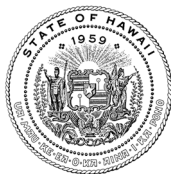


DAVID Y. IGE  
GOVERNOR



CRAIG K. HIRAI  
DIRECTOR

ROBERT YU  
DEPUTY DIRECTOR

EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**  
P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF FEDERAL AWARDS MANAGEMENT (OFAM)

January 31, 2020

FINANCE MEMORANDUM

MEMO NO. 20-03

TO: Department Heads

FROM: Craig K. Hirai, Director of Finance /s/

SUBJECT: Revised Procedures to Request Appropriation and Establish Appropriation Accounts and Allotment for Appropriated and Non-Appropriated Federal Funds

The purpose of this memorandum is to issue revised procedures for State Departments to request appropriation and establish appropriation accounts and allotment for Appropriated and Non-Appropriated federal funds. This memorandum supersedes Finance Memorandum (F.M.) No. 13-16, dated December 11, 2013; F.M. No. 14-01, dated January 6, 2014; F.M. No. 14-15, dated October 13, 2014; and F.M. No. 18-03, dated February 2, 2018.

The Appropriated and Non-Appropriated federal funds procedures have been revised to include parameters for setting the expenditure ceiling that is requested on Form E-1 and Form E-2.

This memorandum with the attached documents will be posted on the websites of the Department of Budget & Finance (<http://budget.hawaii.gov/>) and the Office of Federal Awards Management (<http://federalawards.hawaii.gov/>).

Should you have any questions, please contact Mark Anderson of the Office of Federal Awards Management at 586-3035.

Attachments: Appropriated Federal Funds Process Narrative and Chart  
Non-Appropriated Federal Funds Process Narrative and Chart

c: Lenora Fisher, Department of Accounting and General Svc, Accounting Division  
Neal Miyahira, Department of Budget & Finance, Budget, Program Planning and Management Division  
Mark Anderson, Department of Budget & Finance, Office of Federal Awards Management

## APPROPRIATED FEDERAL FUNDS (IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Operating Federal Funds

1. The Department of Budget and Finance (B&F), Office of Federal Awards Management (OFAM) identifies the “Major, Recurring List of Federal Awards” using award data compiled by the Federal Fund Information for States (FFIS) based on appropriations in the federal budget. FFIS maintains a database of more than 200 federal grant-in-aid programs which accounts for more than 90% of the federal funds flowing to state and local governments. Information on FFIS can be viewed at [FFIS.org](http://FFIS.org).
2. The “Major, Recurring List of Federal Awards” shows the awards that Executive departments can expect to receive during the State Fiscal Year and the department authorized to receive the award as the prime recipient. The list is updated after the federal budget has been enacted for each federal fiscal year and is issued with the budget instructions and posted on [federalawards.hawaii.gov](http://federalawards.hawaii.gov).
3. For awards included on the “Major, Recurring Federal Awards” list, appropriation must be requested in the Executive Budget by the department authorized to receive the award as the prime recipient using Means of Financing (MOF) “N.”

Appropriation must be requested in the Executive Budget for all other federal awards anticipated to be received during the State Fiscal Year using MOF “P.” Generally, “P” funds are ‘competitive’, non-recurring federal awards, however, there may be recurring federal awards that are designated as “P” funds. Appropriation should be sought for MOF “P” in the budget when a recurring federal award is not designated as MOF “N” and when it is reasonably certain that a federal award not designated as MOF “N” will be applied for and awarded during the upcoming fiscal year.

4. If the head of a State department determines that their department does not have the capacity to manage a major, recurring federal award, the Director of Finance should immediately be informed. The Director of Finance may take steps to improve the ability of the department to manage a federal award, may assign the federal award to another State organization, may contact the federal awarding agency for assistance or may decline the award.
5. Departments heads are delegated authority from the Governor to approve and submit applications for federal awards. They are responsible to review and authorize federal award applications and designate the program(s) (by Program ID) that will expend the federal funds. For each award that is applied for, department heads shall ensure that a written plan is available that describes how the federal funds will be used.
  - a) Department heads must have in place policies, practices, and procedures that will:
    - i. Avoid waste, fraud, and abuse;
    - ii. Ensure that costs charged to federal programs are allowable costs, in accordance with applicable laws, regulations, agreements and contracts;
    - iii. Ensure that funds provided under each federal award are separately accounted for, from receipt to obligation to expenditure;
    - iv. Ensure that effective cash management is employed for federal funds to minimize the time elapsing between (i) the transfer of funds from the federal government, or from a pass-through entity, to (ii) disbursement;
    - v. Ensure the use of federal funds meet all federal requirements as described in individual federal award and OMB circulars;
    - vi. Fulfill federal reporting requirements in a timely manner.

## APPROPRIATED FEDERAL FUNDS (IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Operating Federal Funds

- b) Department heads shall maintain a separate file for each federal award received that contains a copy of the federal award notice and any other major correspondence with the federal awarding agency that may impact the use of federal funds.

#### 6. Form FF

- a) A key budgetary and accounting control for federal awards is establishing a one-to-one relationship between a federal award as identified by its federal award identification number and a State Appropriation Account or accounts if more than one program ID will be expending funds from a federal award to be able to separately account for a federal award from receipt to obligation to expenditure.
- b) During Executive Budget Request and Executive Budget Execution preparation, State departments will electronically complete and submit Form FF to B&F, listing the anticipated federal awards it is seeking appropriation for.
- c) Form FF shall include:
  - i. All “Major Recurring Federal Awards” (MOF “N”) for which the department has been designated as the authorized prime recipient and “Other” federal awards (MOF “P”) anticipated to be received during the upcoming fiscal year.
  - ii. All federal awards that a Program ID shall receive as a sub recipient. A sub recipient expends federal funds received from a Prime Recipient (pass-through entity) to carry out program activities.
  - iii. All federal funds that a Program ID will receive from another Program ID within the same department.
- d) The purpose of Form FF is:
  - i. To identify the individual federal awards and amounts that comprise the total MOF “N” and “P” appropriation ceiling requested in the Executive Budget by Program ID. The total value of the awards listed on the Form FF for MOF “N” and “P” should equal the value of the MOF ceiling in the Executive Budget.
  - ii. To provide to the Department of Accounting and General Services (DAGS), Uniform Accounting and Reporting Branch (UARB) with a list of federal awards that will require assignment of an Appropriation Account symbol for the new fiscal year.
  - iii. To provide information to B&F on the relationship between individual federal awards and Appropriation Accounts to enable regular financial reporting directly from FAMIS.
- e) The award amount entered on Form FF should be the amount awarded or anticipated to be awarded for the full performance period of the award.

#### 7. Executive Budget Request

- a) B&F/OFAM will send Form FF to departments via the DATAMART/FAMS-Form FF workflow. The latest version of the second fiscal year of the previous biennium’s Form FF will be copied forward to both upcoming fiscal years of the new fiscal biennium as a starting point for departments to develop a Form FF.
- b) The designated “Department Reviewer” for each department will send Form FF to the department’s programs for review and rework, approve each Form FF when returned by the programs, and submit the Form FFs for the entire department to B&F.

## APPROPRIATED FEDERAL FUNDS (IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Operating Federal Funds

- c) B&F will review the Forms FFs to verify that:
    - i. All major, recurring federal awards for which the department or State entity has been designated as the authorized prime recipient on the memorandum issued by the Director of Finance are listed.
    - ii. The total MOF “N” and “P” appropriation ceilings on the Form FF for each Program ID match the appropriation ceilings requested in the Executive Budget.
- 8. Executive Budget Execution**
- a) After the appropriation bill is enacted, B&F will enter the MOF “N” and “P” appropriation ceilings for each Program ID on the Form FF and send the Form FF to all departments for review via the DATAMART/FAMS-Form FF workflow.
  - b) The designated “Department Reviewer” for each department will send the Form FF to the department’s programs for review and rework, approve each Form FF when returned by the programs, and submit the Form FFs for the entire department to B&F.
  - c) B&F will review the Form FFs to:
    - i. Verify that all “Major, Recurring Federal Awards” for which the department or State entity has been designated as the authorized prime recipient are listed.
    - ii. Pre-assign Appropriation Account symbols to each award.
    - iii. Send the department’s Form FF to DAGS/UARB to assign Appropriation Account symbols.
  - d) DAGS/UARB will assign the Appropriation Account symbols and return the department’s Form FF to B&F.
  - e) B&F will review the Appropriation Account symbol assignments, make changes with DAGS/UARB if necessary, then send the entire department’s Form FFs to the department.
- 9. DAGS/UARB will issue Appropriation Warrants to each department for only the “Parent” “N” and “P” Appropriation Accounts for each Program ID.**
- 10. Departments will prepare and submit Journal Vouchers (JV) to DAGS to transfer appropriation ceiling from the Parent MOF “N” and “P” Appropriation Accounts to the individual award Appropriation Accounts assigned on Form FF.**
- a) To transfer appropriation ceiling from a parent account to an individual award Appropriation Account(s), use Transaction Code 944 to decrease the appropriation in the parent account and Transaction Code 941 to record the amount in the individual award Appropriation Account(s)
  - b) After this transfer, if it becomes necessary to transfer appropriation from one individual award Appropriation Account to another individual award Appropriation Account:
    - i. The amount may be transferred directly from one individual award Appropriation Account to another; it is not necessary to transfer the amount from the individual award Appropriation Account back to the parent appropriation first.
    - ii. Use Transaction Code 944 to decrease the appropriation in the sending Appropriation Account and Transaction Code 941 to record the amount in the receiving Appropriation Account. The net total of the transfers should be zero.

## APPROPRIATED FEDERAL FUNDS (IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Operating Federal Funds

11. Department will notify B&F electronically within fourteen (14) days of receipt of a federal award notice by recording the award in DATAMART/FAMS.
12. B&F will review and approve the FAMS award record.
13. Departments will prepare and submit Form A-19 (Request for Allotment) to B&F for approval.
  - a) "Form A-19" will be submitted to B&F for each individual Appropriation Account to establish an allotment to expend federal funds and must include the "FAMS ID".
  - b) The allotment amount requested shall not exceed the total award amount entered on the FAMS record.
  - c) For an A-19 that is submitted to transfer appropriation from an individual award Appropriation Account to another individual award Appropriation Account as described in 10. b), reference on the amendment description of transfer to "Amdt - transfer to subaccount S-xxx" and transferring from "Amdt - transfer from subaccount S-xxx". On the back of A-19, include specific comment on the reason for the transfer and that the JV has been sent to DAGS for processing.
  - d) Appropriation Accounts for federal awards are designated "non-reversion" therefore:
    - i. Quarterly allotment balances will not automatically revert at the end of each quarter.
    - ii. Allotment balances at the end of each quarter do not need to be reallocated to be expended.
14. B&F will review and approve the A-19 then send to DAGS.
15. DAGS will enter the allotment for the Appropriation Account in FAMIS.
16. If the appropriation ceiling subsequently needs to be increased, the Governor's approval shall be requested by submitting Form E-1 (Request to Increase the Current Appropriated or Non-Appropriated Ceiling for an Appropriation Account) via the SharePoint "Federal Form Awards Workflow." Form E-1 requires the entry of a "FAMS ID" therefore the award must be recorded in DATAMART/FAMS before the Form E-1 is submitted.
  - a) The "Award Amount" entered on Form E-1 should be the total amount of the Award Notice(s) received as recorded on the FAMS record. For awards with multi-year performance periods, the total amount for the full performance period may be entered as the "Award Amount" if the total amount is indicated on the award notice. Thus, the "Award Amount" may be the total amount for the full performance period and may include amounts already awarded as well as amounts allocated but not yet awarded.
  - b) The "Current Approved Appropriation" for the Appropriation Account should be the total appropriation ceiling authorized since the account was established.
  - c) The "Additional Appropriation Ceiling Requested" amount is the difference between the "Award Amount" and the "Current Approved Appropriation".

## APPROPRIATED FEDERAL FUNDS (IN THE BUDGET BILL)

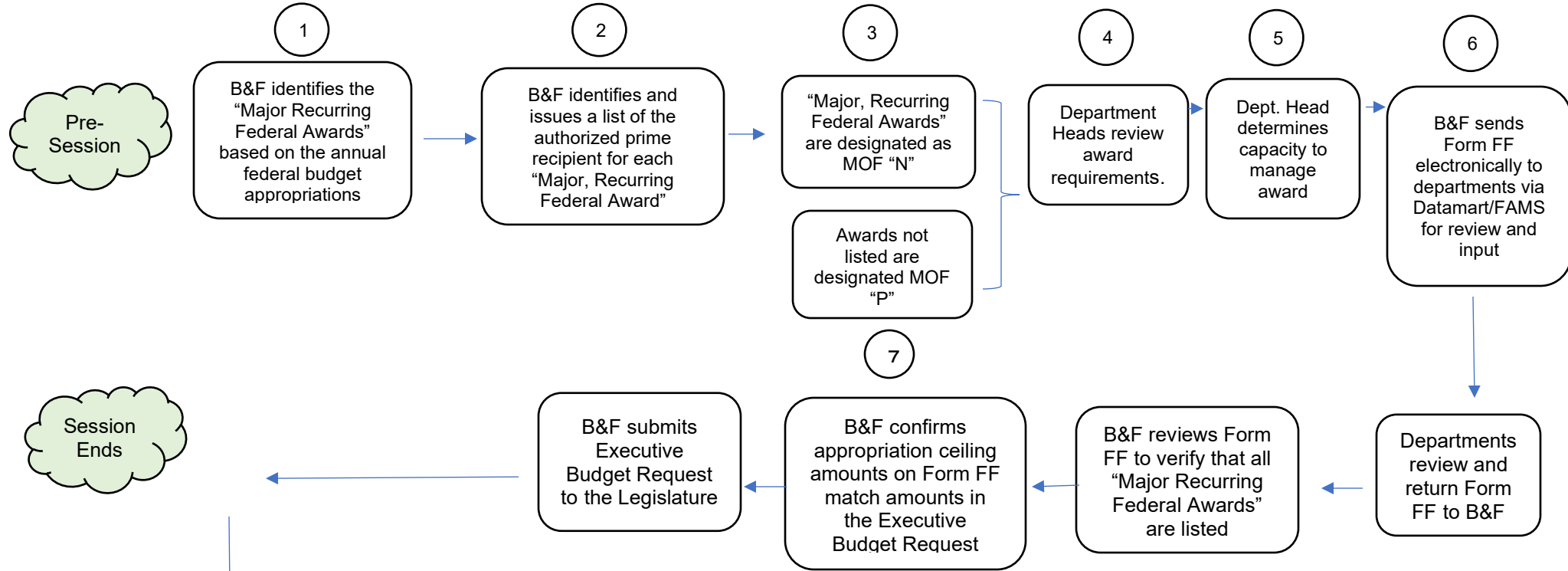
### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Operating Federal Funds

17. If the Appropriation Account lapse date precedes the performance period end date, the Governor's approval to extend the lapse date shall be requested by submitting Form E4 (Request to Extend the Lapse Date of the Appropriation Account to Expend Federal Fund, Other Federal Fund or Non-General Matching Fund for a Federal Award) via the SharePoint "Federal Form Awards Workflow: Provisos in the budget act of each fiscal biennium authorize the lapse dates for federal Appropriation Accounts as follows:
  - a) Operating federal funds are assigned a lapse date of fiscal year plus two (2) years.
  - b) CIP federal funds are assigned a lapse date of the fiscal biennium plus five (5) years.

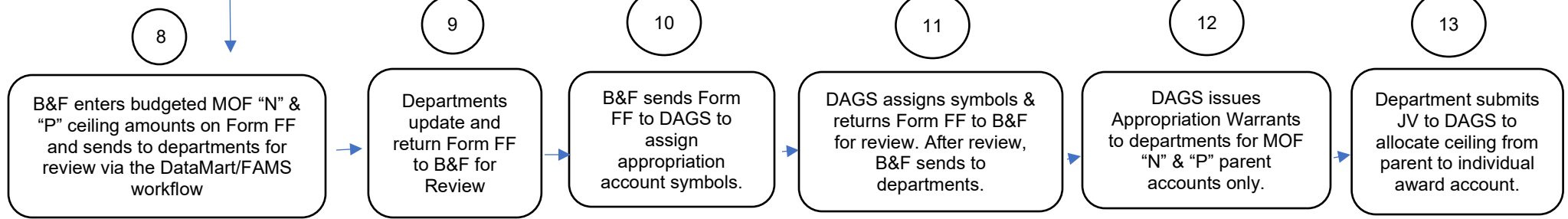
# APPROPRIATED FEDERAL FUNDS

Procedures to Request Appropriation, Establish Appropriation Account and Allot Operating Funds

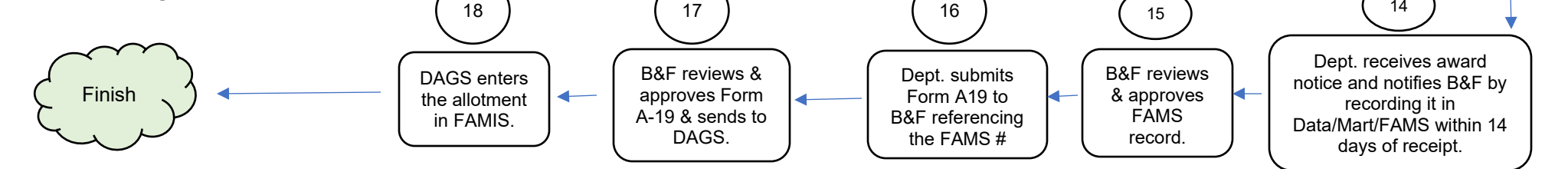
## Request Appropriation During Budget Preparation Period



## Establish Appropriation Account



## Allot Operating Funds



## NON-APPROPRIATED FEDERAL FUNDS (NOT IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Federal Funds

The Non-Appropriated Federal Funds procedure is used to request approval from the Governor to expend federal awards that were not appropriated in the Executive budget. Therefore, if a federal award is not listed on Form FF for the current fiscal year, the non-appropriated process must be used to request approval to expend federal funds and to establish an Appropriation Account.

1. Departments Heads are delegated authority to approve and submit applications for federal awards. They will review and authorize federal awards applications and designate the program(s) (by Program ID) that will expend the federal funds. For each award that is applied for, Department Heads will ensure that a written plan is available that describes how the federal funds will be used.
  - a) Departments Heads must have in place policies, practices, and procedures that will:
    - i. Avoid waste, fraud, and abuse;
    - ii. Ensure that costs charged to federal programs are allowable costs, in accordance with applicable laws, regulations, agreements and contracts;
    - iii. Ensure that funds provided under each federal award are separately accounted for, from receipt to obligation to expenditure;
    - iv. Ensure that effective cash management is employed for federal funds to minimize the time elapsing between (i) the transfer of funds from the federal government, or from a pass-through entity, to (ii) disbursement;
    - v. Ensure the use of federal funds meet all federal requirements as described in individual federal grant awards and OMB circulars;
    - vi. Fulfill federal reporting requirements in a timely manner.
  - b) Department Heads will maintain a separate file for each federal award that contains a copy of the federal award notice and any other major correspondence with the awarding federal agency that may impact the use of federal funds.
2. Within 14 days of receipt of the federal award notice, department will notify the Department of Budget and Finance (B&F), Office of Federal Awards Management (OFAM) electronically by recording the award in the DATAMART/FAMS. B&F/OFAM will review and approve the FAMS award record.
3. Department will request the Governor's approval to expend non-appropriated federal funds by submitting Form E-2 (Request Approval to Expend Non-Appropriated Federal Funds) via the SharePoint "Federal Form Awards Workflow". Form E-2 requires the entry of a "FAMS ID" therefore the award must be recorded in DATAMART/FAMS before the Form E-2 is submitted. The "Award Amount" entered on Form E-2 establishes the appropriation ceiling amount for the account and should be the anticipated award amount for the full performance period of the award as stated on the grant award notice.
4. If the Governor approves the request, the form is forwarded to the Department of Accounting and General Services (DAGS), Uniform Accounting and Reporting Branch (UARB).
5. DAGS/UARB will assign the Appropriation Account Symbol.



## NON-APPROPRIATED FEDERAL FUNDS (NOT IN THE BUDGET BILL)

### Procedures to Request Appropriation for Federal Funds, Establish Appropriation Accounts, and Allot Federal Funds

6. Department will prepare and submit Form A-19 (Request for Allotment) to the Department of Budget and Finance (B&F), Budget, Program Planning and Management Division (BPPM) to request allotment to expend federal funds. The Form A-19 must reference the "FAMS ID."
  - a) The allotment amount requested cannot exceed the total award amount shown on the FAMS record.
  - b) Appropriation Accounts for federal awards may be designated as "non-reversion" thus:
    - i. Quarterly allotment balances will not automatically revert at the end of each quarter.
    - ii. Allotment balances at the end of each quarter do not need to be reallocated to be expended.
7. B&F/BPPM will review Form A-19 and forward to DAGS after approval.
8. DAGS will enter the allotment for the Appropriation Account in FAMIS. This transaction will establish the Appropriation Account in FAMIS/DataMart.
9. If the appropriation ceiling subsequently needs to be increased, the Governor's approval shall be requested by submitting Form E-1 (Request to Increase the Current Appropriated or Non-Appropriated Ceiling for an Appropriation Account) via the SharePoint "Federal Form Awards Workflow". Form E-1 requires the entry of a "FAMS ID," therefore the award must be recorded in DATAMART/FAMS before the Form E-1 is submitted.
  - a) The "Award Amount" entered on Form E-1 should be the total amount of the Award Notice(s) received as recorded on the FAMS record. For awards with multi-year performance periods, the total amount for the full performance period may be entered as the "Award Amount" if the total amount is indicated on the award notice. Thus, the "Award Amount" may be the total amount for the full performance period and may include amounts already awarded as well as amounts allocated but not yet awarded.
  - b) The "Current Approved Appropriation" for the Appropriation Account should be the total appropriation ceiling authorized since the account was established.
  - c) The "Additional Appropriation Ceiling Requested" amount is the difference between the "Award Amount" and the "Current Approved Appropriation."
10. If the Appropriation Account lapse date precedes the performance period end date, the Governor's approval to extend the lapse date shall be requested by submitting Form E-4 (Request to Extend the Lapse Date of the Appropriation Account to Expend Federal Fund, Other Federal Fund or Non-General Matching Fund for a Federal Award) via the SharePoint "Federal Form Awards Workflow." Provisos in the budget act of each fiscal biennium authorize the lapse dates for federal appropriation accounts as follows:
  - a) Operating federal funds are assigned a lapse date of fiscal year plus two (2) years.
  - b) CIP federal funds are assigned a lapse date of the fiscal biennium plus five (5) years.

