

**SUPPLEMENTARY SCHEDULE—
FEDERAL FUNDS/REIMBURSEMENTS
DF-301—INSTRUCTIONS**

Federal Funds. The term "federal funds" includes grants, contracts, and reimbursements received **directly** from an agency of the federal government and reported as federal funds in the Detail of Appropriations and Adjustments in the Governor's Budget. These funds must be funded with a federal award.

Reimbursements. The term "reimbursements" includes external reimbursements other than those received directly from an agency of the federal government.

1. Department Name

2. Budget Year. Insert the dates for the budget year in the related Governor's Budget.

3. Character. Insert the character of the expenditure. (state operations, local assistance, or capital outlay.)

4. Date Submitted

5. Page ____ **of** ____

6. Descriptive Title. For each grant use, the title or popular descriptive name as listed in the Catalog of Federal Domestic Assistance. For each reimbursement, use the descriptive title in use in the Department.

7. Source of Funds.

Federal Catalog. For each grant use, the five-digit number assigned in the Catalog of Federal Domestic Assistance. For federal reimbursements (made direct to reporting department) or contracts, use the Federal Catalog number if the federal program can be identified. Otherwise, use a five-digit number made up as follows: first two digits (as in the Federal Catalog) to identify the federal department making the contract or the reimbursement, and for the remaining three numbers use 999 (e.g., 93.999 for the Department of Health, and Human Services).

Reimbursements from. Report the source of the reimbursements (other than direct federal reimbursements), e.g., another state department.

8. Expenditures.

For Federal Funds. Report separately the direct program cost, departmental indirect cost and statewide indirect cost as applicable for past, current, and budget years by character of expenditures. The totals reported on the Supplementary Schedule must agree with the Detail of Appropriations and Adjustments.

For Reimbursements. Report the direct and indirect program costs by character of expenditure. The totals must agree with the totals in the Detail of Appropriations and Adjustments.