

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR
FB 2019-21 - OPERATING FUNDS ONLY

Form FF, Federal Awards for FB 2019-21, 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 19-21" 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.

All departments shall use the Office of Federal Awards Management's (OFAM) online workflow for Form FF on the Datamart, Federal Awards Management System. (OFAM will provide more information via email.) Hard copies of your department's Form FF which reflect your budget request are required as part of your budget submittal.

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 20

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

FY 2019 Appropriation Symbol

Enter the Appropriation Symbol assigned to this award for FY 19, if applicable.

DAGS Use Only - FY 2020 Appropriation Symbol

For DAGS use only for assignment of FY 20 Appropriation Account Symbols.

“N” Anticipated Award Amount - FY 20 and FY 21

If an award is included on the list of “Major, Recurring Federal Awards for FB 2019-21,” enter the amount as a MOF “N” award. All awards on the list of “Major, Recurring Federal Awards for FB 2019-21” 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 20 and FY 21

If an anticipated award is not included on the list of “Major, Recurring Federal Awards for FB 2019-21,” 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 19-21 Allocation Ceiling

Enter the Allocation Ceiling for your Program ID.

FB 19-21 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.