

What is it?

Federal budget authorization allows agencies to spend Federal funds that are awarded as grants. Agencies may request an interim increase to their Federal Funds budget authorization during the fiscal year if expenditures will exceed the authorization level included in the Appropriations Act.

Why?

Budget authorization is provided in the Appropriations Act. However, during a fiscal year, an agency may determine they need an increase in Federal Funds authorization that cannot be addressed by transferring existing authority from other programs.

What is the process?

After submitting any required grant forms to the EBO grants coordinator, an agency may submit a supplemental budget request in SCEIS using the following settings: Supplement (Process), BDAJ (Document Type), and BADJ (Budget Type). Attachments should include the Federal grant award and an explanation of why existing authority is insufficient. The Executive Budget Office will review the entry.

Should the budget entry be for the entire grant award amount?

Agencies should only request the amount that is anticipated to be spent in the current fiscal year.

Will the increase to Federal Funds authority be included in the base for the following fiscal year?

No. The agency will need to submit a request through the budget process.

Who do I contact in EBO?

Your assigned budget analyst can assist you with this item.