

FEDERAL FUNDS REVIEW PROCEDURES

63-38e, Federal Funds Procedures, outlines two separate processes for approving federal funds requests. 63-38e-201 requires GOPB to submit an annual report at the time the draft budget is submitted. 63-38e-202 through 63-38e-204 requires that an agency submit a federal funds request at the time the request is made with the federal government. Approval must be given “before obligating the State to accept or receive” federal funds.

GUIDELINES FOR 63-38e-201 REQUIREMENT

63-38e-201 requires GOPB to submit an annual report at the time the draft budget is submitted. At the time the budget guidelines are sent out to the agencies (July), budget analysts electronically send instructions and applicable files to their assigned executive and finance directors for filling out the annual report. The finance director is responsible for collecting the data, and populating the associated spreadsheets. Federal dollar amounts must tie to budget submissions/Budget Prep federal dollar figures.

The federal funds files are due when the last budget items are due. The federal funds analyst then compiles a master report, containing the agency files. This report is mailed to the Legislative Fiscal Analyst when the draft budget is submitted. The report is then given to the appropriations subcommittees for review and approval. If agencies have high impact requests, they should get approval from their respective committee(s) either via the report or verbally, in their subcommittee meeting.

The report then goes to the Executive Appropriations Committee for review and approval. The federal amounts are then built into the appropriation acts for approval by the Legislature.

GUIDELINES FOR 63-38e-202 THROUGH 63-38e-204 REQUIREMENTS

63-38e-202 through 63-38e-204 requires that an agency submit a federal funds request at the time the request is made with the federal government. Approval must be given “before obligating the State to accept or receive” federal funds.

Agencies wishing to apply for federal funds must complete a GOPB Budget Impact Form and submit it, along with a federal Form 424 to the GOPB federal funds analyst no later than three months after submitting a federal funds request, and, where possible, before formally submitting the federal funds request to the federal government.

The federal funds analyst then assigns a State Application Identifier number, or SAI, to the federal funds request for processing and tracking purposes. The request is analyzed and compiled in a monthly report to be reviewed and approved by the Executive Appropriations Committee.