



# OFFICE OF MANAGEMENT & BUDGET


State Budget Office

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## MEMORANDUM

**To:** Agency CFOs and BFM Users  
**From:** Joseph Codega Jr., Budget Officer   
**Date:** September 20, 2024  
**Subject:** **Reminder of Upcoming Budget Submission Deadline**

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This memorandum serves as a friendly reminder of the upcoming budget submission deadline. Agencies with total FY 2025 enacted budgets of less than \$15.0 million (all funds) are required to submit their requests no later than **September 24, 2024**. Agencies with total FY 2025 enacted budgets of greater than \$15.0 million (all funds) are required to submit their requests no later than **October 1, 2024**. Please submit your budget request according to the submission procedures described below. I encourage you to reach out to Budget Office staff with any questions during the final days of budget request preparation.

### Submission of your budget request requires two steps:

1. **Electronic Submission:** Submit your request electronically using the Mass Submit Form on BFM.
2. **Physical Submission:** Deliver physical copies to the Budget Office, House Fiscal Office, and Senate Fiscal Office.

### 1. Electronic Submission

To submit electronically, please ensure that you use the Mass Submit Form in BFM. This step is crucial for officially logging your submission in the system. The Mass Submit Form triggers essential background processes that are vital for preserving the integrity of your agency's request. Without it, these processes will not occur.

For your convenience, instructions on how to use the Mass Submit Form are attached.

If you encounter any issues, please don't hesitate to contact your assigned budget analyst or Lisa Henriques at [Lisa.Henriques@budget.ri.gov](mailto:Lisa.Henriques@budget.ri.gov).

### 2. Physical Submission

You are required to submit a total of **four bound copies** of your agency budget request to the Budget Office, House Fiscal Office, and Senate Fiscal Office:

- **Budget Office:** Please submit two copies to the Budget Office located in the Powers Building at One Capitol Hill, 4th Floor, Providence, RI 02908. If you are hand-delivering, you will notice that signage has been posted around the fourth floor directing you to the proper drop-off point.

- **House Fiscal Office:** Please submit one copy to the House Fiscal Advisor located in the State House, Room 306.
- **Senate Fiscal Office:** Please submit one copy to the Senate Fiscal Advisor located in the State House, Room 117.

Please ensure the legibility of your printed documents. Fiscal staff, members of the public, and media rely upon these documents to interpret agency budget requests. If you encounter any technical barriers in BFM that prevent printing documents in a legible font size, please contact the Budget Office for assistance.

## Agency Submit Form

### Purpose and Policy

- Agencies can now submit their entire budget at once using the Agency Submit Form (9900)
- Submitting all forms at once will save Agencies time and ensure that no forms are missed in the process

Budget Formulation | PCF | Budget

- Program Submission Attachments (5410)
- Program Budget Impact Statements (9420)
- Capital - (9500)
- Capital Narrative (9510)
- Line Sequence Request
- Agency Submit (9900)**

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## BFM – Quick Reference

### Process Steps

#### Forms

1. Go to Budget Formulation / Agency Submit
2. Click Header on the Agency you are submitting (most users will have only one form)
3. Click Mass Submit
4. Review the list of forms and click Submit Entire Budget
5. Select OMB Analyst Review stage from Dropdown and click SUBMIT button. Form moves to stage 3 and the agency user no longer has access.

### Agency Mass Submit

Quick Search:

011 Show Advanced Filters

Record Actions:

Add New Create Budget Forms Screen Configuration Action Configuration

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Actions
8165	011 - GENERAL ASSEMBLY	9901	011	0	9/3/2020	lisa.henriques	<span>Header</span>

Records per page: 50 | Records: 1 - Page: 1

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Stage Code:\* 9901 Agency Stage 1 | Header Organization: 011 GENERAL ASSEMBLY

Mass Submit Save

3

Record Actions: Submit Entire Budget Screen Configuration Close

Funds	Form	Name	Stage	Status	Rank	Type	Analyst
027	9200	027 - HISTORICAL PRESERVATION AND HERITAGE COMMISSION	9201	In Progress			

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Select a Stage:\*\*

- Select a Stage Code
- 9901 - Agency Stage 1
- 9902 - Agency Stage 2
- 9903 - OMB Analyst Review**

Submit Clear

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