



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Carlos Castillo, Jr.
Director

MEMORANDUM

DATE: January 20, 2010

TO: State Financial Officers

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Agency Requests for Administrative Increases in Federal Fund Appropriations

The American Recovery and Reinvestment Act of 2009 (ARRA) has increased the number of requests to the State Budget Division for an administrative increase in federal appropriation authority to accommodate federal grant awards. This memorandum is sent to standardize the amount and type of information needed by the State Budget Division from state agencies, boards, and commissions requesting an adjustment to their federal appropriation authority.

Beginning immediately all future requests for administrative increases in federal fund appropriation authority must include certain information that will help to identify and categorize the federal grant funds. The attached Microsoft Excel template spreadsheet, which is also available on the State Budget Division website at http://www.budget.state.ne.us/das_budget/bud/bprocess.htm, will facilitate inclusion of the required information. The Excel template must be used in any request to the State Budget Division for an administrative increase in federal fund appropriation authority. An alternative device may be substituted for the Excel template if it includes the same required information.

The required information includes:

1. Agency#
2. Agency Name
3. Submitter Name
4. Submission Date
5. A list of the federal grant awards that are a source for the requested appropriation increase, each with the following information:
 - a. Brief description of the general purpose/intended use of the appropriation(s).
 - b. ARRA (Yes or No)
 - c. Whether the appropriation is applicable to any earmark in a budget bill, and if so, a reference to that earmark.
 - d. Grant/Award Name or Title
 - e. Federal title or law reference
 - f. CFDA number and description
 - g. Federal Award Number

Budget Division • Gerry A. Oligmueller, Administrator

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- h. NIS Grant#
- i. Budget Program#
- j. Additional Appropriation Amount Requested due to this specific grant/award
- k. Additional PSL Amount Requested due to this specific grant, if any
- l. Additional new FTE due to this specific grant, if any

These requests, along with the required information, should be sent via email to your assigned State Budget Division budget analyst. The email should include a summary sufficient to provide the necessary background regarding the specific requests included in the Excel template spreadsheet.

This information in the specified format will enable State Budget Division staff to act promptly upon your request(s). It will also serve as a uniform record of any adjustments to federal appropriation authority and assist in our reporting of ARRA and other federal grant awards.

Please direct any questions regarding this matter to your assigned State Budget Division budget analyst.

Thank you.