

Office of State Budget

Review of Agency Federal BD100 Requests

Background Information:

Section 2-65-20 (4) of the S.C. Code of Laws states: “The appropriation of federal funds must be decreased to the extent that receipts from these sources do not meet the estimates reflected in each section of the appropriations act.”

For FY 2009-10 OSB approved federal BD100 requests totaling almost \$1 Billion. However, when the books were closed for fiscal year there was over \$1.6 Billion in excess (unused) federal authority statewide.

State Agencies should note the following

For all new grants each agency should fill out and submit a GCR-1/GS7 (Federal/Other Financial Assistance) form, a D38 and provide a copy of the grant award letter to OSB.

Agencies should submit a BD100 for additional authorization ONLY if the agency cannot find enough existing authorization (either in Not Relevant or in another overly authorized grant or program) that can't be used (transferred) to fund this additional grant for the remainder of the current fiscal year only.

OSB Analysts will review agency expenditure and authorization levels to verify if an agency does or may have sufficient existing authorization so as to avoid having to grant additional authorization for the remainder of the year. OSB staff will analyze authorization levels at the program level and in the aggregate for the agency as a whole when reviewing BD100 requests.

Agencies should thoroughly review their recommended year federal funds authorization levels when preparing their detail budget database during the September/October timeframe and make adjustments as necessary. If this time of the year has passed and a new unanticipated grant is awarded (which has not been built into the recommended year budget base), the agency should consider contacting the Ways and Means Committee and/or the Senate Finance Committee to request that this additional Federal (and or Other) funds authorization be built in for the recommended year (thereby avoiding having to submit a BD100 in the recommended year.)

OSB will work with the each agency to ensure that there is sufficient, but not overly excessive, federal authorization exists for the agency as a whole for implementation of grant programs.