




Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 110.02 Amended – Request for Approval of Federal Funds

Date: July 6, 2022

By Direction of: 
Greg Thall, Secretary of the Budget

Contact Agency: Office of the Budget
Telephone 717.787.2542

This directive establishes policy, responsibilities, and procedures for requesting approval of Federal funds. This amendment updates definitions and establishes an electronic Request for Approval of Federal Funds (RAFF) process.

1. PURPOSE.

To establish policy and procedures for requesting the approval of Federal funds.

2. SCOPE.

This directive is applicable to all agencies required by the *Act of June 29, 1976, P.L. 469, No. 117, 72 P.S. §§ 4611 – 4617* (referred to herein as "Act 117 of 1976") to have Federal funds specifically appropriated by the General Assembly.

3. OBJECTIVE.

To ensure that the appropriation and authorization of Federal funds are consistent with budgetary considerations and legislative requirements.

4. DEFINITIONS.

- a. **Appropriations Committees.** The House and Senate Majority and Minority Appropriations Committees.
- b. **Federal Appropriation.** An authorization made by an act of the General Assembly for the expenditure of a specified amount of Federal funds for a stated purpose as required by *Act 117 of 1976*.

- c. **Federal Executive Authorization.** An authorization issued under the name of the governor for the expenditure of a specified amount of Federal funds for a stated purpose and for which appropriation authority has been provided through an enabling legislative act of the General Assembly.
- d. **Federal Restricted Receipt.** A restricted account established by legislative enactment (Fiscal Code) for the purpose of administering federal grants only for the purposes designated by law. Federal funds received into the accounts are generally received in advance and become the fiduciary responsibility of the Commonwealth.

5. POLICY.

- a. All requests for approval of or amendments to Federal funds must be submitted in conformance with this directive.
- b. Each agency will complete and electronically submit the Request for Approval of Federal Funds (RAFF) form and all supporting documentation, to the Executive Deputy Secretary of the Budget, Office of the Budget (OB), under the following conditions:
 - (1) Initial request for the budget year Appropriation: At the same time (usually February or March) that copies of legislative appropriation hearing materials are submitted.
 - (2) Updating initial request for the budget year Appropriation: Any time after the initial request is submitted that an agency determines an amendment is required. The initial submission plus the amendments will be the basis of the draft Appropriation Bills.
 - (3) Initial request for a budget year Federal Executive Authorization: After the budget year Appropriation requests are submitted, but not later than June 1 of each year.
 - (4) Updating initial request for a budget year Federal Executive Authorization: Any time after the initial request is submitted that an agency determines an amendment is required.
 - (5) For a current or prior year Appropriation: A package of updates will normally be submitted to the Appropriations Committees twice each fiscal year, in the fall and in the spring, by OB. Agencies are to submit RAFFs to OB as soon as it is determined that a new or revised appropriation is needed.
 - (6) For a current or prior year Federal Executive Authorization: Any time it is determined that a new request is needed or an amendment to an existing Federal Executive Authorization is required.
- c. It is important that all items be completed and fully explained. Incorrect or incomplete information may hinder action on the request. Incorrectly prepared RAFFs will be returned to the preparing agency for correction.

6. RESPONSIBILITIES.

- a. **Agencies shall** prepare and submit RAFFs at the times designated in this directive
- b. **OB shall** review all requests submitted and:
 - (1) Prepare a draft bill for Federal Appropriations and forward it with agency forms to the Appropriations Committees; and
 - (2) Prepare for the Governor's approval and issue Federal Executive Authorization expenditure symbol notification letters, as necessary.

7. PROCEDURES.

The electronic RAFF form and related procedures are located at: [Budget and Rebudget Submissions \(sharepoint.com\)](#).

This directive replaces, in its entirety, *Management Directive 110.2*, dated January 14, 1985.