

Creating a Budget Amendment

Please note that some changes have been made to Budget Amendments. Changes will be noted in the below documentation. However, some major changes of note include:

1. If the amendment includes SF, users will now need to provide additional balance information in the Special Fund Balance Grid on the Revenue tab.
2. The Amendment tab now only includes two fields to fill out: 1. Purpose And Urgency of Funds 2. Availability (Funds are available for this amendment because_____).
3. The Expenditure Grid no longer contains Amendment Notes. These will also be removed from reports.

Starting with the FY 2021 Working Appropriation, DBM has moved the budget amendment process into BARS with the exception of closing amendments (i.e., those processed starting June 1 of each fiscal year). The following is the process for submitting non-closing amendment current year appropriation adjustments in BARS. If agencies submit a non-closing amendment first outside of BARS, that agency will be asked to submit through BARS. DBM will provide separate guidance regarding the closing amendment process outside of BARS.

Before adjusting the Working Appropriation by submitting an amendment, agencies must reach out to their OBA analyst first to discuss the item and receive guidance. Clarifying issues before submitting via BARS saves agencies from pushing amendments that will not happen or will be combined later. Agencies are strongly encouraged to avoid processing amendments in the fall, as both the Administration and Department of Legislative Services prefer that adjustments be made to the appropriation through the deficiency/budget bill process.

Before submitting an amendment in the fall through February, agencies should consider the following:

- 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?
- b. If the full appropriation authority will not be expended before April, 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? 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).

Few amendments increasing the appropriation will be processed in the first half of the fiscal year. Note that deficiencies can be added to the budget bill during session via supplemental, so talk to your OBA analysts about that option before processing an amendment during the first half of Legislative Session.

Before submitting an amendment after February but prior to June 1, agencies should consider the following:

- 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 June when a closing amendment is processed? If not, please combine it into the closing amendment.

- b. 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?
- c. Does the agency require an increase in appropriation by fund type ? If so, the agency should submit these amendments as soon as possible and not wait until closing to process if the amendment requires Board of Public Works and/or DLS Review.

If an agency does need to submit an amendment, they must email their OBA analyst with the following information:

1. Program(s), amounts(s), fund type(s) for the appropriation changes being requested.
2. Purpose of the funding/reason the change in appropriation is necessary.
3. Why the request cannot wait for a deficiency or closing amendment.
4. The federal fund award letter in the case of federal funds, and agency MOU in the case of reimbursable funds.

OBA analysts will notify the agency about whether they are approved to process an amendment in BARS. Note that if the agency does not use BARS, the OBA analyst will submit the amendment in BARS on their behalf.

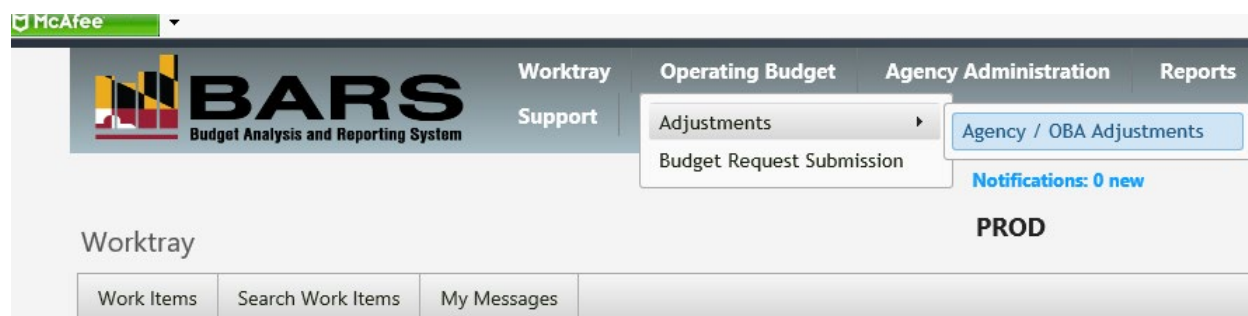
the following steps are a guide to the process in BARS.

Step 1:

Log into BARS Production

Step 2:

From the **BARS** Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments > Agency / OBA Adjustments**.



Step 3:

On the Overview Tab -

select your (1) **Agency**, (2) **Adjustment Type**, and (3) desired **Name** for the adjustment.

There are three types of Budget Amendments in BARS. Users must be careful when selecting a type as it drives what data can be edited and which validations will be checked upon submission.

Note: The Budget Year selected must be the Current Year for the Budget Amendment Adjustment Types to display

(SD) based on the contents of the adjustment by checking and unchecking the associated box on the **Overview** tab.

SD Tab detail is required for the following adjustments:

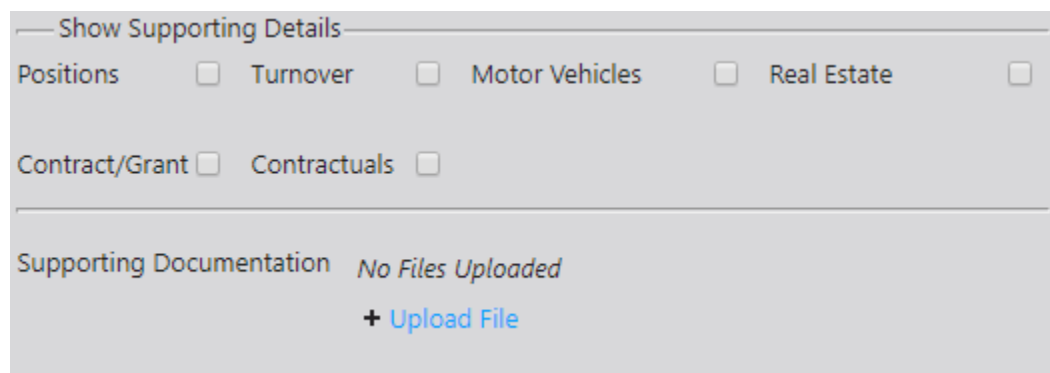
Positions: Adding, Changing, or Moving PINs within an adjustment.

Real Estate: Any Adjustments with funds that include Comptroller Subobject 1303 for Non-DGS Leases

Contract/Grant: Any Adjustments with funds that include Object 08 or Object 12.

Contractuals: Any Adjustments with funds that include Comptroller Subobject 0220 for Contractual Positions under “Special Payments Payroll.”

Select “Upload File” under **Supporting Documentation** to attach documents that support the specific amendment. For example, if the amendment is to increase the agency’s appropriation to spend against a new federal grant, attach the Grant Award Letter.



— Show Supporting Details —

Positions Turnover Motor Vehicles Real Estate

Contract/Grant Contractuals

Supporting Documentation *No Files Uploaded*

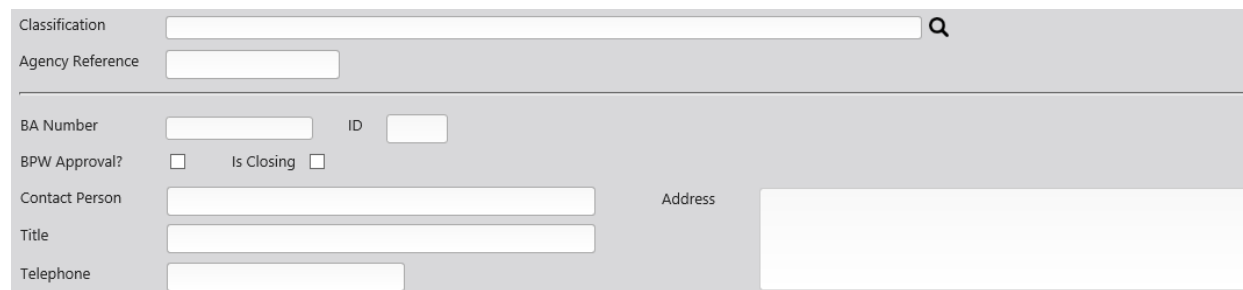
[+ Upload File](#)

Step 4:

In the Narrative Tab, agencies may include detail on **Impact** and **Justification** for the given Adjustment. However, this is not required for budget amendments.

Step 5:

In the Amendment Tab— This tab has most of the functionality in an amendment that is different than other adjustment types in BARS.



Classification

Agency Reference

BA Number ID

BPW Approval? Is Closing

Contact Person Address

Title

Telephone

First, users must select a **Classification** for the amendment to further specify to the Administration the purposes of the amendment. While BARS requires users to select a classification, this selection has no impact on other functionalities/validations in the adjustment. Options are as follows:

- DBM Statewide (OBA use only). DBM uses this type for statewide COLA amendments, etc. Agency users should not select.
- Realignment. If agencies are processing a Realignment Amendment type, select this classification.
- New Grant/Revenue (including carryover grant funding from prior year). This type is used by agencies to increase their appropriation to recognize a new Special or Federal fund grant, or to increase their appropriation so that prior year grant funding can be carried forward into the current year.
- Reorganization. Used by agencies to reorganize their units and programs. Please talk to your OBA analyst before working on a reorganization, as they must be approved first by DBM.
- Governor's Initiative. This classification is used to implement Governor's Initiatives.
- Budget Bill (budget bill directives, etc.). Used to realign funding fenced by the General Assembly or to carry out another appropriation change stipulated by the budget bill. This classification should be used only after discussion with OBA.
- Other. All other amendment purposes.

Next, type in your **Agency Reference** (i.e. agency amendment number). This should be in the standard format XXX YY-ZZZ where XXX is your agency acronym, YY is the two-digit year, and ZZZ is the amendment's order within the amendments your agency has processed to date in the fiscal year. Example: DBM 22-003.

Skip **BA Number** and **ID** as those are set centrally by DBM.

If the amendment will require BPW approval, check the related box. If the amendment is your agency's closing amendment for the fiscal year, check the related box.

Enter in the **Contact Person**, **Title**, **Telephone**, and **Address** for the amendment. This data will pull directly into the printed amendment form from BARS (Exhibit B).

The remainder of this tab must have text in each field and is used to populate the text in the printed amendment form's Exhibit B. Please use correct grammar and make the text a continuation of the provided sentence:

Note: These fields have now changed

- Purpose And Urgency of Funds: This amendment is required and will: _____.
The purpose of this amendment cannot or should not be deferred to a future fiscal year because: _____.
- Availability: Funds are available for this amendment because: Funds are available for this amendment because: _____.

Finally, most of the upload links at the bottom of the tab are for DBM's use, but if it is a Reimbursable Amendment users should upload their **Memorandum of Understanding** into the related link field.

Step 6:

Fill out any related Supporting Details Tabs. See separate user guides for each of those tabs for instructions as needed.


Step 7:

In the Expenditures Tab—

Note: The Amendment Note # is no longer required. This tab has changed.

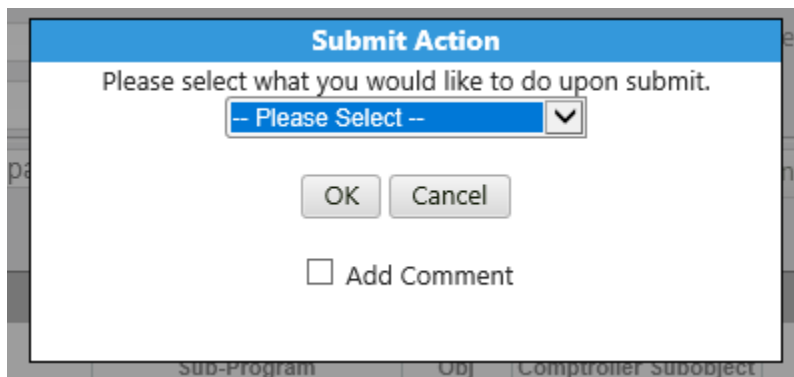
Once work is completed on the **Expenditure** tab, select **Populate Revenue** to bring the expenditure dollars over to the funding side of the adjustment.

Step 8:

In the Revenue Tab—see separate guidance regarding use of this .

Step 9:

Once you have determined that the desired changes have been made and the Expenditures and Revenue dollars match by program and by fund type, click on the **Submit** button in blue at the top right of the screen. **Submit** will bring up an independent submission window that will require the agency to include a Workflow Comment before clicking **Submit**.



Agency user submit options vary depending on their security level - see separate guidance regarding **Statuses** and **Validations**. Once an amendment has been **Submitted for Agency Approval** and therefore sits at **Unit Approved** in BARS, then the agency can access the adjustment and **Submit for OBA Review**.

Step 10:

Once the adjustment is submitted to OBA, agencies email the Budget Processing Team (TDS) (DLBudgetHelp_DBM@maryland.gov) and their OBA analyst notifying them that an amendment has been submitted. In that email, explain why the amendment is needed now and attach any important documentation such as MOUs for reimbursable amendments and grant awards for

federal fund amendments. Even if an OBA analyst has submitted the amendment in BARS on behalf of the agency, the agency must send the email.

Next steps:

1. TDS will download the BA report and format the budget amendment and assign a DBM BA number.
2. TDS and the OBA analyst will work together—with input from the agency as needed—to finalize the draft form for signature.
3. Once the BA is ready for processing, TDS will follow up with the agency to obtain signatures for the amendment.
4. DBM will push the amendment through the remainder of the approval process (BPW, DLS, Governor, etc.). If BPW or DLS review is required, this can take up to two months.
5. The agency will be copied on the email to GAD when the amendment has been fully processed.

In the fall, budget amendments are due to OBA no later than **November 1st** if they are to be included in the budget volumes.