



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

OFFICE of MANAGEMENT & BUDGET

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TO: State Agency Directors

FROM: Peter Marino, Director
Office of Management and Budget

Laurie Petrone, Director
Office of Grants Administration

Thomas A Mullaney
Executive Director/State Budget Officer

DATE: July 31, 2013

SUBJECT: Advance Notice of Requirement to Submit Inventory of Federal Awards

As part of the State Fiscal Year 2015 budget process, the Office of Management and Budget expects to enhance the federal grants information contained in the budget requests. This year, state agencies will be asked to enter information about all federal awards including budget amounts into SABRS. This information will improve federal fund transparency and will assist both the OMB and agencies in responding to federal policy changes and directives.

Attached is the Federal Award Data Dictionary which lists the data elements that will be collected through SABRS. The Dictionary includes the definition and detail for each data element. In addition to completing the inventory form in SABRS, agencies will need to upload all Financial Award Notices, including the Terms and Conditions, to the Grants Administration folder on Office of Management and Budget SharePoint site (<http://ent-sps-3220:1635/default.aspx>).

Agencies will be asked to update the inventory at the end of each quarter to ensure that we capture new awards and any amendments to existing awards received during the quarter. The first update will be submitted with the agency's second quarter budget report. Further instructions will be sent prior to the first update.

We recognize that this is a new requirement and that agencies are busy. For this reason, we are providing direction prior to the release of the formal budget instructions so that your agency can get a head start on gathering the information for this process. Please do not hesitate to reach out to Laurie Petrone in the Grants Administration Office for assistance, clarification, or other help.

PM/co

cc: Richard A. Licht, Director
Department of Administration