

## SECTION 110—SUPPLEMENTALS AND AMENDMENTS

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<b>Summary of Changes</b>	
Describes the usage of the budget corrections exercise to collect budget amendments (section <a href="#">110.3</a> ).	

**110.1 How does the President propose changes in the budget in between his annual transmittals of the budget?**

After the President's Budget has been transmitted to the Congress, the President proposes changes in the budget by transmitting appropriations requests 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 legislative proposals).

All Executive Branch proposed revisions to the budget 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 changes 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. 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.

OMB will only consider requests for supplementals and amendments when:

- Existing law requires payments within the fiscal year (e.g., pensions and entitlements);
- 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;
- Increased workload is uncontrollable except by statutory change; or
- 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).

It generally takes a minimum of three weeks for 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.

See section [79.3](#) for instructions on identifying supplementals and amendments that will be transmitted with the budget. If the Congress has not completed action on your appropriations bill for the current year before the President transmits his request for the budget year, OMB will issue guidance on the presentation of any amendments to the President's current year request.

## 110.2 What are supplementals and amendments?

**Supplementals** are appropriation 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, with, or subsequent to transmittal of the succeeding annual budget document. Supplemental requests that are known at the time the budget is prepared are normally transmitted to the Congress with the budget, rather than later as separate transmittals. However, each case will be decided separately. OMB representatives will inform you which supplementals will be transmitted with the budget so you can submit the necessary information. These supplementals may be:

- Requesting additional amounts not previously anticipated; or
- 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 the 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.

The most common Budget amendments are technical corrections to fix errors in the appropriations language included in the Budget *Appendix*. Since OMB must submit amendments to the Congress prior to enactment of new appropriations bills, at some point after transmitting the Budget to the Congress, OMB will initiate a separate exercise asking agencies to identify any needed technical corrections to the Budget. This effort is known as the Budget corrections exercise. OMB may use your inputs to author a technical corrections amendment package in the format found in exhibit [110B](#).

The corrections exercise is also used to correct errors in the MAX data for the Budget. Corrected Budget data does not result in a Budget amendment, but is eventually used as a start in developing the Mid-Session Review exercise. Your OMB representative will contact you at the time of the Budget corrections exercise and provide additional information.

The transmittal of Budget amendments to reflect new policy (i.e., not technical corrections) occurs infrequently. Please contact your OMB representative directly to communicate the need for such an amendment.

## 110.3 What do I need to send to OMB?

You need to submit the materials below. Also, you should be prepared to revise the material, as appropriate, to reflect Presidential decisions.

- (a) Appropriations language

OMB addresses supplemental requests for unforeseen and urgent requirements. See section [95.5](#) through [95.10](#) for a more detailed explanation of appropriations language requirements including how to develop

language for emergencies, Overseas Contingency Operations/Global War on Terrorism (OCO), and disaster funding pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended.

- (1) *Supplementals*. Utilize exhibit [110A](#) to develop language for supplemental requests.
- (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).
- (3) *Contingent funding previously appropriated*. For releases of previously appropriated funding made contingent on the President taking additional action, agencies should contact their OMB representative.

(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; and
  - 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 the 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.

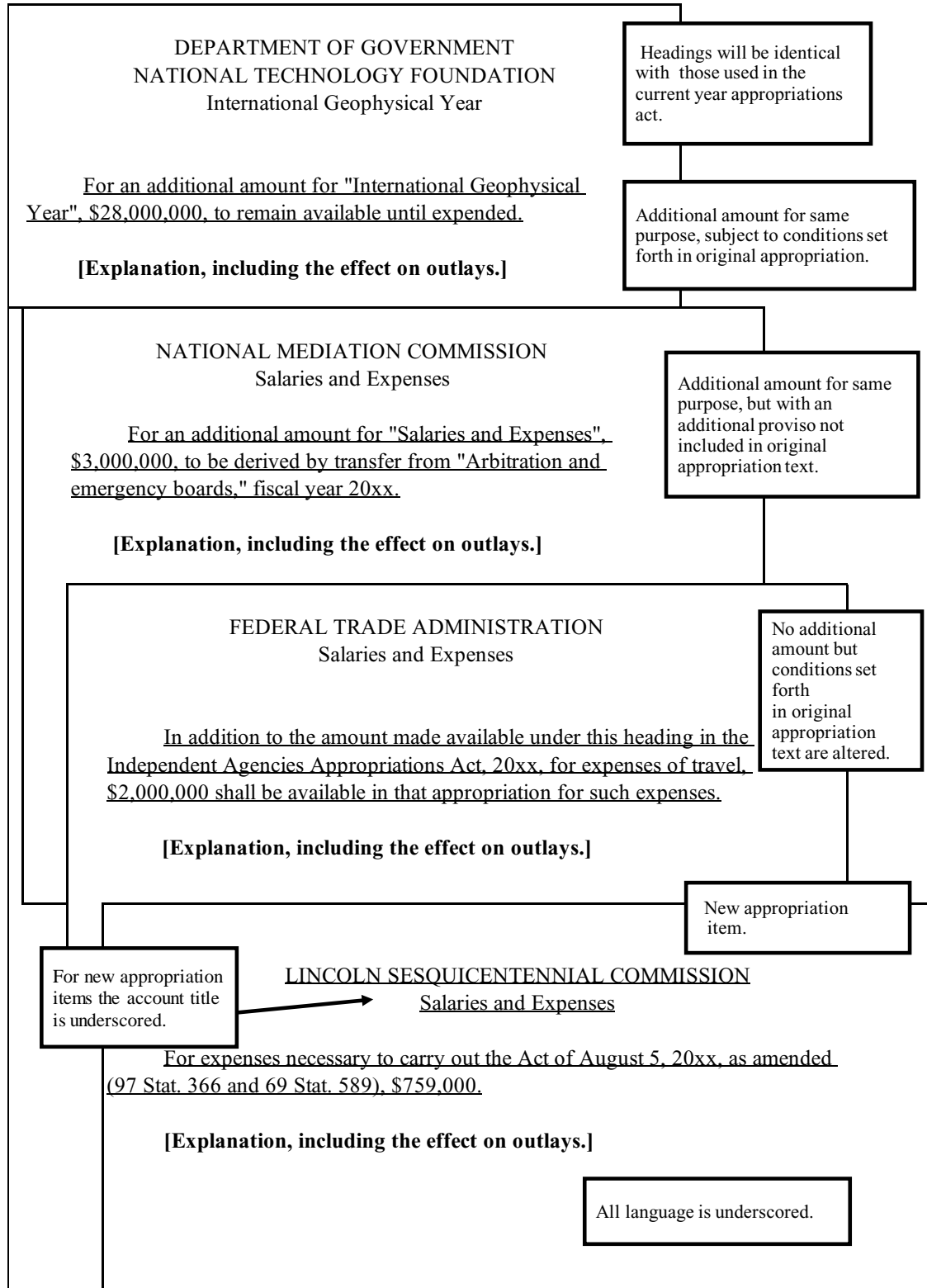
If your request includes amounts for emergencies or for OCO, then the explanation should include the following Presidential designation, modified as appropriate, in order to allow for the release of the funds that are requested to only be made available pursuant to such a Presidential designation:

Provided, That such amount is designated by the Congress [as an emergency requirement] [for Overseas Contingency Operations/Global War on Terrorism] pursuant to section 251(b)(2)(A) of the Balanced Budget and Emergency Deficit Control Act of 1984, as amended: Provided further, That such amount shall be available only if the President designates such amount [as an emergency requirement] [for Overseas Contingency Operations/Global War on Terrorism] pursuant to section 251(b)(2)(A)(ii).]

(d) 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.

### Supplemental Requests Appropriations Language Examples



**Budget Amendments  
Appropriations Language Examples**

Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	NATURAL RESOURCES CONSERVATION AGENCY		
Heading:	River Basin Salinity Control Program		
FY BY Budget Appendix Page:	187		Deletion of entire appropriations request.
FY BY Pending Request:	\$2,681,000	[See Note 2]	
Proposed Amendment:	-\$2,681,000	[See Note 3]	
Revised Request:	---		
(Delete the appropriations language under the above heading.)			
<b>[Explanation, including the effect on outlays]</b>			
Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	AGRICULTURE RESEARCH SERVICE		
Heading:	Salaries and Expenses		
FY BY Budget Appendix Page:	23		Only total request amended.
[House Document 114-XX, Page] [See Note 1]	[30]	[See Note 1]	
FY BY Pending Request:	\$42,915,000	[See Note 2]	
Proposed Amendment:	\$7,057,000		
Revised Request:	\$49,972,000	[See Note 4]	
<b>[Explanation, including the effect on outlays]</b>			
Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	FARM SERVICE AGENCY		
Heading:	Salaries and Expenses		
FY BY Budget Appendix Page:	[See Note 1] 142		Change to total amount requested and other conditions.
FY BY 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 the fiscal year 20xx".)			
<b>[See Note 5]</b>			
<b>[Explanation, including the effect on outlays]</b>			

**Budget Amendments  
Appropriations Language Examples--Continued**

Agency:	DEPARTMENT OF GOVERNMENT	
Heading:	GENERAL PROVISION	
FY BY Budget Appendix Page:	<b>[See Note 1]</b>	708
FY BY Pending Request:	---	
Proposed Amendment:	Language	
Revised Request:	---	
<p>(In the appropriations language under the above heading, insert <u>and Hawaii</u> immediately following "forty-eight contiguous States".)</p> <p align="center"><b>[See Note 5]</b></p> <p align="center"><b>[Explanation, including the effect on outlays]</b></p>		

Appropriations language change to a general provision with no related dollar amount

Agency:	DEPARTMENT OF GOVERNMENT	
Bureau:	RURAL HOUSING ADMINISTRATION	
Heading:	<u>Community Grants</u>	
FY BY Budget Appendix Page:	<b>[See Note 1]</b>	211
FY BY Pending Request:	---	
Proposed Amendment:	\$10,000,000	
Revised Request:	\$10,000,000	<b>[See Note 4]</b>
<p>(Insert the above heading and the appropriations language that follows immediately after the material under the heading "Rural Housing Grant":)</p> <p><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> <p align="center"><b>[See Note 5]</b></p> <p align="center"><b>[Explanation, including the effect on outlays]</b></p>		

Headings will be identical with the titles proposed in the President's Budget.

New appropriation item. (If the account appears in the BY Budget Appendix but includes no language request, the heading will not be underscored.)

**Budget Amendments  
Appropriations Language Examples--Continued**

Headings will be identical with the titles proposed in the President's Budget.

Agency:	DEPARTMENT OF GOVERNMENT		
Bureau:	DEPARTMENTAL MANAGEMENT AND OPERATIONS		
Heading:	Analysis and Operations		
FY BY Budget Appendix Page:	<b>[See Note 1]</b>	517	
FY BY Pending Request:		\$265,719,000	<b>[See Note 2]</b>
Proposed Amendment:	Language		
Revised Request:		\$265,719,000	<b>[See Note 4]</b>

Appropriations language-only change to an account, no change to the amount requested.

(In the appropriations language under the above heading, add the following new language immediately after the second semi-colon and just before the phrase "and of which":)

**[See Note 5]**

**[Explanation, including the effect on outlays]**

- Note 1:** For revisions to previously transmitted amendments, this line will be entitled "House Doc. 11x-xx Page" or "Senate Doc. 11x-xx Page," referencing the page number in the bill, as applicable. This treatment is shown the second example in Exhibit 110B.
- 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 should 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.

