Producing the Federal Funds Summary in the BPAS Federal Funds Module

A Numbered Step-by-Step Process Guide

Federal Funds appropriation data due October 15 in BPAS

Federal Funds Summary due November 13; save final report to MMB SharePoint

Completing the Federal Funds Summary Table

FF ID Entry, Edit

1. Add a new FF ID for each federal grant. An FF ID is one line in the Federal Funds Summary.

See below for FF ID definition. Ensure each FF ID that should be published in the Federal Funds Summary is "active".

FF ID Entry, Edit: Add Federal Details

2. Add ALN(s) to each FF ID

Try searching by ALN only, rather than by federal agency. If the ALN is not in the dropdown or is unknown, create a new ALN.

Optional: Add the Federal Legislation (not published for Federal Funds Summary).

FF ID Entry, Edit: FF ID Description

3. Ensure the Federal Grant Name (the FF ID name) is accurate
4. Enter the Brief Purpose of Grant
5. Enter the State Legal Authority
6. Enter the Match Requirement response
7. Enter the Maintenance of Effort response

Each FF ID name must be unique.

The Comments field is optional, for agency notes, and is not published.

FF Summary: Federal Funds Review

8. Review the default publication order for the FF IDs by opening the “Federal Funds Summary Publication” PDF (ordered by activity/program). If you need the FF IDs to publish in a different sequence, use the Order column to adjust.

   Inactive FF IDs will not appear on this screen or on the published federal funds summary.

   This may look unfinished the first time you visit this screen, but it will be more complete after you go to the next tab and add appropriation IDs to each FF ID.

FF Summary: Add Approp ID – Federal Funds Summary

9. Add appropriation IDs to the FF ID.

   Dollar amounts displayed are from the current base scenario, calculated at the expenditure account group level, for one actual year, one current year, two budget years, and two planning years. It also displays FTEs for the first base year in the upcoming biennium.

10. Review amounts. Confirm that the intended biennial budget authority is reflected for FY 2026-27 and FY 2028-29, and the planning estimates for FY 2030-31 are complete.

    See the FAQ below regarding federal spending authority. Use the Federal Funds Detail Report (Excel export) to analyze in Excel.

FF Summary: Federal Funds Review

11. Return to the Federal Funds Review tab after appropriation IDs are added. Enter the Remaining Biennial Authority amount for each FF ID (Federal Grant) as described below and analyze biennial spending authority.

    If the FY 2027 amount is less than the Remaining Biennial Authority, this indicates a reduction in spending authority. Ensure any reductions are intentional and update the FY 2027 amount in the BPAS Appropriation Entry, Edit screen, if needed.

For each FF ID (Federal Grant):

FY 2026-27 total biennial spending authority − FY 2026 actual expenditures = FY 2026-27 remaining biennial authority

Completing the Federal Funds Summary Narrative

FF Summary: Federal Funds Summary Narrative (at the bottom of the screen)

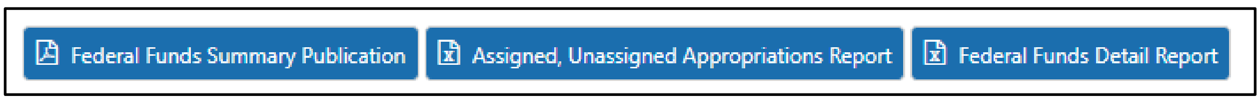
12. Enter the Federal Funds Summary narrative. Review the FY 2028-29 Base Budget Instructions – Federal Funds Summary Instructions document for more information about completing the narrative.

Remember to copy and paste as plain text to avoid issues with formatting.

Reports

FF Summary: Run Reports

Three reports are available, as shown in the image below, on the FF Summary screen.



13. Run the **Assigned, Unassigned Appropriations Report** (Excel export) to confirm all federal fund appropriation IDs for your agency are assigned to an FF ID in column A.

14. Run the **Federal Funds Detail Report** (Excel export) to confirm all appropriation IDs with financial information in FY 2026-29 are assigned to an *active* FF ID.

    Agencies are encouraged to use this report for additional data validation, as it is designed for filtering and pivot-table analysis.

15. Run the **Entity Detail Report** from the Standard Reports screen of BPAS (Excel export) and ensure each federal fund subtotal in FY 2026-29 matches the subtotal in the **Federal Funds Summary Publication** (PDF export) as a data validation step.

16. Run the **Federal Funds Summary Publication** (PDF export) and ensure all data is accurate and complete. Once finalized according to your agency's internal review process, and ready to publish, save a copy to your agency's 2028-29 Biennial Budget folder on MMB's Budget Division SharePoint site.

Questions and Answers

A. **How is an FF ID defined, and what should agencies consider when setting one up?**
B. **What do I do if a federal agency is not in the dropdown list?**
C. **What is the Federal Funds Summary used for?**
D. **Where do the Federal Funds Summary amounts come from?**
E. **Why can't I change federal fund expenditures after October 15?**
F. **What should I keep in mind about federal spending authority?**
G. **How do I calculate the FY 2026-27 Remaining Biennial Authority?**
H. **What data elements are published in the Federal Funds Summary?**
I. **Any tips when using the Federal Funds Detail Report and creating a pivot table?**
J. **What information will the legislature see from the Federal Funds Detail Report?**
K. **What other training resources are available?**
L. **Who do I contact with a question or comment?**

A. How is an FF ID defined, and what should agencies consider when setting one up?

The FF ID (Federal Fund Identification) name in BPAS is the federal grant name published as one line in an agency's Federal Funds Summary. An FF ID is a BPAS-specific field.

BPAS FF IDs will also be used in the future for Interim/Interim LAC Requests for additional federal spending authority. Generally, this name is the Federal Program Name associated with the Assistance Listing Number (ALN). As a best practice, each FF ID should correspond to only one ALN; however, agencies may include more than one ALN when appropriate (e.g., when a program includes both discretionary and formula-based federal funds under separate ALNs).

In short:

- Each appropriation ID may be assigned to only one FF ID.
- Each FF ID may include multiple ALNs.
- Each FF ID may include multiple appropriation IDs.
- Each FF ID must be made up of appropriation IDs that are in the same fund, and ideally the same activity/program to facilitate auto-ordering.
- Agencies have discretion to how FF IDs are named; typically, agencies will want to look at their most recent Federal Funds Summary as a starting point.

B. What do I do if a federal agency is not in the dropdown list?

The federal agency list in BPAS originates from SAM.gov and includes only high-level federal agencies or departments in the federal hierarchy structure. If the agency is not listed in the dropdown, visit the SAM.gov Federal Hierarchy Search for the authoritative source for federal awarding organizations. In many cases, sub-tier agencies, offices, or boards fall under a larger federal department within that hierarchy. Select the appropriate high-level federal agency or department from the BPAS dropdown list; lower-level federal agencies should not be selected.

Agencies may mention lower-level federal agencies in the “Brief Purpose of Grant” field.

C. What is the Federal Funds Summary used for?

The federal funds table is a mandatory element of the budget presentation for all agencies that receive and spend federal funds (fund 3000), including Temporary Assistance for Needy Families (TANF – fund 3001) federal funds. The Summary is the source document for those executive branch agencies and grants that require legislative review through the process directed in Minnesota Statutes, section 3.3005, prior to the agency having the authority to spend.

- Please read the Federal Funds Section of the Base Budget Instructions document on the MMB Biennial Budget Instructions webpage prior to completing the Federal Funds Summary table and narrative.
- Current year and next biennium expenditure amounts should include anticipated, pending, and awarded federal funds.

The Federal Funds Summary published with the Governor’s Recommended Budget accomplishes two things: (1) it is a report that is part of a procedure by which agencies can seek federal spending authority, and (2) it provides information about all agencies’ anticipated expenditures from federal funds.

- See MMB’s Federal Funds Review and Approval policy and procedure for more information about federal spending authority.

D. Where do the Federal Funds Summary amounts come from?

Expenditure budget data in the Federal Funds Module is automatically pulled in real time from the BPAS Appropriation Entry/Edit screen for the 2028-29 Biennial Budget. Amounts cannot be changed in the Federal Funds Module in BPAS; they can only be changed in the Approp Entry/Edit screen in BPAS. There is one Federal Funds BPAS user role that has access to all of BPAS and another user role that has access to only the Federal Funds Module.

E. Why can't I change federal fund expenditures after October 15?

Agencies must ensure all budget estimates for federal fund spending and revenue is entered in BPAS on the Approp Entry/Edit screen by October 15. This is a statutory deadline under Minnesota Statutes, 16A.10. Agencies have additional time thereafter in November to complete the Federal Funds Summary Module information. If an error in the financial information is discovered after October 15, the next opportunity to update will be for publishing in the Governor's Revised Recommendations' Federal Funds Summary.

F. What should I keep in mind about federal spending authority?

The Federal Funds Summary published with the Governor's Recommended Budget in February 2026 is a mandatory element of biennial budget books for all agencies that receive and spend federal funds. This document is also submitted to the legislature and serves as the formal request for agencies to request new or adjust spending authority for the FY 2026-27 biennium (for FY 2027), and request FY 2028-29 biennium spending authority for the first time, under the process directed in Minnesota Statutes 3.3005. Under this process:

- The FY 2026-27 biennial total in the Federal Funds Summary is the amount the agency is submitting to replace any prior spending authority. Agencies must ensure that if the new biennial total is lower than prior spending authority, the reduction in spending authority is intentional.
- The FY 2028-29 biennial total in the Federal Funds Summary is the amount the agency is submitting for the first time for that biennium's spending authority.
- FY 2030-31 data is not published in the Federal Funds Summary.

Published:	Published:	Not Published:
FY 2026 Actual	FY 2028 Base	FY 2030 Estimated
FY 2027 Current	FY 2029 Base	FY 2031 Estimated

Federal spending authority is *biennial* under Minnesota Statutes 3.3005 for the Governor's Recommended Budget and for the Governor's Revised Recommended Budget Federal Funds Summaries, the Interim 20-Day Session Submission, and the Interim 20-Day Fall Review. Urgent 10-Day Reviews are limited to the fiscal year for which the urgency exists.

Agencies must ensure that all federal grant information is accurate and up to date, whether the grant is included in the Federal Funds Summary for spending authority or for informational purposes only. Federal funds expenditure data must be entered in BPAS by October 15.

G. How do I calculate the FY 2026-27 Remaining Biennial Authority?

The remaining biennial authority is calculated on a biennial basis for each individual grant or FF ID. To calculate remaining biennial authority for a grant, sum all approved federal funds for the

FY 2026-2027 biennium and subtract FY 2026 actual expenditures. Federal funds authority approvals can be found either on [MMB's Governor's Budget Recommendations webpage] or [MMB's Legislative Advisory Commission webpage] under the "Legislative Advisory Commission Actions" section for the FY 2026-2027 biennium. See example below of how to calculate the Remaining Biennial Authority amount. This field is not published.

H. What data elements are published in the Federal Funds Summary?

- Federal Agency
- ALN
- Federal Grant Name
- Brief Purpose
- FY 2026 Actual Expenditures
- FY 2027 Budgeted Expenditures
- FY 2028 Base
- FY 2029 Base
- Required State Match or Memorandum of Understanding
- FTEs
- Subtotal by federal fund
- Grand total of all federal funds

I. Any tips when using the Federal Funds Detail Report and creating a pivot table?

- Include "blank" in scenario to pull in actuals
- Select expenditures or FTEs but not both in a pivot table
- Pick one approval type to avoid double counting
- Be mindful of the fund selected

J. What information will the legislature see from the Federal Funds Detail Report?

Due to the BPAS Federal Funds Summary not publishing with subtotals by program or activity, which some agencies have included in the past, MMB will send legislative fiscal staff a Federal Funds Detail Report to better understand the federal funds' relation to programs and activities. The Report will include the following fields:

- Scenario
- Account Group – Expenditures, FTEs
- Approval Type
- Agency
- Fund
- Program
- Activity
- Fiscal Year
- Amount

K. What other training resources are available?

- FY 2028-29 Biennial Budget Instructions: see the Federal Funds Summary Instructions and the Base Budget Instructions
- BPAS and Biennial Budget Training Videos: see the Federal Funds Module video
- BPAS User Guide: see the Federal Funds Module section

- The MMB Budget Division's Budget Operations team will hold a Federal Funds Module training session and is available to help with any questions

L. Who do I contact with a question or comment?

Contact MMB's Budget Operations team at: budget.finance.mmb@state.mn.us.