Supplemental Reporting

Overview

Each state agency (all branches of government), other than institutions of higher education, exempted by the Appropriations Act, is required to report on the following information annually:

- **Federal grants**. Listing and general description of any federal contract, grant, or money in excess of $1.0 million for which the agency was eligible, whether or not the agency applied for, accepted, and received such contract, grant, or money, and, if not, the reasons for which it did not apply. This should be based according to the state fiscal year. (Formerly Form FF)

- **Organizational Memberships.** In addition, the Appropriation Act requires all agencies to report on organizational memberships with annual dues of $5,000 or more. (Formerly Form OM). (section 4-8.01 exempts institutions of higher education.)

- **Out Year Costs**. Agencies may anticipate out-year spending increases or decreases that may not be submitted as part of a decision package. For example, a new building or facility may be coming on line in September 2014 for which operating costs are anticipated. Since additional funding for this new facility is not required in the current biennium, no decision package would be submitted. To capture any anticipated appropriation needs for the future biennia for which your agency is not submitting a decision package, you must complete an Out-Year Cost Estimates (Formerly Form OYF).

Quick Guide

AGENCY ANALYST

1. Mouse over the **Operating Budget** Functional Area menu item and select **Supplemental Reporting** from the resulting dropdown menu. Once supplemental reporting is selected, the Overview tab will appear.

2. Complete the **Overview** tab as described in the Overview tab instructions.

3. Complete the **Federal Funding** tab as described in the Federal Funding tab instructions (if applicable).

4. Complete the **Organizational Membership** tab as described in the Organizational Membership tab instructions (if applicable).

5. Complete the **Out Year Funding** tab as described in the Out Year Funding tab instructions (if applicable).

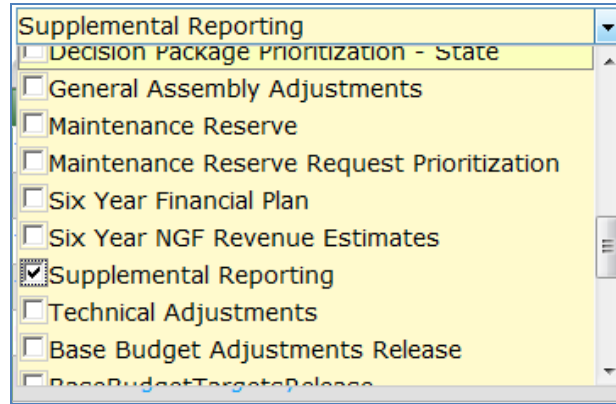6. Click **Submit** and select the appropriate action from the available options.

- **Continue Working** - Saves the supplemental reporting work item and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.

- **Submit for Agency Review** - Submits the supplemental reporting work item to the next step in the workflow.

- **Void Document** - Voids the supplemental reporting work item.
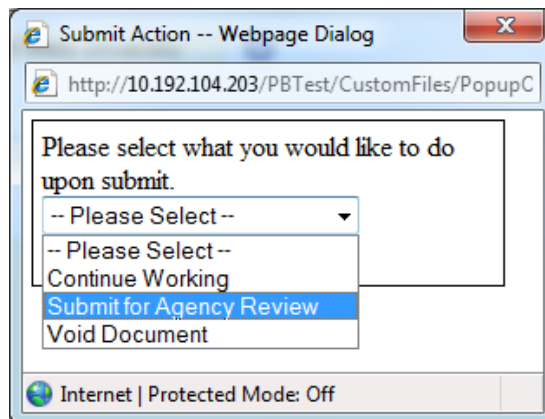
AGENCY REVIEWER

1. Click on **Available Work Items** from the Work Tray.

2. Select the **Document Type** filter and select **Supplemental Reporting** to filter on the supplemental reporting.

3. Click Claim next to a proposed supplemental reporting that is ready for review. Once the supplemental reporting work item is claimed, the Overview tab will appear.


4. Review the **Overview** tab for completeness and accuracy.

5. Click on the **Federal Funding** tab and review for completeness and accuracy.

6. Click on the **Organizational Membership** tab and review for completeness and accuracy.

7. Click on the **Out Year Funding** tab and review for completeness and accuracy.

8. Click **Submit** and select the appropriate action from the available options.

- **Continue Review** - Saves the supplemental reporting work item and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.

- **Submit for DPB Review** - Submits the supplemental reporting work item to DPB.

- **Return for Further Data Entry** - Returns the supplemental reporting work item to the data entry workflow step.

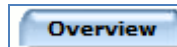- **Void Document** - Voids the supplemental reporting work item.
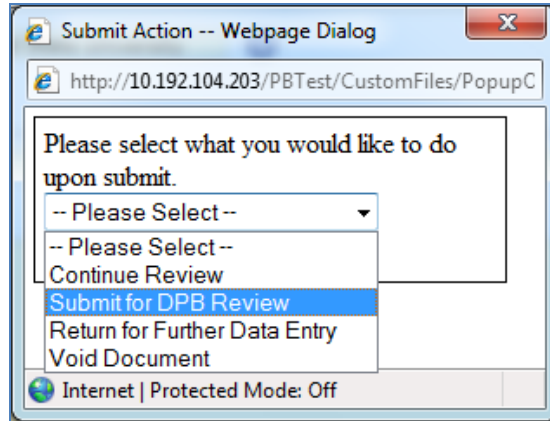
Overview Tab

Overview

The purpose of the Overview tab is specify the agency to which the supplemental reporting information applies and which supplemental reporting forms are valid for that agency.

Instructions

1. Click on the **Overview** tab.

2. Select the **Agency** that the supplemental reporting forms are for.

3. Confirm that it is the correct **Year** for the supplemental reporting forms.

4. Check the Form FF Applicable checkbox if the agency receives federal funding. Once checked, the Federal Funding tab will appear.

5. Check the Form OM Applicable checkbox if the agency has organizations (with memberships costing $5,000 or more) to which it belongs. Once checked, the Organizational Membership tab will appear.

6. Check the Form OYF Applicable checkbox if the agency has out year funding that they will need. Once checked, the Out Year Funding tab will appear.

Form OYF Applicable ☑

Federal Funding Tab

Overview

The purpose of the Federal Funding tab is to capture information pertaining to the federal funding an agency receives. This should include a listing and general description of any federal contract, grant, or money in excess of $1,000,000 for which the agency was eligible, whether or not the agency applied for, accepted, and received such contract, grant, or money, and, if not, the reasons for which it did not apply. This should be based according to the state fiscal year.

Instructions

1. Click on the **Federal Funding** tab.

Federal Funding

2. In the **Federal Funding** grid, select the **Revenue Code** for the Federal Funding.

Insert the appropriate Commonwealth revenue source code.

Revenue Code

3. Enter the **CFDA Code** for the federal funding.

Insert the appropriate Catalog of Federal Domestic Assistance code.

CFDA Code

4. Enter a **Short Title** for the federal funding.

Insert a short title starting with an action verb that describes the federal funding.

Short Title

5. Enter the **Annual $ Amount** of the federal funding.

Annual $ Amount

6. Check the **Applied**, **Accepted**, and/or **Received** checkboxes as applicable for the federal funding.

Applied	Accepted	Received
☐	☐	☐

7. Enter a **Reason for not applying for, accepting, or receiving** the Federal Funding as applicable.

Reason for not applying for, accepting, or receiving

8. Add rows to the Federal Funding grid as needed to specify additional federal funding sources by using the button shown below.
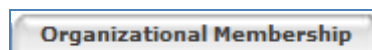
🗗 Add
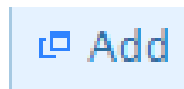
Organizational Membership Tab

Overview

The purpose of the Organizational Membership tab is to capture information pertaining to the organizations to which an agency is a member that is $5,000 or greater.

Instructions

1. Click on the **Organizational Membership** tab.

Organizational Membership

2. In the **Organizational Membership** grid, enter the name of the organization in the **Name of Organization** field.

Name of Organization

3. In the **Organizational Membership** grid, enter the **Purpose of the Agency Membership**.

Purpose of Agency Membership

4. In the **Organizational Membership** grid, enter the **Annual Dues** for the organizational membership.

Annual Dues

5. Add rows to the Organizational Membership grid as needed to specify additional organizational memberships by using the button shown below.
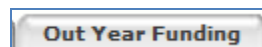
⊡ Add
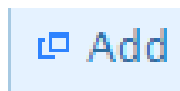
Out Year Funding Tab

Overview

The purpose of the Out Year Funding tab is to capture the information pertaining to the out year funding that an agency anticipates needing.

Instructions

1. Click on the **Out Year Funding** tab.

Out Year Funding

2. In the Out Year Funding grid, enter a **Short Title** for the out year funding.

Insert a short title starting with an action verb that describes the item for which you are reporting anticipated out-year costs, (e.g. a new building or facility may be coming on line in September 2014 for which operating costs are anticipated. Since additional funding for this new facility is not required in the current biennium, no decision package would be submitted.)

```
┌─────────────────────┐
│     Short Title     │
├─────────────────────┤
│                     │  (yellow field)
└─────────────────────┘
```

3. In the Out Year Funding grid, enter a **Description** for the out year funding.

> Provide a short description for the item for which you are reporting anticipated out-year costs.

```
┌─────────────────────┐
│     Description      │
├─────────────────────┤
│                     │  (yellow field)
└─────────────────────┘
```

4. In the Out Year Funding grid, enter the **FY 20XX** GF and NGF Out Year Funding, where 20XX is the **first out year** for the current or next biennium. If the funding is 0, leave cell blank.

FY 2013 GF Dollars	FY 2013 NGF Dollars

5. In the Out Year Funding grid, enter the **FY 20XX** GF and NGF Out Year Funding, where 20XX is the **second out year** for the biennium. If the funding is 0, leave cell blank.

FY 2014 GF Dollars	FY 2014 NGF Dollars

6. In the Out Year Funding grid, enter the **FY 20XX** GF and NGF Out Year Funding, where 20XX is the **third out year** for the biennium. If the funding is 0, leave cell blank.

FY 2015 GF Dollars	FY 2015 NGF Dollars

7. In the Out Year Funding grid, enter the **FY 20XX** GF and NGF Out Year Funding, where 20XX is the **fourth out year** for the biennium. If the

FY 2016 GF Dollars	FY 2016 NGF Dollars

funding is 0, leave cell blank.

8. Add rows to the Out Year Funding grid **as need**ed to specify additional Out Year Funding by usi**ng the button s**hown below.

Add

Field Definitions

Field Name	Description
Accepted	A checkbox to specify that federal funding has been accepted.
Agency	Source agency of the supplemental reporting.
Annual $ Amount	A numeric field that allows for the entry of the annual amount of federal funding.
Annual Dues	A numeric field that allows for the entry of the annual dues of an organizational membership.
Applied	A checkbox to specify that federal funding has been applied for.
CFDA Code	A text field that allows for the entry of a CFDA code for federal funding.
Description	A text field that allows for the entry of a description for out year funding.
Federal Funding	A grid field that allows for the entry of data associated with federal funding.
Form FF Applicable	A checkbox to specify that federal funding is applicable to the agency.
Form OM Applicable	A checkbox to specify that an organizational membership is applicable to the agency.
Form OYF Applicable	A checkbox to specify that out year funding is applicable to the agency.
Name of Organization	A text field that allows for the entry of the name of an organizational membership.
Organizational Membership	A grid field that allows for the entry of data associated with an organizational membership.
Out Year Funding	A grid field that allows for the entry of data associated with out year funding.
Purpose of Agency Membership	A text field that allows for the entry of the purpose of the organizational membership.
Reason for not applying for, accepting, or receiving	A text field that allows for the entry of a reason for not applying for, accepting, or receiving federal funding.
Received	A checkbox to specify that federal funding has been received.
Revenue Source Code	A popup list that allows for the selection of a revenue source code for federal funding.
Short Title (FF)	A text field that allows for the entry of a title for federal funding.
Short Title (OYF)	A text field that allows for the entry of a short title for out year funding.

| Year | A dropdown field that allows the selection of the year for the supplemental reporting form. |