

Attachment 4

Operating Budget Submission Forms

- Form A & A-Attachment
- Form B
- Form C
- Form FF

**FB 23-25 BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
DEPARTMENT OF**

III. OPERATING COST DETAILS

	MOF	FY 24 Request			FY 25 Request			FY 26	FY 27	FY 28	FY 29
		FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	(\$ thous)	(\$ thous)	(\$ thous)	(\$ thous)
A. Personal Services (List all positions)											
Position Title, SR											
Other Personal Services											
Fringe Benefits											
Turnover Savings											
Subtotal Personal Service Costs		0.00	0.00	0	0.00	0.00	0	0	0	0	0
By MOF											
	A	0.00	0.00	0	0.00	0.00	0	0	0	0	0
	B	0.00	0.00	0	0.00	0.00	0	0	0	0	0
	N	0.00	0.00	0	0.00	0.00	0	0	0	0	0
B. Other Current Expenses (List by line item)											
Subtotal Other Current Expenses				0			0	0	0	0	0
By MOF											
	A			0			0	0	0	0	0
	B			0			0	0	0	0	0
	N			0			0	0	0	0	0
C. Equipment (List by line item)											
Subtotal Equipment				0			0	0	0	0	0
By MOF											
	A			0			0	0	0	0	0
	B			0			0	0	0	0	0
	N			0			0	0	0	0	0
L. Current Lease Payments (Note each lease)											
Subtotal Current Lease Payments				0			0	0	0	0	0
By MOF											
	A			0			0	0	0	0	0
	B			0			0	0	0	0	0
	N			0			0	0	0	0	0
M. Motor Vehicles (List Vehicles)											
Subtotal Motor Vehicles				0			0	0	0	0	0
By MOF											
	A			0			0	0	0	0	0
	B			0			0	0	0	0	0
	N			0			0	0	0	0	0
TOTAL REQUEST		0.00	0.00	0	0.00	0.00	0	0	0	0	0

**FB 23-25 BUDGET
OPERATING BUDGET ADJUSTMENT REQUEST
DEPARTMENT OF**

Date Prepared/Revised: : _____

IV. JUSTIFICATION OF REQUEST

V. RELATIONSHIP OF THE REQUEST TO STATE PLAN OR FUNCTIONAL PLAN

VI. INFORMATION SYSTEMS AND TECHNOLOGY

VII. IMPACT ON OTHER STATE PROGRAMS/AGENCIES

VIII. IMPACT ON FACILITY REQUIREMENTS (R&M, CIP)

IX. EXTERNAL CONFORMANCE REQUIREMENTS

X. REQUIRED LEGISLATION (Please specify appropriate statutes; i.e., HRS)

XI. OTHER COMMENTS

INSTRUCTIONS FOR FORM A: FB 2023-25 OPERATING BUDGET ADJUSTMENT
REQUEST AND FORM A-ATTACHMENT: FB 2023-25 OPERATING BUDGET
TRADE-OFF/TRANSFERS AND CONVERSION OF UNBUDGETED POSITIONS

Form A is to be completed for each item listed on the FB 2023-25 budget request (Form B) for Trade-Off and Transfer; Conversion of Unbudgeted Positions; Fixed Cost and Entitlement Expense Requirements; Federal Fund Adjustments; Health, Safety, Court Mandates; Full Year Funding for Half-Year Funded Positions; Specific Appropriation, Statutory Change Funding; and Other Requests. Form A-Attachment may be used to list multiple trade-off/transfer requests or Conversion of Unbudgeted Positions for a related Form A.

Sufficient details to support the request must be provided. Narrative justification (Parts IV through XI) should be as precise as possible with quantitative workload and/or other supporting data.

Form A: Item Description and Preparation Instructions

Program ID/Org. Code and Program Title:

Submit request at the org. code level. Include the Program Title.

Department Contact/Phone:

Enter the name and phone number of the person responsible for the Form A.

Date Prepared/Revised

Underscore "Prepared" or "Revised" as applicable and enter date.

Department Priority

Assign a unique number to indicate the department priority of each request. For a trade-off or conversion of unbudgeted positions proposal, the corresponding (+) and (-) adjustments should carry the same priority number.

Request Category

Indicate type of request, as allowed in the budget guidelines. Refer to Attachment 2 for additional information.

- Trade-Off/Transfer (TO): Requests for (+) or (-) adjustments within department ceiling to reflect true expenditure requirements or to meet other program requirements. Trade-off must include a (+) request and an equal offset (-) request \$ amount and/or position count.

- Conversion of Unbudgeted Positions (UP): Requests to authorize unbudgeted positions which are (+) and (-) adjustments within department ceiling to reflect true expenditure requirements or to meet other program requirements. A request must include a (+) request and an equal offset (-) request \$ amount and/or position counts, as applicable. These requests shall be cost neutral but increases in temporary or permanent position counts may be requested if necessary.
- Fixed Cost and Entitlement Expense (FE): Requests for debt service, employee fringe benefits, and Medicaid.
- Federal Fund Adjustments (FA): Requests for federal fund ceiling increases may be submitted as necessary to meet operational programs needs if:
 - Federal fund ceiling (+) adjustments require no general fund support.
 - Sufficient revenues will be available to accommodate budgeted (+) adjustments through FY 24 or FY 25 and beyond, as applicable.
 - The (+) adjustment will not result in additional direct or indirect general, special, or revolving fund support to the department.
 - All (+) and (-) adjustments are reflected for the appropriate program in the department's Form FF.
 - Requests for ceiling decreases should be submitted if the anticipated amount of federal grants to be received has been reduced.

Federal fund ceiling (+) adjustments that require additional general, special or revolving fund support through trade-offs and transfers or requests for matching funds may be considered under "Other Requests."

- Health, Safety, Court Mandates (HS): Requests to address requirements for public health and safety, court orders or federal mandates.
- Full Year Funding for Half-Year Funded Positions (FY): Requests to provide full-year funding for positions funded for a half year in FY 23.
- Specific Appropriation, Statutory Change Funding (SA): Requests for funding for the continuation of programs that are currently funded by specific appropriations or necessary due to statutory changes.
- Other Requests (OR): Requests for critical program needs that do not fit the above categories but are sustainable and reasonable.

I. Title of Request

Provide a short concise title of the request.

Description of Request

Provide a full description only. Justification is in Part IV.

II. Operating Cost Summary

Summarize the total cost of the request by cost elements, position counts (permanent and temporary), and \$ amount. Provide a breakdown for all means of financing (MOF).

III. Operating Cost Details

Provide:

1. The MOF of each line item of the request. If the MOF of the request is not shown on Form A, overstrike any unused MOF with the desired MOF. Formulas have been entered on these lines to compute the total and the breakdown by MOF automatically.
2. Specific description of each line item.
3. Position counts for permanent and temporary positions under separate columns.

Reminder: Chapter 37D, HRS, requires a separate cost element for financing agreements. See Executive Memorandum No. 96-17 for distinguishing criteria of this cost element.

IV. Justification of Request

As applicable, provide narrative for the following:

1. Justification of Request: Identify the problem and discuss how this request will resolve it. Explain why the request is consistent with program objectives and why it is critical at this time.
2. Provide back-up data on:
 - Current resources (funding and staffing)
 - Expenditures in prior years
 - Workload (fiscal biennium and out-years)
 - Other relevant factors
3. Discuss impact on program performance measures (current approved measures): measures of effectiveness, target group size, activity indicators.
4. Alternatives: Discuss alternatives considered. Explain why such alternatives were not viable.

V. Relationship of the Request to State Plan or Functional Plan

Discuss the objective, policy, and implementing action being addressed by the request.

VI. Information Systems and Technology

Discuss the personnel, equipment, software, consultant or other services being requested and future cost requirements. Indicate if the request has been coordinated with the Department of Accounting and General Services, Office of Enterprise Technology Services.

VII. Impact on Other State Programs/Agencies

Specify agencies; discuss the impact and whether they have been notified and are in concurrence. Coordination is the responsibility of the department and should be completed prior to budget submittal.

VIII. Impact on Facility Requirements (R&M, CIP)

Discuss whether this request will require appropriations or expenditures for rental of facilities, renovation of facilities, or capital improvements now or in the future. Indicate if capital improvement program (CIP) funds have been budgeted.

IX. External Conformance Requirements

Discuss if request relates to other pertinent requirements such as federal/State mandates, compliance with health and safety requirements, etc. Discuss whether this request is mandated by recent legislation, whether future legislation must be submitted, and the legal requirements, if any, for this request.

Give specific statutory or legal references.

X. Required Legislation

Discuss if legislation is required for implementation of this request and, if so, indicate the legislative proposals (specify appropriate statutes to be amended) your department intends to submit.

XI. Other Comments

As applicable, discuss if proposed new programs meet the requirements of Section 37-68 (1)(A)(B), HRS.

Other comments may also be provided.

**Form A-Attachment:
Item Description and Preparation Instructions**

Program ID/Org Code

Reflect the program ID and organization code of corresponding Form A.

Cost Element

Use the following alphas to indicate the appropriate cost element of the (+) or (-) request:

- A – Personal Services
- B – Other Current Expenses
- C – Equipment
- L – Current Lease Payments
- M – Motor Vehicles

Item Description/Position Title

Indicate the budget item or position proposed for (+) or (-) adjustment.

MOF

Provide the means of financing (MOF) of the request from the Form A.

Psn. No.

Indicate the position number, if applicable, for each position proposed in a trade-off request.

FTE (P) and FTE (T)

Provide the permanent full-time equivalent (FTE) or temporary FTE for each position. Enter (-) requests as negative FTE.

FY 24 \$ and FY 25 \$

List (+) or (-) amount for each line item adjustment. Enter (-) requests as negative amounts.

Total

Will be automatically computed.

**FB 23-25 BIENNIUM BUDGET
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS
DEPARTMENT OF**

MOF	FY 24			FY 25		
	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
Current Services Operating Budget Ceilings by MOF						
A	-	-	-	-	-	-
B	-	-	-	-	-	-
N	-	-	-	-	-	-
P	-	-	-	-	-	-
R	-	-	-	-	-	-
S	-	-	-	-	-	-
T	-	-	-	-	-	-
U	-	-	-	-	-	-
V	-	-	-	-	-	-
W	-	-	-	-	-	-
X	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
TRADE-OFF/TRANSFER & CONVERSION OF UNBUDGETED POSITIONS REQUESTS:											

SUBTLTRADE-OFF/TRNSFRS & CONV. OF UNBGT'D PSNS:

-	-	-	-	-	-
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By MOF

<u>Request Category Legend:</u>	
TO	Trade-Off/Transfer
UP	Conversion of Unbudgeted Positions

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
American Rescue Plan Funds	V	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 24			FY 25		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
GRAND TOTAL = BASE + TRO/TRNF & CONV UNBGT PSN						-	-	-	-	-	-
+ ALLOW NON-DISCR + FED ADJ + OTHER REQ											
By MOF											
				General	A	-	-	-	-	-	-
				Special	B	-	-	-	-	-	-
				Federal Funds	N	-	-	-	-	-	-
				Other Federal Funds	P	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-
				County	S	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-
				American Rescue Plan Funds	V	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-

INSTRUCTIONS FOR FORM B: FB 2023-25 DEPARTMENT SUMMARY OF
OPERATING BUDGET ADJUSTMENT REQUESTS

Form B is a summary listing of all FB 2023-25 budget requests to be proposed in departmental priority order. **Departments shall ensure that details and amounts on the Form B match the appropriate Form As.**

Requests shall be listed in the appropriate portion of the Form B based on request category.

“Trade-Off and Transfer and Conversion of Unbudgeted Positions” shall include request categories: Trade-Off and Transfer (TO) and Conversion of Unbudgeted Positions (UP).

“Allowable Non-Discretionary Expense Requests” shall include request category: Fixed Cost and Entitlement Expense Requirements (FE).

“Federal Fund Adjustment Requests” shall include request category: Federal Fund Adjustments (FA)

“Other Requests” shall include request categories: Health, Safety, Court Orders or Federal Mandates (HS); Full-Year Funding for Half-Year Funded Positions (FY); Specific Appropriation or Statutory Change Funding (SA); and Other Requests (OR).

Form B: Item Description and Preparation Instructions

Date Prepared/Revised

Underscore “Prepared” or “Revised” as applicable and enter date.

Current Services Operating Budget Ceiling by MOF

This section will be completed by the Department of Budget and Finance and shall reflect your department’s appropriations from Act 88, SLH 2021, as amended by Act 248, SLH 2022, and Act 6, SpSLH 2021, by means of financing (MOF) adjusted for collective bargaining, non-recurring costs, and other adjustments, as applicable. No collective bargaining ceiling increases will be included for federal, other federal funds, private funds, county funds and American Rescue Plan funds.

Request Category

See Attachment 2 and “Instructions for Form A” for explanation of request categories which include:

- Trade-Off and Transfer (TO);
- Conversion of Unbudgeted Positions (UP);
- Fixed Cost and Entitlement Expense Requirements (FE);
- Federal Fund Adjustments (FA);

- Health, Safety, Court Orders or Federal Mandates (HS);
- Full Year Funding for Half-Year Funded Positions (FY);
- Specific Appropriation or Statutory Change Funding (SA);
- Other Requests (OR).

B&F Code

For B&F use only.

Program ID/Org. Code

Enter the program ID and organization (org.) code of the request as entered on Form A.

Department Priority

List the requests sequentially by department priority, with a separate priority order for each section (trade-off and transfer and conversion of unbudgeted position requests, allowable non-discretionary expense requests, federal fund adjustment requests, and other requests) with (1) indicating the “highest priority.”

Corresponding trade-off and transfer requests should share the same priority number. Requests with multiple MOF should also be listed using the same priority number, with separate entries for each MOF. Otherwise, duplicate or sub-priority numbers, such as 1A, 1B, etc., should not be used within a section.

The department priority number should be the same on the corresponding Form A.

Description

Enter the title of the request as entered on Form A.

MOF

Enter the MOF as entered on Form A.

FY 24 and FY 25

Enter the total position counts (permanent and temporary) and \$ amount corresponding to the MOF of the request for each fiscal year.

Subtotals, Totals, and Grand Total

Subtotals and totals of adjustments by section and the grand total will be automatically computed.

INSTRUCTIONS FOR FORM C:
SUMMARY OF CURRENT OPERATING BASE

Form C is a summary that provides a breakdown of the department's budget base in FY 24 and FY 25 by Program ID, Organization (Org.) Code, cost categories and MOF. Departments should use their FY 23 budget details as the starting point and make necessary adjustments to reflect collective bargaining (CB) and Commission on Salaries additions, non-recurring reductions, and other adjustments, as applicable.

This breakdown forms the basis to which budget additions and/or reductions are applied to derive the Program ID and Organization summaries that are shown in the Program and Financial Plan budget document.

Item Description and Preparation Instructions for Form C

Program ID/Org. Code (Column A)

This section will be completed by the Department of Budget and Finance (B&F).

Program Title (Column B)

Enter the official title of the Program ID/Org. Code as submitted in your department's program structure review.

MOF (Column C)

This section will be completed by B&F.

FY 23 Appropriation (Column D)

This section will be completed by B&F.

Less: Non-recurring (Column E)

Enter the non-recurring amount for each MOF, as applicable. Do not use negative numbers.

Add/Subtract: Other Adjustments (Column F¹) (only for departments with Other Adjustments)

Enter other adjustments amount for each MOF, as applicable.

¹ Add/Subtract : Other Adjustments (Column F and G) are prefilled for those departments impacted by Act 278, SLH 2022, which transfers FTE positions and funds to the Department of Law Enforcement. For these departments, please see FORM C Instructions - Adjusted.

Add: FY 24 CB (Column G)

Enter the CB amount and Commission on Salaries adjustments for each MOF (as applicable). [Note: B&F has CB breakdowns by Program ID/Org. Code and MOF that are derived from CB costing estimates; however, no CB ceiling increases will be provided for federal, other federal funds, private funds, county funds and American Rescue Plan funds. Please contact your assigned B&F analyst for this information.]

Add: FY 25 CB (Column H)

Enter the CB amount and Commission on Salaries adjustments for each MOF, as applicable.

FY 24 Base (Column I)

Automatically calculated for each MOF.

FY 25 Base (Column J)

Automatically calculated for each MOF.

Note: The sections below are prefilled with Act 88, SLH 2021, as amended by Act 248, SLH 2022 + transfers. Please make the appropriate adjustments as may be necessary.

FY 24

Permanent FTE (Column K)

Permanent FTE count as reflected in FY 23 BJ1 by MOF.

Temporary FTE (Column L)

Temporary FTE count as reflected in FY 23 BT1 by MOF.

Total Personal Services (Column M)

Total amount of personal services costs from permanent positions (BJ1), temporary positions (BT1) and other personal services costs (BJ1A) by MOF.

Other Current Expenses (Column N)

Amount of other current expenses costs (BJ2) by MOF.

Equipment (Column O)

Amount of equipment costs (BJ3) by MOF.

Leasing (Column P)

Total amount of leasing costs (BK2, BK3 and BK4) by MOF.

Motor Vehicles (Column Q)

Amount of motor vehicles costs (BJ4) by MOF.

Total FY 24 Base (Column R)

Automatically calculated for each MOF.

Check

Automatically calculated for each MOF to check FY 24 base total (Column I) against FY 24 base total. **If the amount is not zero, a correction may be necessary.**

FY 25

Permanent FTE (Column T)

Permanent FTE count as reflected in FY 23 BJ1 by MOF.

Temporary FTE (Column U)

Temporary FTE count as reflected in FY 23 BT1 by MOF.

Total Personal Services (Column V)

Total amount of personal services costs from permanent positions (BJ1), temporary positions (BT1) and other personal services costs (BJ1A) by MOF.

Other Current Expenses (Column W)

Amount of other current expenses costs (BJ2) by MOF.

Equipment (Column X)

Amount of equipment costs (BJ3) by MOF.

Leasing (Column Y)

Total amount of leasing costs (BK2, BK3 and BK4) by MOF.

Motor Vehicles (Column Z)

Amount of motor vehicles costs (BJ4) by MOF.

Total FY 25 Base (Column AA)

Automatically calculated for each MOF.

Check

Automatically calculated for each MOF to check FY 25 base total (Column J) against FY 25 base total (Column AA). **If the amount is not zero, a correction may be necessary.**

Quality control checks: Totals by cost elements and MOF must match. Also, department totals must be equal to or less than the departmental budget ceiling amounts.

INSTRUCTIONS FOR FORM C - Adjusted:
SUMMARY OF CURRENT OPERATING BASE

The Form C – Adjusted is for departments impacted by Act 278, SLH 2022, which transfers FTE positions and funds to the Department of Law Enforcement. It is otherwise similar to Form C.

Form C is a summary that provides a breakdown of the department's budget base in FY 24 and FY 25 by Program ID, Organization (Org.) Code, cost categories and MOF. Departments should use their FY 23 budget details as the starting point and make necessary adjustments to reflect collective bargaining (CB) and Commission on Salaries additions, non-recurring reductions, and other adjustments, as applicable.

This breakdown forms the basis to which budget additions and/or reductions are applied to derive the Program ID and Organization summaries that are shown in the Program and Financial Plan budget document.

Item Description and Preparation Instructions for Form C

Program ID/Org. Code (Column A)

This section will be completed by the Department of Budget and Finance (B&F).

Program Title (Column B)

Enter the official title of the Program ID/Org. Code as submitted in your department's program structure review.

MOF (Column C)

This section will be completed by B&F.

FY 23 Appropriation (Column D)

This section will be completed by B&F.

Less: Non-recurring (Column E)

Enter the non-recurring amount for each MOF (as applicable). Do not use negative numbers.

Add/Subtract: Other Adjustments (Column F and G) (only for departments with Other Adjustments)

Enter other adjustments amount for each MOF (as applicable).

Add: FY 24 CB (Column H)

Enter the CB amount and Commission on Salaries adjustments for each MOF, as applicable. [Note: B&F has CB breakdowns by Program ID/Org. Code and MOF

that are derived from CB costing estimates; however, no CB ceiling increases will be provided for federal, other federal funds, private funds, county funds and American Rescue Plan funds. Please contact your assigned B&F analyst for this information.]

Add: FY 25 CB (Column I)

Enter the CB amount and Commission on Salaries adjustments for each MOF, as applicable.

FY 24 Base (Column J)

Automatically calculated for each MOF.

FY 25 Base (Column K)

Automatically calculated for each MOF.

Note: The sections below are prefilled with Act 88, SLH 2021, as amended by Act 248, SLH 2022 + transfers. Please make the appropriate adjustments as may be necessary.

FY 24

Permanent FTE (Column L)

Permanent FTE count as reflected in FY 23 BJ1 by MOF.

Temporary FTE (Column M)

Temporary FTE count as reflected in FY 23 BT1 by MOF.

Total Personal Services (Column N)

Total amount of personal services costs from permanent positions (BJ1), temporary positions (BT1) and other personal services costs (BJ1A) by MOF.

Other Current Expenses (Column O)

Amount of other current expenses costs (BJ2) by MOF.

Equipment (Column P)

Amount of equipment costs (BJ3) by MOF.

Leasing (Column Q)

Total amount of leasing costs (BK2, BK3 and BK4) by MOF.

Motor Vehicles (Column R)

Amount of motor vehicles costs (BJ4) by MOF.

Total FY 24 Base (Column S)

Automatically calculated for each MOF.

Check

Automatically calculated for each MOF to check FY 24 base total (Column J) against FY 24 base total. **If the amount is not zero, a correction may be necessary.**

FY 25

Permanent FTE (Column T)

Permanent FTE count as reflected in FY 23 BJ1 by MOF.

Temporary FTE (Column U)

Temporary FTE count as reflected in FY 23 BT1 by MOF.

Total Personal Services (Column V)

Total amount of personal services costs from permanent positions (BJ1), temporary positions (BT1) and other personal services costs (BJ1A) by MOF.

Other Current Expenses (Column W)

Amount of other current expenses costs (BJ2) by MOF.

Equipment (Column X)

Amount of equipment costs (BJ3) by MOF.

Leasing (Column Y)

Total amount of leasing costs (BK2, BK3 and BK4) by MOF.

Motor Vehicles (Column Z)

Amount of motor vehicles costs (BJ4) by MOF.

Total FY 25 Base (Column AA)

Automatically calculated for each MOF.

Check

Automatically calculated for each MOF to check FY 25 base total (Column K) against FY 25 base total (Column AA). **If the amount is not zero, a correction may be necessary.**

Quality control checks: Totals by cost elements and MOF must match. Also, department totals must be equal to or less than the departmental budget ceiling amounts.

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR
FB 2023-25 - OPERATING FUNDS ONLY

Form FF, Federal Awards for FB 2023-25, 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 2023-25” 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.) PDF 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.

Assistance Listing No.

Enter the Assistance Listing Number assigned to the award by the federal awarding agency.

Assistance Listing Program Title

Enter the Program Title for the Assistance Listing Number (reference SAMS.gov) <https://sam.gov/content/assistance-listings>

Appropriation Account Title-FY 24 and FY 25

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

FY 2023 Appropriation Symbol

Enter the Appropriation Symbol assigned to this award for FY 23, if applicable.

B&F Use Only-FY 2024 Appropriation Symbol

For B&F use only for the recommendation of FY 24 Appropriation Account Symbols.

DAGS Use Only-FY 2024 Appropriation Symbol

For DAGS use only for assignment of FY 24 Appropriation Account Symbols.

MOF "N" Anticipated Award Amount-FY 24 and FY 25

If an award is included on the list of "Major, Recurring Federal Awards for FB 2023-25," enter the amount as a MOF "N" award. All awards on the list of "Major, Recurring Federal Awards for FB 2023-25" 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.

MOF "P" Anticipated Award Amount-FY 24 and FY 25

If an anticipated award is not included on the list of "Major, Recurring Federal Awards for FB 2023-25," 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.

Performance Period-FY 24 and FY 25

Enter start and end dates for the anticipated performance period for the federal award.

Will Payroll be Charged Directly to this Account?

Indicate yes or no.

Subtotals (by organization code, as applicable)

Automatically generated.

FB 23-25 Base Budget Ceiling

The base budget ceiling for your Program ID will be prefilled.

FB 23-25 Budget Request

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