

D.8 ADJUSTMENTS TO CURRENT YEAR APPROPRIATION

✎ Starting with the FY 2021 working appropriation, DBM is moving the budget amendment process into BARS with the exception of closing amendments. **This means that agencies will not be submitting DA-28 forms during FY 2021.**

The following is the process for submitting current year appropriation adjustments. More specific instruction regarding using the BARS functionality will be provided separately.

1. **Before Adjusting the FY 2021 Working Appropriation.** Agencies are encouraged to consider the following before submitting any budget amendment requests to DBM.
 - a. 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?
 - b. If the full appropriation authority will not be expended before April 2020, could the request be a deficiency instead of a budget amendment? Deficiencies are also submitted through BARS but are wrapped up in the overall budget submission and considered as part of the Governor's budget deliberations in the fall. Separate guidance is available on submitting deficiencies in BARS.
 - c. 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? **As in the past, few amendments increasing the appropriation will be processed in the first half of the fiscal year.**

Note that BARS does have functionality that enables agencies to realign their appropriation within programs by fund type to reflect revised spending plans (the CY Adjustment type).

2. **Submitting a Budget Amendment Request.**
 - a. Agencies go into BARS and create a Budget Amendment type adjustment in the system, necessitating line item level detail as well as the narrative normally required in an amendment form. Again, separate specific instructions will be provided regarding this BARS functionality.
 - b. Once the adjustment has been reviewed and processed internally, agencies submit their amendments to OBA within the system. Email the Budget Processing Team (DLBudgetHelp_DBM@maryland.gov) and your OBA analyst notifying them that an amendment has been submitted. **In that email, explain why the amendment is urgent.**
 - c. OBA will decide whether the amendment is approved for processing. Similar to DA-28s of the past, some agencies will be asked to combine the amendment with amendments in the second half of the year. Some amendments will be processed instead as deficiencies.
 - d. If the amendment is approved for processing, OBA will generate the pdf amendment form from BARS and email it to the agency for signing. Once signed, the agency mails the hard copy of the signed form back to OBA for final processing. As an alternative to mailing, agencies can scan in the signed copy and email it to DLBudgetHelp_DBM@maryland.gov.

In the fall, budget amendments are due to OBA no later than **October 15** if they are to be included in the FY 2022 budget volumes. **Agencies should exclude agency generated budget amendments from the FY 2021 agency working appropriation in the budget submission.**