

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR
FB 2017-19 - OPERATING FUNDS ONLY

The Office of Federal Awards Management (OFAM) will be introducing a new online workflow for Form FF on the Datamart, Federal Awards Management System. (OFAM will provide more information under separate cover.) Please note that there may slight differences in the online version of Form FF than prior year Excel versions but the following instructions remain the same.

All departments shall prepare their Form FF using this online workflow. However, hard copies of your department's Form FF which reflect your budget submittal are required.

Form FF, Federal Awards for FB 2017-19, must be completed and submitted for each program ID that expends federal funds and shall be used to establish the federal fund ceiling requested for MOF "N" and "P." Form FF shall include all awards assigned to your department from the list of "Major, Recurring Federal Awards for FB 17-19" under MOF "N" (federal funds).

All other awards including currently non-appropriated federal grants that are expected to be ongoing or other anticipated awards shall be included under MOF "P" (other federal funds). Anticipated awards under MOF "P" may be included if you reasonably expect to apply for and receive the federal award.

Due to the extended lapse date for prior years' federal fund appropriations, anticipated carryover amounts from previous years should not be included on Form FF or included in the budget ceiling.

Form FF: Item Description and Preparation Instructions

"Prime (P) or Subaward (S)"

Enter "P" if you are the Prime Recipient or "S" if this is a sub-award from a Program ID in your dept. or from another State entity.

CFDA No.

Enter the CFDA Number assigned to the award by the federal awarding agency.

CFDA Program Title

Enter the Program Title for the CFDA Number (reference CFDA.gov)

Appropriation Account Title - FY 18

Enter that Appropriation Account Title to be assigned in FAMIS (maximum 40 characters) which describes the Program/Project Title for the award.

FY 17 Appropriation Symbol

Enter the Appropriation Symbol assigned to this award for FY 17, if applicable.

DAGS Use Only - FY 18 Appropriation Symbol

For DAGS use only for assignment of FY 18 Appropriation Account Symbols.

“N” Anticipated Award Amount - FY 18 and FY 19

If an award is included on the list of “Major, Recurring Federal Awards for FB 2017-19,” enter the amount as a MOF “N” award. All awards on the list of “Major, Recurring Federal Awards for FB 2017-19” for your Program ID should be listed. The amount should be the total award amount noted on the award notice or if not received, a reasonable estimate based on the previous year’s award or verbal notification from the awarding agency.

“P” Anticipated Award Amount - FY 18 and FY 19

If an anticipated award is not included on the list of “Major, Recurring Federal Awards for FB 2017-19,” enter the amount as a MOF “P” award. The amount should be the total award amount noted on the award notice or if not received, a reasonable estimate based on the previous year’s award or verbal notification from the awarding agency.

FB 17-19 Allocation Ceiling

Enter the Allocation Ceiling for your Program ID.

FB 17-19 Budget Request

Calculated amount; difference between the total anticipated award amounts and the base ceiling amount. If amount is positive, submit a budget increase request. If amount is negative, submit a budget decrease request.