA.
  - b. Notify CMIA participating departments of their roles and responsibilities.
  - c. Negotiate with the U.S. Department of the Treasury, Financial Management Service (FMS) on new TSAs and amendments to the existing TSA.
  - d. With the assistance of the State Controller's Office, develop patterns by programs for the average number of days from warrant issuance to redemption.
  - e. Calculate the state and federal interest liabilities by programs and DOF's interest calculation costs.
  - f. Prepare the CMIA Annual Report and Interest Calculation Cost Report for submittal to FMS.
  - g. Budget funds from the General Fund and special funds for the payment of the state interest liability to the federal government.
  - h. Process interest payment.
2. The principal responsibilities of the state department that administer CMIA programs:
  - a. Request federal funds in accordance with the approved funding technique described in the TSA and only in amounts needed for immediate payments.
  - b. For specific CMIA programs identified in the TSA, document the amount of federal funds requested, when federal funds are deposited in the state's account, and when warrants are issued. This information is provided to DOF quarterly.
  - c. Notify the DOF, FSCU, of any changes to the funding process for CMIA programs. A state department shall not make a change until it is reviewed and approved by DOF and FMS.