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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

October 4, 2002

THE DIRECTOR

BULLETIN NO. 02-06, Supplement No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Apportionment of the Continuing Resolution(s) for Fiscal Year 2003

1. Purpose and Background. P. L. 107-229 (H. J. Res. 111) provided continuing appropriations for the period October 1 through October 4. Bulletin No. 02-06 provided instructions on calculating the amount provided by that continuing resolution (CR) and the amount automatically apportioned. H. J. Res. 112 extended the CR through midnight on Friday, October 11. The portion of the year covered by the CR is now 3.01 percent. Through this Supplement I am providing an automatic apportionment for amounts provided by this continuing resolution (CR), and any extensions of this CR, as specified in section 2. This Bulletin supplements instructions for apportionment of CRs in OMB Circular No. A-11.

2. Automatic Apportionments. Calculate the amount automatically apportioned through the period ending October 11 (and any extensions of that period) by multiplying the rate (amount) provided by the CR by the lower of:

- the percentage of the year covered by the CR, or
- the historical seasonal rate of obligations for the period of the year covered by the CR.

See the Attachments A, B, and C to this Bulletin for more detailed instructions on calculating the amount provided by the CR and the amount automatically apportioned. Under an automatic apportionment, all of the footnotes and conditions placed on the prior year apportionment remain in effect.

3. Written Apportionments. If a program requires an amount different from the total amount automatically apportioned, you must request a written apportionment.

4. Changes from Bulletin No. 02-06. Attachment C is renamed "One-time Items That Are To Be Excluded," and budget authority for items listed on that attachment must now be excluded from the calculated rate.

Mitchell E. Daniels, Jr.  
Director

Attachments

### **Calculating the Amount Made Available by the CR and the Automatic Apportionment**

Calculate the amount automatically apportioned through the period ending October 11, 2002 (and any extensions of that period) by multiplying the rate (amount) provided by the CR by the lower of:

- the percentage of the year covered by the CR (rounded to the nearest hundredth);  
or
- the historical seasonal rate of obligations for the period of the year covered by the CR.

1) **What is the rate (amount) provided by the CR? The rate (amount) provided by the CR for all accounts is the rate of operations not exceeding the current rate, calculated as follows:**

- ▶ take the net amount enacted in FY 2002, i.e., add any supplemental appropriations and subtract any rescissions;
- ▶ add the unobligated balance carried forward to FY 2002 (if any) -- do not include any unobligated balance of funds appropriated in P.L. 107-38 other than funds transferred by division B of Public Law 107-117;
- ▶ subtract the unobligated balance at the end of FY 2002 (if any); and
- ▶ subtract any other unobligated balances carried forward into FY 2002 or enacted in FY 2002 that were available for one-time non-recurring purposes, as described in section 3 below.

**Note:** Agencies are required to use current estimates of unobligated balances. Use the most recent approved estimate for the unobligated balance at the end of FY 2002. Specifically, use the unobligated balances carried forward and apportioned to FY 2003. If you have a more recent estimate of actual unobligated balances carried forward, you must have the amount apportioned before you can use it to calculate the rate provided by the CR.

2) **Does the continuing resolution affect the availability of funds that would be available if H. J. Res. 112 had not been enacted?**

No. The availability of any part of the budgetary resources for an account that is not determined by current action of the Congress (such as permanent appropriations, public enterprise and other revolving funds, reimbursements and other income, and balances of prior year budget authority) are not affected by H. J. Res. 112.

Most of these budgetary resources must be apportioned by OMB before obligation.

**3) Funds available for FY 2002 one-time non-recurring purposes should not be included in the calculated rate.**

The intent of a CR is to fund on-going projects and activities in such a way as not to impinge on final funding prerogatives. See Attachment B for principles for determining one-time expenditures. See Attachment C for the list of one-time items that are required to be excluded from the calculated rate. Additional funding for one-time recurring purposes that an agency determines should be excluded from the calculated rate should be discussed with your OMB representative. [Note: Attachment C and other one-time projects may involve funds from P.L. 107-38 that are already excluded from the calculation of the rate, so, when deducting the one-timers, agencies should be sure to exclude any P.L. 107-38 funds to avoid deducting them from the rate twice.]

Specific questions on one-time expenditures should be addressed to your OMB representative.

### **Principles for Determining What is a One-Time, Non-Recurring Project/Activity**

Continuing resolutions (CRs) are stop-gap measures that allow ongoing agency programs to function, generally at a level comparable to that in the previous fiscal year. CRs attempt to remain "policy neutral" by continuing the terms and conditions of the previous year's appropriations into the period covered by the CR. Agencies are prohibited from beginning new programs under the CR.

However, given the unprecedented investment in one-time recovery and emergency preparedness activities since September 11th, the CR does not compel agencies to spend money needlessly – i.e., to rebuild New York or the Pentagon twice or to stockpile small pox vaccines yet again.

The principles for determining whether a project is one-time and non-recurring in nature are:

- Specific projects/activities that are strictly limited in purpose and duration are one-time activities;
- Projects/activities that are an integral part of an ongoing activity are not one-time projects/activities, consistent with GAO's description below (GAO, Principles of Federal Appropriations Law, p. 8-19):

"... in the previous fiscal year funds were available generally for construction of buildings, including plans and specifications. However, a specific construction project was not actually underway during the previous year. Nonetheless, it was decided that, because funds were available generally for construction in the previous year, this specific project was not a new project or activity and thus could be funded under the continuing resolution."

- Supplemental appropriations to fund ongoing activities, such as wildland firefighting efforts, are also not one-time projects/activities.

**One-Time Items That Are To Be Excluded  
New York Recovery**  
(BA in millions of dollars)

**FEMA**

From Fall FY 2002 Supplemental (HR 3338)	4,357
From Summer FY 2002 Supplemental (HR 4775)	2,651
	7,008

*Subtotal-FEMA*

**HUD and SBA**

From Fall FY 2002 Supplemental (HR 3338)	75
SBA	2,000
CDBG	783
From Summer FY 2002 Supplemental (HR 4775)	2,858
	2,858

*Subtotal-HUD and SBA*

**DOT**

From Fall FY 2002 Supplemental (HR 3338)	100
Improvements to NYC area transit systems	175
Repairs to highways and for enhancing ferry service	100
Repairs to Amtrak tunnels under the Hudson and East Rivers	1,800
From Summer FY 2002 Supplemental (HR 4775)	167
Transit upgrades	167
Federal Highways	2,342

*Subtotal-DOT*

**Other Federal Agencies**

From Fall FY 2002 Supplemental (HR 3338)	175
Labor     Worker compensation assistance	32
Labor     Job training and retraining	4
Labor     Unemployment Insurance admin	2
Labor     Facilities	1
Labor     OSHA safety/health monitoring	37
DOJ     Crisis Counseling	140
HHS     Reimbursements to hospitals	12
HHS     CDC	11
HHS     National Institute of Environmental Health Sciences	41
GSA     Relocating/Enhancing Federal Facilities	8
Commerce TV/Radio Tower	17
CFTC     Facilities	21
SEC     Facilities	1
EEOC     Facilities	502

*Subtotal-Other Federal Agencies*

**Total**

**12,710**

**One-Time Items That Are To Be Excluded**  
(BA in millions)

<u>Program/Account</u>	<u>Amount</u>
<b>Department of Defense</b>	
Pentagon Reconstruction.....	1,338
Funding provided to repair the damage to the Pentagon resulting from 9-11, to cover associated costs (rental space, relocation costs, replacing damaged equipment, etc.) and the construction of military command centers in the Pentagon.	
<b>Department of Agriculture</b>	
Office of the Secretary.....	68
Funding provided to support various Department of Agriculture activities to improve overall security. Most activities were related to purchasing equipment (x-ray machines, cameras, etc.), improving telecommunications, increasing cyber security, and performing risk reviews.	
<b>Department of Health and Human Services</b>	
Smallpox Vaccine Purchase.....	412
\$412 million is available as non-recurring because \$512 million was appropriated in FY 2002, but \$100 million was requested in the FY 2003 Budget to assist state efforts to distribute if necessary, and to purchase VIG in order to treat those who experience complications from the vaccine	
National Pharmaceutical Stockpile.....	345
\$345 million is available as non-recurring because \$645 was appropriated in FY 2002 to increase to capacity of the stockpile, but only \$300 was requested in the FY 2003 Budget for improved state capacity to distribute stockpile allotments, and for stockpile maintenance.	
HHS Facilities Security.....	141
The CDC and NIH received a one-time appropriation of \$141 million for security upgrades to their facilities.	



**One-Time Items That Are To Be Excluded**  
(BA in millions)

<u>Program/Account</u>	<u>Amount</u>
Department of State	
Embassy Construction (with emergency funds)..... State was given emergency funds to build two embassies (Kabul, Dushanbe). These one-time projects will not have to be repeated in 2003, and consequently the funds will not be needed in the CR.	201
Department of Justice	
Crime Victims Fund..... For victim counseling programs in New Jersey, Virginia, Pennsylvania, and other states affected the terrorist attacks.	31
District of Columbia	
Federal Payment for Emergency Planning and Security Costs..... \$200 million was provided to the District of Columbia, for the purchase of first responder equipment and training, improvements in emergency traffic management, and increased security at District facilities and the metropolitan subway and bus system.	200
Postal Service	
Payment to the Postal Service..... \$500 million in one-time expenditures were provided for irradiation equipment to sanitize the mail, protect personnel (gloves, masks, etc.), site clean-up and medical goods and services, and public education material.	500
Subtotal, One-Time Costs, Non-New York Funds	3,236
Subtotal, New York One-Time Costs	12,717
Total, One-Time Costs	15,953