

FORM FF EXECUTIVE BUDGET REQUEST SUBMITTAL INSTRUCTIONS

“Form FF” lists all anticipated federal awards with corresponding award amounts that a Program ID has sought MOF “N” and “P” appropriation for in the Executive budget bill for a fiscal biennium.

The Executive Budget Request workflow is used to process a program’s Form FF and is only accessible to users that have been assigned permissions in DataMart/FAMS to perform these tasks. After permission has been assigned to a user as a “Form FF Department Reviewer” or a “Form FF Program Editor”, a blue ‘Form FF Budget Request’ button will appear on that user’s FAMS homepage.

At the FAMS homepage, click on the ‘Form FF Budget Request’ button.



A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

1. A Department Reviewer will send the Form FF that has been received from B&F to each Program ID. The latest version of the second fiscal year of the previous biennium’s Form FF is copied forward to both upcoming fiscal years for rework. If a Form FF needs to be added or deleted for a Program ID for a new fiscal biennium, contact OFAM to do this.

2. If the Department Reviewer will send the Form FF to each Program ID for completion:

- a) In the Department queue, click on the [+] icon preceding the ‘FB 2017-19’ heading



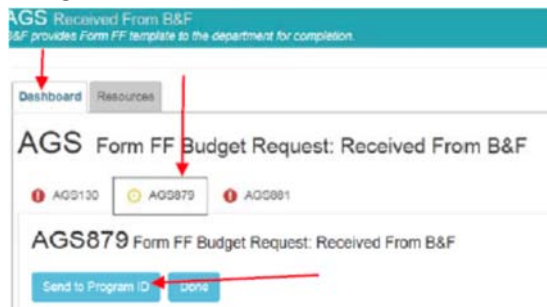
- b) Then click on the department’s 3 letter code hyperlink



- c) The Resources page will display first with instructions for a Department Reviewer to follow.

- Documents may be uploaded by clicking on the ‘Add Resource’ button that can then be downloaded by other department users.

- d) To send a Form FF to a program, click on the “Dashboard” tab, select a Program ID, and then click on the blue “Send to Program ID” button.

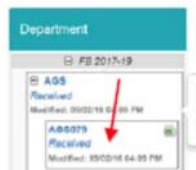


3. If the Department Reviewer will complete the Form FF instead of sending it to the Program ID:

- a) In the Department queue, click on the [+] icon preceding the department’s 3 letter code hyperlink.



- b) All of the Program ID cards will display. Click on a Program ID card to work on.



- c) The Resources page will display first with instructions to complete the Form FF for the Program ID.

A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

- When the Form FF is received back from a Program ID, the Department Reviewer can make “recommendations” on the form if necessary, then return the form to the Program ID for action. If recommendations are not necessary, proceed to Step 5 to approve the form.

HMS303 Received From Program ID
Department budget staff reviews Form FF completed by their Program ID.

[Return to Program ID](#) [Approve](#)

Review Form FF [Add/Edit Awards](#) [View Awards](#) [Resources](#) Assignee: Unassigned [Edit](#)
Assigned on 09/02/2016 03:29 PM

[View History](#) [View Preparers](#) [Excel](#)

State Org Code	Award Name	Anticipated Amount [P]	FY18 Performance Period (Start/End Date)	FY18 Payroll Charged?	FY18 Comments	FY19 Appropriation Account Title	FY18 Symbol
	Guardianship Assistance Program	\$0.00	10/01/2017 - 09/30/2018	No		Guardianship Assistance	
	Foster Care Program	\$0.00		No			
	Adoption Assistance	\$					

FY18 Performance Period [3]

Current Value
None

Recommended Value [4]
mm/dd/yyyy
to
mm/dd/yyyy

Reviewer's Comment [5]
 Comment Only [6]

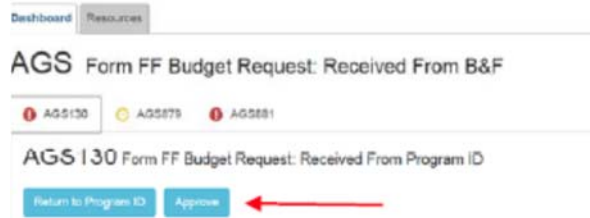
[Close](#) [Delete](#) [Save](#)

	FY19	
	N	P
Award Amount Total	\$0.00	\$21,300,000.00
Base Budget Ceiling	\$0.00	\$0.00
Budget Request	\$0.00	(\$21,300,000.00)

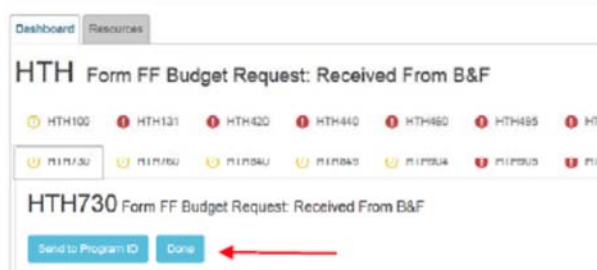
- Click on the “Review Form FF” tab.
- Click on the field that a recommendation will be made for.
- A dialogue box will open to enter the recommendation.
- Enter a recommended value and/or
- Enter a comment. If only a comment is being made, check the “Comment Only” box.
- Click the “Save” button.
- Click on the “Return to Program ID” button.

A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS:

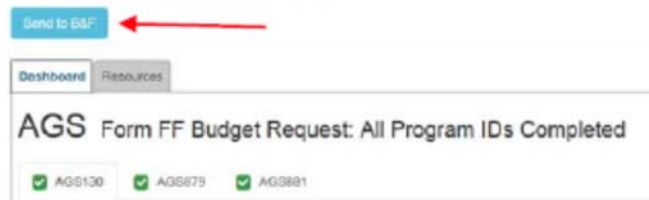
- 5. The Department Reviewer will approve each Program ID's Form FF:
 - a) When the form is returned to the Department Reviewer from a Program ID after it is completed, a blue "Approve" button will display. The "Approve" button will display from the dashboard for a Program ID or when the Program ID's Form FF is open. Click on the "Approve" button to approve the Program ID's Form FF.



- b) When the form is completed by the Department Reviewer instead of sending it to the Program ID, a blue "Done" button will display. The "Done" button will display from the dashboard for a Program ID or when the Program ID's Form FF is open. Click on the "Done" button to approve the Program ID's Form FF.

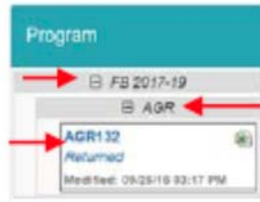


- 6. The Department Reviewer will send the department's Form FFs to B&F.
 - a) After Form FFs have been approved for all programs, a blue "Send to B&F" button will display. Click the "Send to B&F" button to send the entire department's Form FFs to B&F.
 - b) Note: the green checkmark preceding the Program ID indicates "approved".

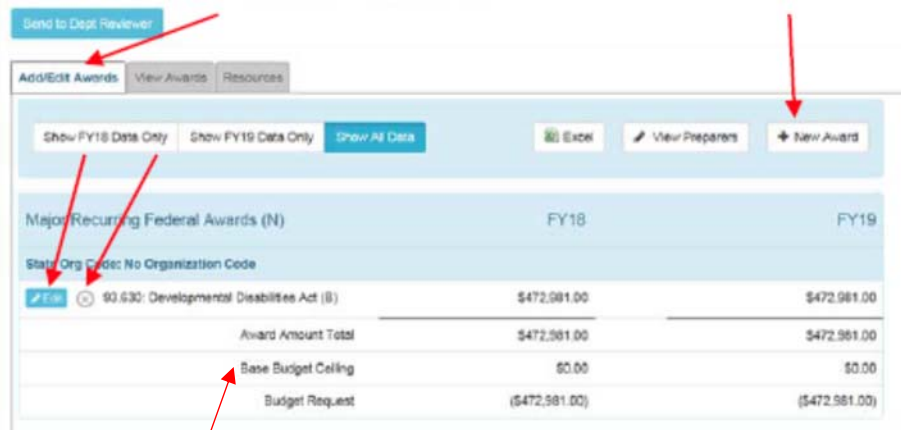


B. PROGRAM QUEUE: PROGRAM EDITOR INSTRUCTIONS

1. The Program ID Editor will complete the program's Form FF by revising, adding or deleting an award from the list of federal awards that have been copied forward for rework from the second fiscal year of the previous biennium's Form FF.
2. Click on the [+] icon preceding the FB2017-19 heading, then click on the [+] icon preceding the Department code. A Program ID Editor will see the Program IDs they have permission to access per their DataMart account. Click on the Program ID to open Form FF.



3. The Resource page will display first with instructions to complete Form FF.
4. Click on the "Add/Edit Award" tab. User may then edit, delete or add a new award.



5. The "Base Budget Ceiling" value will be entered by B&F from the Department's Form C after which the "Budget Request" will calculate (Base Budget Ceiling – Award Amount Total = Budget Request).
6. When Form FF is completed, click on the "Send to Department Reviewer" blue button to submit the Form FF to Department Reviewer.
7. After the Form FFs have been submitted to the Department Reviewer, Program ID Editors can view only and download to excel their Form FFs from the Department queue.

B. PROGRAM QUEUE: PROGRAM EDITOR INSTRUCTIONS

8. After the Department Reviewer receives the Form FF, the Department Reviewer may enter “Recommendations” on the form then return it to the Program ID. Program ID Editors will respond to the recommendation then send the form back to the Department Reviewer:

HMS303 Returned
Department Budget Office returned Form FF template to the Program ID for clarification or rework.

Send to Dept. Reviewer [7]

Add/Edit Awards [1] View Awards Resources

Show FY18 Data Only Show FY19 Data Only Show All Data Excel View Preparers + New Award

Major Recurring Federal Awards (N)	FY18	FY19
State Org Code: No Organization Code		
[2] Edit 93.090: Guardianship Assistance Program	\$1,755,000.00	\$1,755,000.00
Edit 93.658: Foster Care Program	\$4,430,000.00	\$4,430,000.00

- [1] Select the “Add/Edit Awards” tab.
[2] Click on the “Edit” button next to the award highlighted in red.

HMS303 Returned
Department Budget Office returned Form FF template to the Program ID for clarification or rework.

Send to Dept. Reviewer [7]

Add/Edit Awards View Awards Resources

Show FY18 Data Only Show FY19 Data Only Show All Data

Major Recurring Federal Awards (N)
State Org Code: No Organization Code

- Edit 93.090: Guardianship Assistance Program
- Edit 93.658: Foster Care Program
- Edit 93.659: Adoption Assistance

Award Amount Total
Base Budget Calling
Budget Request

Non-Recurring Federal Awards (P)
Award Amount Total
Base Budget Calling
Budget Request

Edit Award Guardianship Assistance Program

Please respond to all recommendations before returning this form to the reviewer.

- Press this button to agree with a recommendation.
- Press this button to edit the recommendation. Change the field's value *before* pressing this button, if needed. You will be prompted to enter comments, where you can explain why you are editing the recommendation.
- Press this button to view comments made on a recommendation.

Note: You may only change a value on this form by pressing the ✓ icon or ✎ icon; a field's value will NOT be saved unless you use one of these icons.

* Award Prime? Prime Sub Award
* Award Name Guardianship Assistance ✓
* CFDA No. 93.090 ✓
* CFDA Program Title Guardianship Assistance ✓
State Org Code

FY18

* Anticipated Award Amount \$ 1,755,000.00
* Means of Financing N P
Appropriation Account Title Guardianship Assistance
Will payroll be charged to this award? Yes No None

[5] Anticipated Performance Period
[6] 10/01/2017 [6] to 09/30/2018 [6]
[4] 10/01/2017 - 09/30/2019 [3]

FY17 Appropriation Symbol S-17-512-K
S-17-512-K Appropriation Account Title
Appropriation Account not yet set up in FAMS

- [3] The Reviewer’s recommended value is noted in red italicized text.
[4] Click on the comment icon preceding the recommended value to view the Reviewer’s comments.
[5] Click on the “v” to agree with the Reviewer’s recommendation **OR**
[6] Edit the value in the field or enter a value if the field is blank; edit before clicking the pencil icon.
[7] Click on the “Send to Dept. Reviewer” button.

C. B&F REVIEW QUEUE

1. After Form FFs have been submitted to B&F, Department Reviewers and Program ID Editors can view only and download their Form FFs from the B&F Review queue.

