

D.8 ADJUSTMENTS TO CURRENT YEAR APPROPRIATION

Agencies should exclude all budget amendments from the FY 2020 agency working appropriation in the budget submission.

Guidance for Current Year Appropriation Adjustments

Type of Adjustment	Include in FY 2020 Agency Working Appropriation?	Submit DA-28 Detail?	Submit Line-Item Detail to DBM Outside of DA-28 Process?
Reimbursable Fund	NO	NO	YES
Special Fund	NO	YES	NO*
Federal Fund	NO	YES	NO*
Reorganization	NO	NO	YES

*The OBA analyst will follow-up with the agency to acquire line item detail for approved amendments.

All agencies are asked to submit a [DA-28](#) with line-item detail for special fund or federal fund appropriation adjustments that increase total agency FY 2020 budgeted funds.

The DA-28 is due no later than the budget submission deadline or October 15 (whichever occurs first). **Adjustments requested through the DA-28 process should NOT be included in the FY 2020 agency working appropriation in the budget request.**

Agencies are encouraged to consider the following before submitting any DA-28 special or federal funding adjustment requests to DBM:

- 1) Has the agency expended all of its appropriation authority and thus needs additional appropriation authority? Does the agency project it will expend its full appropriation authority before April 2020?
- 2) Does the agency have a history of underutilized special fund and/or federal fund appropriation authority? If so, can appropriation be realigned across programs instead of being increased through the budget amendment process?

DBM will evaluate [DA-28](#) requests on a rolling basis and share decisions with agencies by early November. **Agencies should be aware that only a small number of DA-28 requests will be processed as a budget amendment in the first half of the fiscal year.** After the Governor's budget allowance is introduced, agencies will be asked to continue to use the DA-28 process in an attempt to include adjustments in the supplemental budget when possible.