

INSTRUCTIONS FOR FORM FF: FEDERAL AWARDS FOR
FB 2025-27 - OPERATING FUNDS ONLY

Form FF, Federal Awards for FB 2025-27, 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 2025-27” 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 26 and FY 27

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

FY 2025 Appropriation Symbol

Enter the Appropriation Symbol assigned to this award for FY 25, if applicable.

B&F Use Only-FY 2026 Appropriation Symbol

For B&F use only for the recommendation of FY 26 Appropriation Account Symbols.

DAGS Use Only-FY 2026 Appropriation Symbol

For DAGS use only for assignment of FY 26 Appropriation Account Symbols.

MOF "N" Anticipated Award Amount-FY 26 and FY 27

If an award is included on the list of "Major, Recurring Federal Awards for FB 2025-27," enter the amount as a MOF "N" award. All awards on the list of "Major, Recurring Federal Awards for FB 2025-27" 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 26 and FY 27

If an anticipated award is not included on the list of "Major, Recurring Federal Awards for FB 2025-27," 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 26 and FY 27

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 25-27 Base Budget Ceiling

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

FB 25-27 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.