

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR  
FB 2023-25 - OPERATING FUNDS ONLY  
(FY 25 SUPPLEMENTAL BUDGET)

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 State FY 2025” 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**

*Org Code*

Enter Org Code for budgeting purposes.

*Prime (P) or Sub Award (S)*

Select “Prime” if you are the Prime Recipient or “Sub Award” if this is a sub-award from a Program ID in your dept. or from another State entity.

*CFDA No. (Format ##.###)*

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

*CFDA Program Title*

Program Title for the CFDA Number. Field will autofill after the CFDA No. is entered.

*Award Name*

Enter the name of the award which may differ from the CFDA Program Title.

*Appropriation Account Title*

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

*FY 2024 Appropriation Symbol*

The Appropriation Symbol assigned to this award for FY 24 will display, if applicable.

*B&F Use Only FY 2025 Appropriation Symbol*

For B&F use only for assignment of FY 25 Appropriation Account Symbol.

*DAGS Use Only FY 2025 Appropriation Symbol*

For DAGS use only for assignment of FY 25 Appropriation Account Symbol.

*Anticipated Award Amount*

If an award is included on the list of "Major, Recurring Federal Awards for State FY 2025," enter the amount as a MOF "N" award. If an award is not included on the list of "Major, Recurring Federal Awards for State FY 2025," enter the amount as a MOF "P" award. The amount should be the total anticipated award amount noted on the grant award notice for the entire performance period of the award or if not available, a reasonable estimate based on a prior year's award.

*Performance Period (Start/End Date)*

The complete length of time the recipient will be funded to complete approved activities. A performance period may contain one or more federal budget periods. If the award notice has not been received, enter the anticipated performance dates based on performance periods for previous awards.

*Will Payroll be charged to this award?*

Select "Yes" or "No" to indicate whether payroll will be directly charged to this Appropriation Account.

*FY 2025 Budget Request*

Calculated amount; difference between the total anticipated award amount and the base budget ceiling amount. A negative balance means that the budget ceiling is insufficient by the dollar amount indicated and a budget request should be submitted to add the dollar amount. A positive balance means that the budget ceiling is more than sufficient by the dollar amount indicated and a budget request should be submitted to subtract the dollar amount.