

## FORM FF EXECUTIVE BUDGET EXECUTION SUBMITTAL INSTRUCTIONS For Department Reviewers and Program ID Editors

“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 Execution workflow is used to process a program’s Form FF after the budget bill has been enacted and is only accessible to users that have been assigned permissions in DataMart/FAMS to perform this task. 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 Execution’ button will appear on that user’s FAMS homepage.

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



### A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

1. The Form FF that was submitted during Budget Request preparation is copied forward and sent to the Department queue by B&F.
  - a) If a Form FF for a Program ID needs to be added or deleted, contact OFAM to do this.
  - b) The Appropriation ceilings authorized in the budget bill will be entered on each Program ID’s Form FF.
2. The Department Reviewer will send the Form FF to the Program queue for program review:

a) In the Department queue, click on the [+] icon preceding the fiscal biennium heading



b) Then click on the department 3 letter code hyperlink.



c) The Resources page will display first with instructions for the Department Reviewer.

- If necessary, the Department Reviewer can upload documents to share with other department users by clicking on the ‘Add Resource’ button.

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.

State Org Code	Award Name	Prime or Sub Award?	CFDA No.	CFDA Program Title	FY18 Appropriation Account Title
AB (1)	FEDERAL IMPACT AID, P.L. 874	Prime	84.041	Impact Aid	

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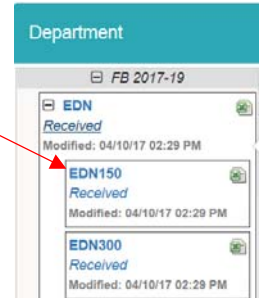
### A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS

3. If a Department Reviewer is going to 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.



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

4. When the Form FF is returned by 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.

1. Click on the "Review Form FF" tab.

2. Click on the field that a recommendation will be made for.

3. A dialogue box will open to make recommendations.

4. Enter a recommended value and/or

5. Enter a comment. If just a comment is made, check the "Comment Only" box.

6. Click the "Save" button.

7. Click the "Return to Program ID" button.

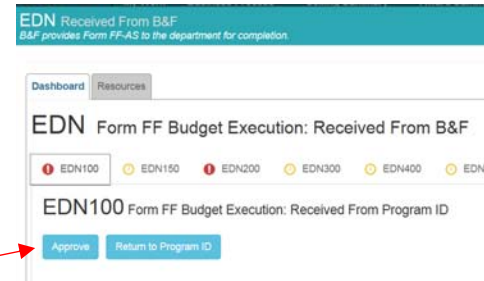
State Org Code	Award Name	Prime or Sub Award?	CFDA No.	CFDA Program Title	FY18 Approval
AB	FEDERAL IMPACT AID, P.L. 874	Prime	84.041	Impact Aid	
BB	VOC ED-BASIC GRANT TO STATES	Prime	84.048		
DB	ESEA - TITLE I GRANTS TO LEA	Prime	84.010		
DB	ESEA - MIGRANT EDUCATION-TITLE I	Prime	84.011		
DB	ESEA - NEGLECTED & DELINQUENT TIT...	Prime	84.013		
DR	ESEA - AFTER SCHOOL LEARNING CFN	Prime	84.287		
			FY18		
				N	
Award Amount Total			\$128,170,617.00		
Appropriation Ceiling			\$138,331,226.00	\$7,534,147.00	
Appropriation Balance			\$10,160,609.00	(\$1,015,853.00)	
Additional Ceiling Authorized					

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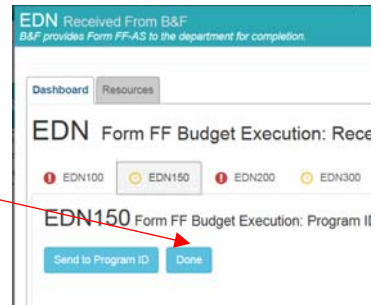
### A. DEPARTMENT QUEUE: DEPARTMENT REVIEWER INSTRUCTIONS:

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, 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.

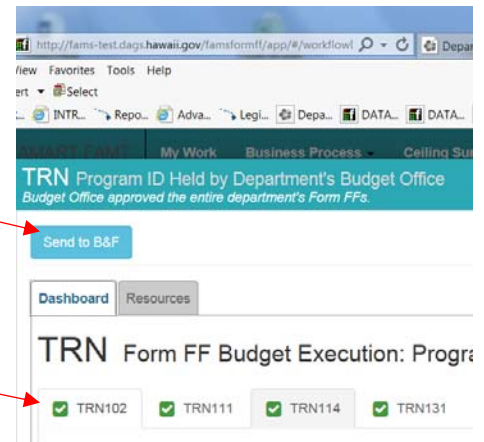


6. When the form is completed by the Department Reviewer instead of sending it to the Program ID, a blue "Done" button will display. The "Done" button will display from the dashboard for a Program ID or when the Program ID's Form FF is open. Click on the "Done" button to approve the Program ID's Form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



7. 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".



## FORM FF EXECUTIVE BUDGET EXECUTION SUBMITTAL INSTRUCTIONS For Department Reviewers and Program ID Editors

### 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 Form FF that submitted for Budget Request and copied forward for Budget Execution.
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 for reviewing Form FF.
4. Click on the "Add/Edit Award" tab. User can then edit, delete or add a new award.

Major Recurring Federal Awards (N)		FY18	FY19
State Org Code: GC			
84.196: ED FOR HOMELESS CHILDREN & YOUTH		\$500,000.00	\$500,000.00
Award Amount Total		\$500,000.00	\$500,000.00
Appropriation Ceiling		\$500,000.00	\$500,000.00
Appropriation Balance		\$0.00	\$0.00

5. The "Appropriation Ceiling" value will be entered by B&F from the enacted Budget Bill after which the "Appropriation Balance" will calculate (Appropriation Ceiling – Award Amount Total = Appropriation Balance).
6. When Form FF is completed, click on the "Send to Department Reviewer" blue button at the top 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.

# FORM FF EXECUTIVE BUDGET EXECUTION SUBMITTAL INSTRUCTIONS

## For Department Reviewers and Program ID Editors

### B. PROGRAM QUEUE: PROGRAM EDITOR INSTRUCTIONS

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

Select the “Add/Edit Awards” tab.

Click on the “Edit” button next to the award highlighted in red.

Major Recurring Federal Awards (N)	FY18	FY19
State Org Code: GQ		
<b>84.196: ED FOR HOMELESS CHILDREN &amp; YOUTH</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>
Award Amount Total	\$500,000.00	\$500,000.00
Appropriation Ceiling	\$500,000.00	\$500,000.00
Appropriation Balance	\$0.00	\$0.00

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: ED FOR HOMELESS CI

\* CFDA No.: 84.196

\* CFDA Program Title: Education for Homeless

State Org Code: GQ

FY18

\* Anticipated Award Amount: \$ 500,000.00

\* Means of Financing: N P

Appropriation Account Title: ED FOR HOMELESS CH

\* If payroll be charged to this award?  Yes  No  None

Anticipated Performance Period: 10/01/2017 to 09/30/2020

FY17 Appropriation Symbol: 47 830 E

S-17-320-E Appropriation Account Title

Click on the comment icon preceding the recommended value to view the Reviewer's comments.

The Reviewer's recommended value is noted in red italicized text.

- Click on the “v” to agree with the Reviewer's recommendation or
- Edit the value in the field or
- Enter a new value if the field is blank; edit before clicking the pencil icon.

Click on the “Send to Dept. Reviewer” button.

### C. B&F REVIEW QUEUE

When the departments Form FFs are being reviewed by B&F, Department Reviewers and Program ID Editors can view only and download their Form FFs from the B&F Review queue.

### D. BUDGET EXECUTION QUEUE

After Form FFs have been reviewed by B&F and appropriation symbols assigned by DAGS, Department Reviewers and Program ID Editors can view only and download their Form FFs from the Budget Execution queue.

Click on the “Send to Dept. Reviewer” button.