

## Amending Requests After Transmittal of the Budget (Supplementals and Amendments) and Releasing Contingent Emergency Funding

### Summary of Changes

—Appropriations language for emergency requests, including those with a contingency, have been revised (exhibit 61A).

#### 61.1. General policies.

After the President's budget has been transmitted to Congress, appropriations requests may be transmitted separately to revise the original budget request for the current or budget year or to provide proposed appropriations language for legislative initiatives (e.g., items included in the budget as proposed for later transmittal). Presidential releases of previously appropriated contingent emergency funds may also be submitted to Congress after the President's budget has been transmitted.

All proposed revisions must conform to the policies of the President. The requests may be for additional amounts or in the form of proposed changes in appropriations language that do not affect amounts previously requested, such as corrections of a technical nature or a change in a limitation on the use of revolving or trust funds. These requests may be either supplementals or amendments depending upon when they are transmitted (see section 61.2).

Agencies should make every effort to postpone, until the following fiscal year, actions that would require supplemental appropriations. However, proposals that decrease or eliminate amounts will be submitted whenever such changes are warranted. Requests for supplementals and amendments that increase the amounts contained in the budget will be accompanied by proposals for reductions elsewhere in the agency (e.g., rescission proposals).

Requested supplementals and amendments, including proposed changes in administrative expense limitations or authorizations of government corporations and trust funds, will be considered only when:

- existing law requires payments within the fiscal year (e.g., pensions, entitlements);
- 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);
- an emergency situation arises that requires unforeseen outlays for the preservation of life or property;

—increased workload is uncontrollable except by statutory change; or

—new legislation enacted after the submission of the annual budget will require additional funds within the fiscal year.

Consideration of agency proposals for supplementals or amendments that are not transmitted in the annual budget normally takes a minimum of three weeks in OMB and the White House; agencies should allow for this timing when making requests.

#### 61.2. Definitions.

**Supplementals** are new appropriations requests that are transmitted after completion of action on an appropriations bill by the Appropriations Committees of both Houses, whether or not the appropriations have been enacted. They may be transmitted prior to or subsequent to transmittal of the succeeding annual budget document. These supplementals may be:

- New supplementals*, requesting additional amounts not previously anticipated;
- Supplementals covering deficiencies*, requesting additional amounts necessary to cover an overobligation of funds; or
- Language only supplementals*, requesting changes in appropriations language that do not affect amounts previously appropriated.

**Amendments** are proposed actions, including revisions to pending supplementals, 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 would include appropriations language for activities authorized since transmittal of the President's budget that were included as a legislative proposal.

**Releases of contingent emergency funding** are actions by the President that make available for obligation previously appropriated emergency funds. These releases are made pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as

amended, and may occur when an appropriations act provides funds that are contingent on the President submitting a budget request to Congress that designates the amount requested as an emergency requirement.

### 61.3. Materials required.

Unless otherwise directed by OMB, the materials listed below should be provided in both hardcopy and electronic versions. Data will be revised, as appropriate, to reflect Presidential decisions.

**(a) Appropriations language.**—*Supplemental requests*, including emergency requests as defined in the Balanced Budget and Emergency Deficit Control Act of 1985, as amended, will be submitted in the format of exhibit 61A.

*Budget amendments* will be submitted in the format of exhibit 61B. For amendments, the language proposed for the budget year in the President's budget, not the current year appropriation, is to be used as the base, i.e., changes are to be made to the budget year proposed language.

*Releases of contingent emergency appropriations* will be submitted in the format of exhibit 61C.

**(b) Justification.**—A justification should be prepared in accordance with applicable requirements of section 15.2. 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 61.1 applies;
- an explanation of proposed language provisions, if necessary;
- pertinent data concerning the effect on Federal civilian employment; and
- for *supplemental requests* only:
  - the date when requested funds are needed for obligation, and
  - a statement of actual and estimated obligations for the year, prepared on a quarterly basis, and actual obligations by month, for the previous three months.

**(c) Explanation of request.**—A short explanation including, for non-emergency supplemental requests and budget amendments, the effect of the request on outlays, suitable for transmittal to Congress as part of the President's proposal, is required. If appropriate, the explanation may be a synopsis of the major points that appear in the justification.

For *releases of contingent emergency appropriations*, the explanation will provide the following:

- a statutory reference to the source of the emergency funding;
- information on the total amount of emergency funding provided by Congress for the account, the amounts that have already been released, and the remaining amount that has not been released; and
- a description of how the funds will be used.

**(d) Budget schedules and receipts data.**—The following materials will be prepared and submitted where the proposal affects the distribution of budget authority, obligations, or outlays, if requested by OMB:

- program and financing schedule*, see section 32. 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, the rest of the program and financing schedule should be shown in full;
- object classification schedule*, see section 35;
- personnel summary*, see section 36.1, where appropriate;
- receipts estimates*, see section 21, when a supplemental or amendment will affect payments to a receipt account; and
- schedules on status of direct loans or status of guaranteed loans*, see section 33, when a supplemental or amendment affects the level of direct loan obligations or loan guarantee commitments.

**Column headings** for these materials will be modified as follows:

- For supplementals.* The transmittal code will be entered as “1”. Amount columns will be retitled as illustrated in exhibit 61D and used as indicated below:
  - (1) *Presently available* (column 1).—Enter the amount available under previous appropriations enacted for the current fiscal year.
  - (2) *Proposed supplemental* (column 2).—Enter the additional amount requested.
  - (3) *Revised estimate* (column 3).—Enter the revised estimate of the total amounts needed for the year (column 1 plus column 2).
- For amendments.* The transmittal code will be entered as “0”. Amount columns will be retitled as illustrated in exhibit 61D and used as indicated below:
  - (1) *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.

- (2) *Proposed amendment* (column 2).—Enter the proposed change to the amount of the request currently pending before Congress, including amounts in the budget for items proposed for later transmittal.
- (3) *Revised request* (column 3).—Enter the total amount to be considered by Congress (column 1 plus column 2).

(e) **Letter from agency head.**—The submission to OMB will be accompanied by a letter from the head of the agency that will include a statement concerning the validity of obligations, as required by 31 U.S.C. 1108 (see section 11.7).

#### 61.4. Data to be furnished to Congress.

Unless otherwise directed by the respective Committees, 15 copies of the following information will

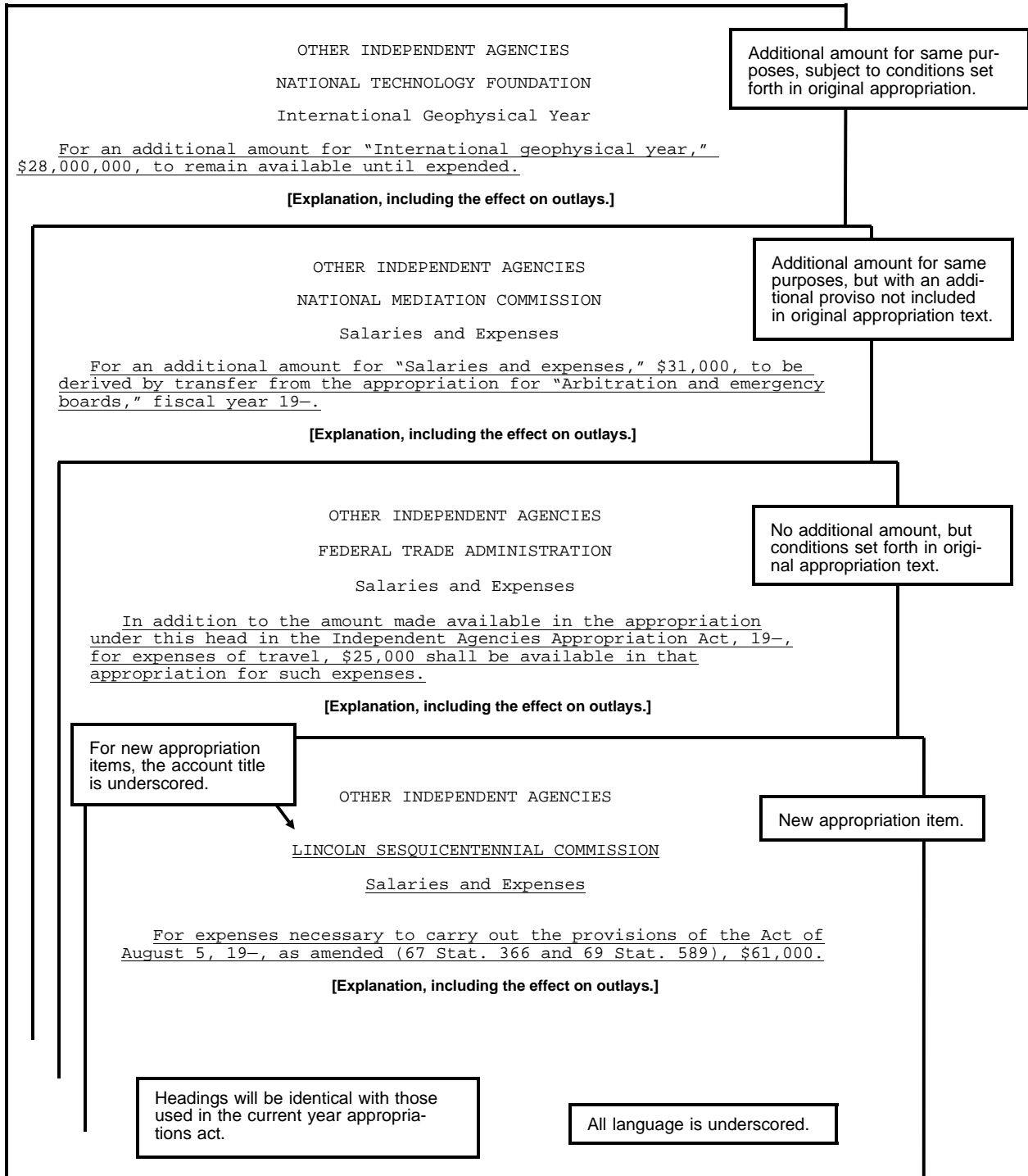
be furnished to each Appropriations Committee and five copies will be furnished to the Congressional Budget Office as part of the agency's justification to Congress of budget amendments and supplemental requests approved by the President:

- program and financing schedule;*
- object classification; and*
- personnel summary.*

Column headings will be modified as appropriate (see section 61.3).

When the agency request involves two or more items, the submission should be assembled, with appropriate tabs identifying each item.

## Supplemental Requests Appropriations Language



## Supplemental Requests Appropriations Language—Continued

DEPARTMENT OF GOVERNMENT

Emergency request.

OCEANIC AND ATMOSPHERIC BUREAU

Construction

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 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.]

OTHER INDEPENDENT AGENCIES

Emergency request,  
including contingency.

FEDERAL FOREST ADMINISTRATION

Construction

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 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:	DEPARTMENT OF GOVERNMENT	
Bureau:	AGRICULTURAL UTILIZATION SERVICE	
Heading:	Salaries and Expenses	
FY 19BY Budget		
Appendix Page:	23 [See Note 1]	Only total request amended.
FY 19BY		
Pending Request:	\$42,915,000 [See Note 2]	
Proposed Amendment:	\$7,057,000 [See Note 3]	
Revised Request:	\$49,972,000 [See Note 4]	
[Explanation, including the effect on outlays]		

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	FARM SERVICE	
Heading:	Salaries and Expenses	
FY 19BY Budget		
Appendix Page:	142 [See Note 1]	Change to total amount requested and other conditions.
FY 19BY		
Pending Request:	\$795,098,000 [See Note 2]	
Proposed Amendment:	\$91,292,000 [See Note 3]	
Revised Request:	\$886,390,000 [See Note 4]	
(In the appropriations language under the above heading, delete "\$796,752,000" and substitute \$888,044,000; delete "\$795,098,000" and substitute \$886,390,000; and delete the entire second proviso beginning with ": Provided further, That beginning in fiscal year 1997".) [See Note 5]		
[Explanation, including the effect on outlays]		

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	OFFICE OF THE SECRETARY	
Heading:	Salaries and Expenses	
FY 19BY Budget		
Appendix Page:	708 [See Note 1]	Appropriations language change only, no change to amount requested.
FY 19BY		
Pending Request:	\$25,600,000 [See Note 2]	
Proposed Amendment:	Language	
Revised Request:	\$25,600,000 [See Note 4]	
(In the appropriations language under the above heading, insert <u>and Hawaii</u> immediately following "forty-eight contiguous States".) [See Note 5]		
[Explanation, including the effect on outlays]		

## Budget Amendments Appropriations Language—Continued

Agency:	DEPARTMENT OF GOVERNMENT	New appropriation item. (If the account appears in the BY Budget Appendix but included no language request, the heading will not be underscored.)	
Bureau:	RURAL HOUSING ADMINISTRATION		
Heading:	<u>Community Grants</u>		
FY 19BY Budget Appendix Page:	211 [See Note 1]		
FY 19BY Pending Request:	—		
Proposed Amendment:	\$10,000,000		
Revised Request:	\$10,000,000 [See Note 4]		
(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	Deletion of entire appropriations request.	
Bureau:	NATURAL RESOURCES CONSERVATION AGENCY		
Heading:	River Basin Salinity Control Program		
FY 19BY Budget Appendix Page:	187 [See Note 1]		
FY 19BY Pending Request:	\$2,681,000 [See Note 2]		
Proposed Amendment:	-\$2,681,000		
Revised Request:	—		
(Delete the appropriations language under the above heading.)			
[Explanation, including the effect on outlays]			

**Note 1:** 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.

**Note 2:** 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.

**Note 3:** Reductions in the estimates should be identified by a minus sign.

**Note 4:** Amounts in all lines will be shown in exact dollars.

**Note 5:** Language in the President's budget proposed for the budget year will be the basis for the appropriations language, not the current year appropriation.

## Releasing Contingent Emergency Funding

<b>EMERGENCY APPROPRIATIONS: AMOUNTS PREVIOUSLY APPROPRIATED MADE AVAILABLE BY THE PRESIDENT</b>	
<u>DEPARTMENT OF GOVERNMENT</u>	
BUREAU OF LANDS	
Construction .....	\$22,000,000

[Explanation, including the information specified in section 61.3(c).]

Show the amount of contingent emergency funding that is being made available by this transmittal.

Amounts will be reported in actual dollars.



## 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 supplements (see section 20.3).

Column headings shown are used for supplemental estimates. For amendments, column headings will be the same as those shown in Exhibit 61B.

**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>			
Current:			
40.00 Appropriation (definite) .....	89	3	92
Permanent:			
Spending authority from offsetting collections:			
68.00 Offsetting collections (cash) .....	43		43
68.10 From Federal sources: Change in receivables and unpaid, unfilled orders .....	1		1
68.90 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 current authority .....	87	3	90
86.93 Outlays from current balances .....	4		4
86.97 Outlays from new permanent 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