

## SECTION 110 -- SUPPLEMENTALS AND AMENDMENTS

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**110.1 General policies.**

After the President's budget has been transmitted to Congress, appropriations requests may be transmitted to revise the original budget request for the current year (supplemental) or budget year (amendment), including proposed appropriations language for legislative initiatives (e.g., items included in the budget as proposed for later transmittal).

All proposed revisions must conform to the policies of the President. The requests may be for additional amounts or proposed changes in appropriations language that do not affect amounts previously requested, such as technical corrections or a change in a limitation on the use of trust funds. These requests may be either supplementals or amendments, depending upon when they are transmitted (see section 110.2).

You should make every effort to postpone actions that require supplemental appropriations until the following fiscal year. However, submit proposals that decrease or eliminate amounts whenever such changes are warranted. When requesting supplementals and amendments that increase the amounts contained in the budget, provide proposals for reductions elsewhere in the agency (e.g., rescission proposals).

OMB will only consider requests for supplementals and amendments, including proposed changes in administrative expense limitations or authorizations of government corporations and trust funds, when:

- C Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- C An unforeseen emergency situation occurs (e.g., natural disaster requiring expenditures for the preservation of life or property);
- New legislation enacted after the submission of the annual budget requires additional funds within the fiscal year;
- C Increased workload is uncontrollable except by statutory change; or
- C Liability accrues under the law and it is in the Government's interest to liquidate the liability as soon as possible (e.g., claims on which interest is payable).

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It generally takes a minimum of three weeks in OMB and the White House to consider agency proposals for supplementals or amendments that are not transmitted in the annual budget. Allow for this timing when making requests.

### 110.2 Definitions.

*Supplementals* are appropriations requests that are transmitted after completion of action on an annual appropriations bill by the Appropriations Committees of both Houses. They may be transmitted prior to or subsequent to transmittal of the succeeding annual budget document. These supplementals may be:

- C *New supplementals*, requesting additional amounts not previously anticipated.
- C *Language only supplementals*, requesting changes in appropriations language that do not affect amounts previously appropriated.

*Amendments* are proposed actions that revise the President's budget request and are transmitted prior to completion of action on the budget request by the Appropriations Committees of both Houses of Congress. This includes appropriations language for activities authorized since transmittal of the President's budget that were included in the budget as a legislative proposal.

### 110.3 Materials required.

Submit the following materials in both hard copy and electronic versions. Revise the data, as appropriate, to reflect Presidential decisions.

(a) *Appropriations language.*

(1) *Supplementals.* Prepare language for supplemental requests, including emergency requests as defined in the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, in the format of exhibit 110A.

(2) *Amendments.* Prepare language for budget amendments in the format of exhibit 110B. Use the language proposed for the budget year in the President's budget, not the current year appropriation as the base ( i.e., make changes to the budget year proposed language).

(b) *Justification.*

Prepare a justification in accordance with applicable requirements of section 51. It should also include:

- The reason why additional funds are required in the fiscal year requested, identifying specifically which of the circumstances described in section 110.1 applies;
- An explanation of proposed language provisions, if necessary; and
- Pertinent data concerning the effect on Federal civilian employment;

For *supplemental requests* only, include the following:

- The date when requested funds are needed for obligation.
- A statement of actual and estimated obligations for the year, prepared on a quarterly basis.
- A statement of actual obligations by month, for the previous three months.

(c) *Explanation of request.*

Provide a short explanation including the effect of the request on outlays. This explanation should be suitable for transmittal to Congress as part of the President's proposal. If appropriate, the explanation may be a synopsis of the major points that appear in the justification.

(d) *Budget schedules and receipts data.*

Prepare and submit the following information, where the proposal affects the distribution of budget authority, obligations, or outlays. This information will not be entered into MAX, but should be prepared consistent with the instructions for the corresponding MAX schedules.

- Program and financing schedule (see section 82). If only a few items in a lengthy obligations by program activity section are affected, the activity items not changed may be grouped in a single line. However, show the rest of the program and financing schedule in full;
- Object classification schedule (see section 83);
- Personnel summary (see section 86);
- Receipts estimates (see section 81), when a supplemental or amendment will affect payments to a receipt account.
- Schedules on status of direct loans or status of guaranteed loans (see section 85), when a supplemental or amendment affects the level of direct loan obligations or loan guarantee commitments.

Column headings on the schedules will be modified as follows:

For *supplementals*, use transmittal code "1" in the account identification code. Retitle amount columns as illustrated in exhibit 110C and indicated below:

- *Presently available* (column 1). Enter the amount available under previous appropriations enacted for the current fiscal year.
- *Proposed supplemental* (column 2). Enter the additional amount requested.
- *Revised estimate* (column 3). Enter the revised estimate of the total amount requested for the year (column 1 plus column 2).

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*For amendments*, use transmittal code "0" in the account identification code. Retitle amount columns as illustrated in exhibit 110C and indicated below:

- *Pending request* (column 1). Enter the amount of the estimate currently pending before Congress. Amounts included in the budget as items proposed for later transmittal should not be included.
- *Proposed amendment* (column 2). Enter the proposed change to the amount of the request currently pending before Congress.
- *Revised request* (column 3). Enter the total amount to be considered by Congress (column 1 plus column 2).

(e) *Letter from agency head.*

Provide a letter from the head of the agency that includes a statement concerning the validity of obligations, as required by 31 U.S.C. 1108 (see section 51.1 (b)).

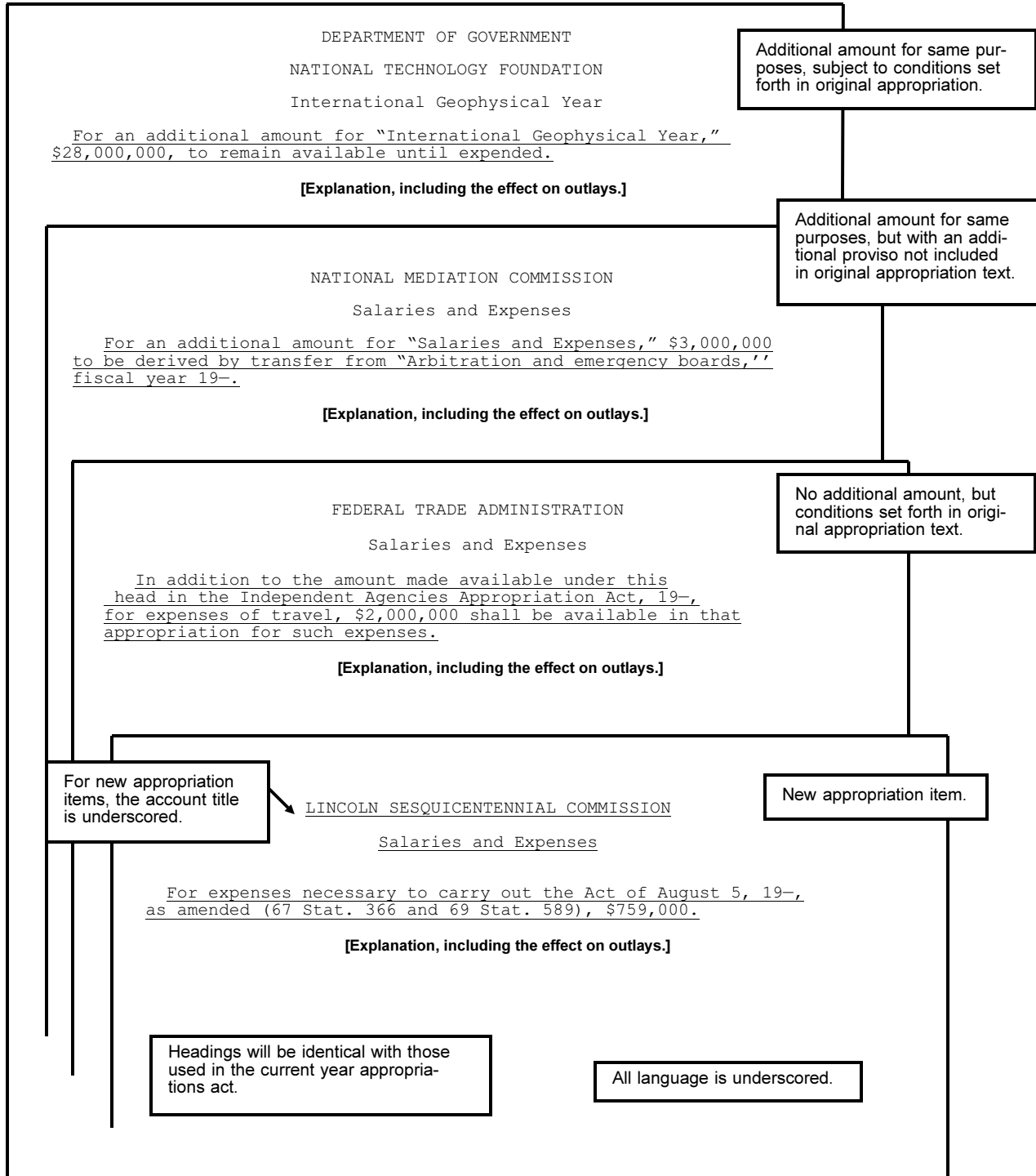
### **110.4 Data to be furnished to Congress.**

Unless otherwise directed by the respective Committees, furnish 15 copies of the following information to each Appropriations Committee and five copies to the Congressional Budget Office as part of the agency's justification to Congress of budget amendments and supplemental requests transmitted to Congress by the President:

- C Program and financing schedule.
- C Object classification schedule.
- C Personnel summary.

Column headings will be modified as described in section 110.3.

### Supplemental Requests Appropriations Language



### Supplemental Requests Appropriations Language—Continued

DEPARTMENT OF GOVERNMENT  
OCEANIC AND ATMOSPHERIC BUREAU  
Construction

Emergency request.

For an additional amount for "Construction" for emergency expenses resulting from flooding in the Pacific Northwest and other natural disasters, \$10,000,000, to remain available until expended: Provided, That the entire amount is designated by the Congress as an emergency requirement pursuant to section 251(b) (2) (A) of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.

[Explanation. The last paragraph of the explanation should read as follows:

The entire amount requested has been designated by the President as an emergency requirement pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.]

DEPARTMENT OF GOVERNMENT  
FEDERAL FOREST ADMINISTRATION  
Construction

Emergency request, including contingency.

For an additional amount for "Construction" for emergency expenses resulting from flooding in the Pacific Northwest and other natural disasters, \$60,000,000, to remain available until expended: Provided, That the entire amount is designated by the Congress as an emergency requirement pursuant to section 251(b) (2) (A) of the Balanced Budget and Emergency Deficit Control Act of 1985, as amended: Provided further, That of such amount, \$20,000,000 shall be available only to the extent an official budget request for a specific dollar amount that includes designation of the entire amount of the request as an emergency requirement as defined in such Act is transmitted by the President to Congress.

[Explanation. The last paragraph of the explanation should read as follows:

Of the request, \$40,000,000 has been designated by the President as an emergency requirement pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.]

Headings will be identical with those used in the current year appropriations act.

All language is underscored.

## Budget Amendments Appropriations Language

Agency: Bureau: Heading: FY BY Budget Appendix Page: FY BY Pending Request: Proposed Amendment: Revised Request:	DEPARTMENT OF GOVERNMENT AGRICULTURAL UTILIZATION SERVICE Salaries and Expenses  23 <b>[See Note 1]</b>  \$42,915,000 <b>[See Note 2]</b> \$7,057,000 <b>[See Note 3]</b> \$49,972,000 <b>[See Note 4]</b>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Only total request amended.</div>
<b>[Explanation, including the effect on outlays]</b>		
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Agency: Bureau: Heading: FY BY Budget Appendix Page: FY BY Pending Request: Proposed Amendment: Revised Request:	DEPARTMENT OF GOVERNMENT FARM SERVICE Salaries and Expenses  142 <b>[See Note 1]</b>  \$795,098,000 <b>[See Note 2]</b> \$91,292,000 <b>[See Note 3]</b> \$886,390,000 <b>[See Note 4]</b>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Change to total amount requested and other conditions.</div>
(In the appropriations language under the above heading, delete "\$796,752,000" and substitute <u>\$888,044,000</u> ; delete "\$795,098,000" and substitute <u>\$886,390,000</u> ; and delete the entire second proviso beginning with ": Provided further, That beginning in fiscal year 20xx".) <b>[See Note 5]</b>		
<b>[Explanation, including the effect on outlays]</b>		
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Agency: Bureau: Heading: FY BY Budget Appendix Page: FY BY Pending Request: Proposed Amendment: Revised Request:	DEPARTMENT OF GOVERNMENT OFFICE OF THE SECRETARY Salaries and Expenses  708 <b>[See Note 1]</b>  \$25,600,000 <b>[See Note 2]</b> Language \$25,600,000 <b>[See Note 4]</b>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Appropriations language change only, no change to amount requested.</div>
(In the appropriations language under the above heading, insert <u>and Hawaii</u> immediately following "forty-eight contiguous States".) <b>[See Note 5]</b>		
<b>[Explanation, including the effect on outlays]</b>		
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## Budget Amendments Appropriations Language—Continued

Agency: DEPARTMENT OF GOVERNMENT Bureau: RURAL HOUSING ADMINISTRATION Heading: <u>Community Grants</u> FY BY Budget Appendix Page: 211 [See Note 1] FY BY Pending Request: _____ Proposed Amendment: \$10,000,000 Revised Request: \$10,000,000 [See Note 4]	New appropriation item. (If the account appears in the BY Budget Appendix but included no language request, the heading will not be underscored.)
(Insert the above heading and the appropriations language that follows immediately after the material under the heading "Rural Housing Grants":)	
<p style="text-align: center;"><u>For grants for essential community facilities in rural areas pursuant to section 763 of the Federal Agriculture Improvement and Reform Act of 1996 (P.L. 104-127), \$10,000,000.</u></p>	
[Explanation, including the effect on outlays]	
Agency: DEPARTMENT OF GOVERNMENT Bureau: NATURAL RESOURCES CONSERVATION AGENCY Heading: River Basin Salinity Control Program FY BY Budget Appendix Page: 187 [See Note 1] FY BY Pending Request: \$2,681,000 [See Note 2] Proposed Amendment: -\$2,681,000 Revised Request: _____	Deletion of entire appropriations request.
(Delete the appropriations language under the above heading.)	
[Explanation, including the effect on outlays]	
<p><b>Note 1:</b> For revisions to pending supplemental estimates or transmitted amendments, this line will be entitled "House Doc. 10x-xx Page" or "Senate Doc. 10x-xx Page" as applicable.</p> <p><b>Note 2:</b> Amounts in this line should represent the estimates now pending congressional action. Do not include amounts that were included in the President's budget as legislative proposals.</p> <p><b>Note 3:</b> Reductions in the estimates should be identified by a minus sign.</p> <p><b>Note 4:</b> Amounts in all lines will be shown in exact dollars.</p> <p><b>Note 5:</b> Language in the President's budget proposed for the budget year will be the basis for the appropriations language, not the current year appropriation.</p>	



## Supplemental Requests and Budget Amendments Program and Financing Schedule

### DEPARTMENT OF GOVERNMENT OFFICE OF THE SECRETARY Salaries and Expenses

Use transmittal code "0" for budget amendments and transmittal code "1" for supplementals (see section 100.3).

Column headings shown are used for supplemental estimates. For amendments, column headings will be the same as those shown in Exhibit 110B.

Program and Financing (in millions of dollars)

Identification code 16-1186-1-1-755	Presently Available	Proposed Supplemental	Revised Estimate
<b>Obligations by program activity:</b>			
Direct program:			
00.01 Policy and program development .....	39		39
00.02 Departmental management and administration .....	38		38
00.03 Facilities operations, maintenance, and repair .....	12	3	15
Total direct program .....	89	3	92
09.09 Reimbursable program .....	44		44
10.00 Total new obligations .....	133	3	136
<b>Budgetary resources available for obligation:</b>			
22.00 New budget authority (gross) .....	133	3	136
23.95 Total new obligations .....	-133	-3	-136
<b>New budget authority (gross), detail:</b>			
Discretionary:			
40.00 Appropriation (definite) .....	89	3	92
Mandatory spending authority from offsetting collections:			
69.00 Offsetting collections (cash) .....	43		43
69.10 From Federal sources: Change in receivables and unpaid, unfilled orders .....	1		1
69.90 Total spending authority from offsetting collections .....	44		44
70.00 Total new budget authority (gross) .....	133	3	136
<b>Change in unpaid obligations:</b>			
Unpaid obligations, start of year:			
72.90 Obligated balance .....	5		5
72.95 From Federal sources: Receivables and unpaid, unfilled orders .....			
72.99 Total unpaid obligations, start of year .....	5		5
73.10 Total new obligations .....	133	3	136
73.20 Total outlays (gross) .....	-135	-3	-138
Unpaid obligations, end of year:			
74.90 Obligated balance .....	2		2
74.95 From Federal sources: Receivables and unpaid, unfilled orders .....	1		1
74.99 Total unpaid obligations, end of year .....	3		3
<b>Outlay (gross), detail:</b>			
86.90 Outlays from new discretionary authority .....	87	3	90
86.93 Outlays from discretionary balances .....	4		4
86.97 Outlays from new mandatory authority .....	44		44
87.00 Total outlays (gross) .....	135	3	138
<b>Offsets:</b>			
Against gross budget authority and outlays:			
88.00 Offsetting collections (cash) from: Federal sources .....	43		43
Against gross budget authority only:			
88.95 From Federal sources: Change in receivables and unpaid, unfilled orders .....	1		1
<b>Net budget authority and outlays:</b>			
89.00 Budget authority .....	89	3	92
90.00 Outlays .....	92	3	95